

## Head Varsity Girls Basketball Coach

Apply in writing to Steve Brockelbank  
Athletic Director  
Ludington High School  
508 N. Washington Ave.  
Ludington, MI 49431

Apply by E-Mail to: [sbrockelbank@lasd.net](mailto:sbrockelbank@lasd.net)

Deadline is May 6, 2008

**TITLE:** Head Coach

**QUALIFICATIONS:**

- Has the ability to organize, supervise and provide leadership for a traditionally strong girl's basketball program within the framework of the total athletic program.
- Has previous successful coaching experience in Basketball.
- The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must be able to coordinate, plan, evaluate and implement his/her program.
- An ability to follow the expectations as outlined by the MHSAA and the Ludington Schools.
- Successfully complete fingerprint background check.

**REPORTS TO:** The Ludington Schools Athletic Director

**SUPERVISES:** Team members and, in several instances, the Head Coach must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the Athletic Director. Helps coordinate female youth recreation basketball.

**GENERAL:**

- The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
- The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
- It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

**HEAD COACH JOB DESCRIPTION:**

Has a thorough knowledge of all of the athletic policies and coordinates their implementation within the framework of the team.

Has knowledge of existing system, state and league regulations, implements same consistently and interprets them for entire staff.

Understand the proper administrative chain of command and refers all requests or grievances through the proper channels. Is aware of public/staff/departmental meetings that require attendance.

Conducts himself/herself and his/her basketball team in an ethical manner during practices and competition and promotes good sportsmanship by modeling appropriate behavior.

Serves as a positive role model.

Performs other duties as assigned by the Athletic Director

#### **STAFF RESPONSIBILITIES**

- a. Establish the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of overall program.
- b. Train and inform the staff, encourages professional growth by encouraging clinic attendance according to clinic request policy.
- c. Delegate specific duties, staff plans, seasonal plans and scouting duties, supervise implementation and at seasons end analyzes staff effectiveness and reports analysis to the Athletic Director.
- d. Maintain liaison with other community organizations related to his/her sport.
- e. Maintain discipline and works to increase morale and cooperation.
- f. Possess a well-stocked first aid kit and adequate water and ice for all practices and contests.
- g. Assist in the recruitment, screening, interviewing, training and assignment of coaching staff at the middle school and high school level.
- h. Maintain / improve knowledge base and coaching skills by joining professional coaching organizations, taking advantage of clinic opportunities and utilizing local collegiate coaching staffs, (according to the professional development / clinic policy).

#### **ADMINISTRATIVE DUTIES**

- a. Assist the Athletic Director in scheduling, providing transportation information and requirements for tournaments and special events.
- b. Assist in the necessary preparation to hold sport events or practices and adhere to scheduled facility times. Coordinates program with maintenance and school personnel.
- c. Provide documentation to fulfill state and Ludington School District requirements concerning physical examinations, parental consent and eligibility.
- d. Conduct pre-season parent meeting, (practice and travel schedules, player expectations, special rules/regulations, award requirements, etc...)
- e. Provide proper safeguards for maintenance and protection of assigned equipment sites.
- f. Attend annual MHSAA rules meeting and disseminate information to coaching staff and Athletic Director.

- g.** Attend annual conference head coaches meetings and disseminate information to coaching staff and Athletic Director.
- h.** Advise the Athletic Director and recommends, policy, method or procedural changes.
- i.** Plan, schedule and supervise a regular program of practice during the season.
- j.** Maintain accurate statistics, (including attendance and punctuality) records and season highlights.

#### **STUDENT RESPONSIBILITIES**

- a.** Emphasize safety precautions and be aware of best training and injury prevention procedures.
- b.** Teach values such as good sportsmanship, cooperation, responsibility, accountability, organization, communication, etc...
- c.** Emphasize the importance of proper conduct including the following of the Athletic Code of Conduct.
- d.** Teach the meaning of being a “student-athlete” and emphasize its importance.
- e.** Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- f.** Establish and disseminate performance criteria for squad selection and participation in interscholastic competition.
- g.** By his/her presence at all practices, games and while traveling, provide assistance, guidance and safeguards for each participant.
- h.** Initiate programs and policies concerning injuries, medical attention and emergencies.
- i.** Complete paperwork on all disabling athletic injuries on proper forms and submit to athletic office within 24 hours.
- j.** Direct student managers, assistants and statisticians.
- k.** Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary and contact parents when a student is dropped or becomes ineligible.
- l.** Teach participants rules and rules changes, new knowledge and innovative ideas or techniques.
- m.** Develop and conduct an appropriate strength and conditioning program for athletes.
- n.** Monitor the academic progress of athletes during the entire school year.
- o.** Assist athletes in their college or advanced educational selection.
- p.** Secure all doors, lights and windows after all athletes have driven home or been picked up.

#### **FINANCE AND EQUIPMENT**

- a.** Participate in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommend equipment guidelines as to type, color or technical specifications. Is responsible for operating within the budget appropriations.
- b.** Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of

equipment and submits annual inventory and current records concerning same.

- c. Properly mark and identify all equipment before issuing or storing.
- d. Monitor equipment rooms and coaches offices, authorizes who may enter, issue or requisition equipment.
- e. Permit athletes to only be in authorized areas of the building at the appropriate times. Reserve rooms/gym/fields through proper channels.
- f. Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- g. Instill in each player and coach a respect for equipment and school property, its care and proper use.

#### **PUBLIC RELATIONS**

- a. Organize parents, coaches and guests for pre-season meet the team/coaches meeting.
- b. Promote the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
- c. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
- d. Responsible for maintaining good public relations with news media, booster clubs, parent support groups, parents, officials, volunteers and fans.
- e. Present program information to news media, (Including but not limited to school PA announcements, newspaper, yearbook and athletic department) concerning all contest results and statistics in a timely manner.