



## MCDONELL AREA CATHOLIC SCHOOLS

Est. 1882

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### 11 Man Football Varsity Head Coach

High School

**Position summary:** The coach is to provide support to students participating in athletics and be a role model who sets a positive example. The coach will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play. The coach is to always conduct him/herself in such a manner as to reflect positively on the athletics department, the school system, and the Diocese.

#### Reports to:

Directly: Athletic Director

Indirectly: Building Principal

#### Responsibilities:

- Complete and have on file with the Athletic Director, a Diocese of La Crosse confidential employee and volunteer questionnaire, fingerprint record, and Safe Environment training verification.
- Support the incorporation of prayer into games and practices.
- Lead by example, promote good sportsmanship, and show respect towards MACS players, opponents, other coaches, and contest officials at all times.
- Assist the Athletic Director in the enforcement of the MACS Athletic Code and Diocesan code.
- Conduct interviews, in cooperation with the Athletic Director, for assistant coach positions.
- At the time requested, prepare and submit a budget for the following school year to the Athletic Director.
- Issue equipment, collect equipment at the end of the season, take an inventory of equipment, and store equipment in the assigned area. The inventory is to be turned into the Athletic Director at the end of the season.
- Provide a list of all award winners for the Athletic Director at the conclusion of the season.
- Have knowledge of WIAA rules for your sport. These rules are contained in the WIAA Handbook and the WIAA season regulations booklet. Attend the WIAA playing rules interpretation meeting for your sport.
- A WIAA rules test, applicable to your sport, must be completed and on file in the Athletic Director's office prior to the start of the season.
- Schedule and conduct practices. Work with the Athletic Director to organize a practice/facilities schedule for the season.
- With the support of the Athletic Director, they provide students and families with a practice schedule.

- Coach at games. Work with the Athletic Director to organize team schedules (Varsity, JV) for the following school year.
- Maintain contact with MACS Communications Director regarding team-related news and events.
- If keys are required/requested, a key request form must be completed and on file in the Athletic Director's office.
- Clear all fund raising projects with the Athletic Director prior to the beginning of the project.
- If early release from school is necessary for a contest or practice, approval of the Athletic Director is needed. A list of athletes, the time for release, and the date of the release need to be submitted to the Athletic Director one week prior to the scheduled contest. In the event of a make-up contest, the time notice will be waived.
- Meet with the Athletic Director at the conclusion of your season.