

**Millennium High School  
Athletic Department**

Head Coach Job Description

To hold the title of “Coach” in high school athletics, you also maintain the role of a “teacher” in the realm of education-based athletics. The game is more than just the Xs and Os. You have the privilege of teaching life lessons through athletics to the young women and men that participate in Millennium Athletics and have the potential to leave life time impressions. Some of the many responsibilities of a coach include building a team centered on character development, pursuing victory with honor, positive sportsmanship, teamwork and the spirit of the game. Millennium coaches, when accepting a position on our team, agree to the following:

- Compliance with all Millennium High School, Tracy Learning Center, League, Sac-Joaquin Section, California Interscholastic Federation (CIF), and NCAA rules and regulations.
- All coaching staff (volunteer and paid) must have a current CPR/First Aid certification, as well as complete the NFHS certifications for: Fundamentals of Coaching, A Guide to Heat Acclimatization and Heat Illness Prevention, Concussions in Sports, Sudden Cardiac Arrest, Engaging Effectively w/Parents, and it is preferred, though not required, that coaches have completed their Sport-Specific course: <http://www.nfhslearn.com/Courses.aspx>  
*\*Heat/Illness, Sudden Cardiac Arrest and Concussion certifications must be updated every 2 years.*
- To provide an environment that is physically and emotionally safe for our student-athletes by conducting routine inspections of facilities and equipment, discouragement of hazing and any other unsafe practices and/or behaviors.
- Report unsafe conditions to the Director of Facilities and Maintenance and Athletic Director.
- Verifies that the Athletic Director has cleared each student-athlete through Home Campus before allowing him/her to tryout, practice, or play.
- In coordination with the Athletic Director, plan and implement the scheduling of team activities, tryouts, practices, game plans and summer activities.
- Complies with time restraints for practice and contest schedules, including holidays/Saturdays, as well as off-season schedules.
- Prepare and implement a preseason conditioning program.
- Instruct athletes on correct form and techniques in beginning and advanced exercises to develop the maximum physical potential of the player.
- Oversee the players as they develop and enhance their individual skills and abilities.
- Prepare a practice schedule on a weekly or monthly basis, designating practice days, times and locations, as well as an outline of the daily focus of each session.
- Provide immediate supervision of student-athletes during all aspects of any athletic or school event in which the team is part of. This includes, but is not limited to, locker rooms, games, practices and fundraisers.

- Teach the student-athlete the sport specific rules, strategies and etiquette. Foster training in conduct, ethics and sportsmanship for all participants and coaching staff.
- Responsible for distribution, collection, and general upkeep of all uniforms and equipment, and providing an end of season inventory.
- The Head Coach must have the ability to communicate effectively and must possess strong leadership skills.
- Set up a preseason parent orientation meeting for all levels to review eligibility, athletic code, team rules, and all potential risk factors for student-athletes in their sport.
- Provide a time and method of communication, outside of practice and games, for players and parents. All teams should have an active REMIND account.
- Work with the Athletic Director to maintain communication and to solve problems that may arise, while supporting the philosophy of the program and parent concern procedures.
- In charge of the assignments and duties of the assistance coaches under his/her supervision.
- In coordination with the Athletic Director, monitor student attendance and academic performance.
- Responsible for completing and submitting requests for transportation in a timely manner.
- Helping to ensure that parent drivers have submit the proper paperwork clearing them to transport student-athletes.
- Submit an annual written report evaluating the Athletic Program, with recommendations for improvement, if requested by the Athletic Director.
- Promotes the program by prompt, accurate reporting of scores to the local media and MaxPreps, while maintaining a positive relationship with the local media.
- Cooperates with all of the coaches in providing the most optimum sports program possible.
- Works with the Athletic Director for all fundraising activities.
- Adhere to Coaches' Handbook.
- Other duties as assigned.

*Updated 3/3/18*