**Baldwin County Schools**

**Athletic**

**Handbook**

**Baldwin County Athletic Department Mission Statement**

            It shall be the mission of the Baldwin County School District’s Athletic Department to educate student athletes about the values of teamwork, morale, sportsmanship, courtesy, integrity, discipline, commitment and academic excellence through a variety of athletic programs. These programs are structured to promote strong physical fitness, an alert and healthy mind, and a strong sense of ones place in and value to the community.

**Baldwin County School District Athletic Department Goals**

1. To promote in students those academic and athletic skills that will enable them to be successful at each level of academic and athletic challenge.
2. To utilize physical training and coaching to further enhance the fundamental skills and talents of student athletes.
3. To promote students’ awareness of their own athletic potential.
4. To instill in student athletes the desire to develop and display strong moral values.
5. To promote students’ pride in accomplishment, in acceptable social behavior, in self-discipline, and in self-confidence.
6. To develop a network of feeder programs designed to foster athletic and physical skills.
7. To promote positive school and community relations.
8. To guide student athletes to become successful both on and off the playing field.
9. To develop championship programs and to promote school spirit.

Revised 6/21/2010

Tryouts and Team Participation

1. Athletes should be invited for try-outs by flyers and school announcements. All other methods of invitation are unacceptable.
2. Make sure all participants are eligible **before** try-outs and during their season of participation.
3. Dates and times of all try-outs or first day of practice should be made in writing to the Athletic Director 2 weeks prior to the start.

**Eligibility**

1. To be eligible during the school year, each participant must have the following:
	1. current physical (updated each year)
	2. no holds
	3. in good standing academically
	4. proof of health insurance or an insurance waiver signed by the parent/guardian
	5. school insurance may be an option for student athletes (see Athletic Director)
2. To be eligible during the summer, each participant must have the following:
	1. current physical
	2. no holds
	3. Proof of health insurance or an insurance waiver signed by the parent/guardian
	4. School insurance may be an option for the student-athlete
	5. **\*\*students participating in non-GHSA events must obtain a physical and be clear of holds in order to participate in extra-curricular activities.**
3. **Physical exams will be good for twelve (12) months from the date of the exam. EXCEPTION: any physical exam taken on or after April 1 in the preceding year will be accepted for the following GHSA school year. Each coach should make a copy for their records and the original MUST be turned in to the Athletic Director.**
4. The initial roster will be checked for holds. Any student on hold at that time will be required to clear the hold or have some type of payment arrangements enforced in order to participate. Holds will be checked monthly.
5. An ineligible player may not participate, identify, nor be a part of any team function practice or contest.
6. As defined managers are not athletes but do have to meet the academic requirements of GHSA and BHS. A manager must not participate in practice or in a contest. Managers are ineligible to carry out their duties if placed on hold.
7. **Athletes that play more than one sport may not begin another sport until the current sport season has ended**.

**Responsibilities & Procedures**

1. Absence or extended leave (practice or game) of any coach must be placed in writing to the Athletic Director prior to the absence or leave. **EXCEPTION:** emergencies.
2. Each coach must carry out his/her duties as a teacher from 8:00am – 4:30pm. Duties include 5th block assignments, faculty meetings, departmental meetings, and after school detention.
3. A student **will not** be punished in any form or fashion due to 5th block attendance.
4. It is the student-athletes responsibility to produce a note from the 5th block teacher showing his/her attendance.
5. Coaches are responsible for the direct supervision of athletes under their training at all practices and athletic events.
6. Direct supervision of athletes begins 45 minutes prior to practice/events and continues until the last participant has left the facility.
7. Head coaches are responsible for organizing a meeting for parents, players, and guests before the season begins.
8. **Volunteer coaches are prohibited.** All coaches or anyone giving direct instructions to student-athletes must be an employee of the Baldwin County Board of Education, must complete a background check and complete the Community Coaches certification through GHSA.
9. Motivational or Inspiration speakers, outside Baldwin County School System, are welcomed as long as they are not interfering with the coaching staff or giving direct instruction to a student.
10. Coaches must complete CPR and First Aid training.

**Guest and Season Passes**

1. BHS employees will be admitted free of charge to any BHS contest or event with the exception of GHSA Playoff Games.
2. Season passes may only be sold and issued by Baldwin High School.
3. Special guests or half-time performances must be approved by the Principal 5 days prior to the event.
4. College coaches and recruiters must present valid credentials and ID for admittance to any contest or event
5. Media and press officials must present valid credentials and ID for admittance to any contest or event.
6. **Coaches will only be allowed 3 guests on the pass gate, excluding playoff contest.**
7. **Coaches’ guests must be submitted in writing to the Athletic Director no later than 12:00pm on the day of the contest or event.**
8. **EACH COACH WILL BE REQUIRED TO ASSIST AS TICKET TAKERS, DOOR HOLDERS, ETC. DURING THEIR OFF SEASON. This will occur 3 times during the year (if every coach does his/her part you should only have to assist 3 games).**

**Annual Budget**

1. Each sport is allotted a budget. The amount will be determined after July 1. The Athletic Director must process all purchase orders to access funds from the budget. **All items ordered without a purchase order will be the sole responsibility of the coach making the purchase.**
2. Banquet expenses (trophies, food, decorations, etc.) must be taken into consideration as an annual expenditure from each sports annual budget.
3. Banquets **MUST** take place at each schools site. An Exception to this rule must be received in writing and approved by the Principal.
4. In regards to each sport banquet, special guest, speakers, administration, and board members must be invited to attend and will not be accessed a fee to enter.
5. The Head Coach of each sport will receive Monthly Expenditures and Balance Statement (by request only) starting August 1 of each school year.
6. No sport may exceed the amount allotted. **The Head Coach will be held responsible for any overdrawn amount.** Orders that exceed the allotted budget will not be processed.
7. Mileage for scouting purposes, attendance of clinics and workshops, meals, or any other expenditure must come out of the allotted budget. The Head Coach of each sport must approve and initiate the reimbursement of funds from that sport account.

**GHSA Sport Clinics**

1. All coaches are required to attend a rules clinic for each sport coached. Failure to attend the clinic will result in a fine ($100.00) and/or suspension.
2. All coaches are responsible to be aware of the clinic dates.
3. All dates are published on the GHSA Calendar.
4. All Head Coaches must obtain a GHSA calendar from the Athletic Director (this should be included in the coaches handbook). You may also obtain this information from the GHSA website at ghsa.net. All Head Coaches must make their assistants aware of these dates.

**Scheduling and Length of Practices**

1. All scheduling will be done in cooperation with the Athletic Director and the Principals Secretary to ensure vacancies in practice areas.
2. All region contests are set in stone and may be changed only if the two schools involved mutually agree. The change must not interfere with other region contests.
3. Submit all changes in the region schedule to the Athletic Director. The Athletic Director will then forward the changes to the region secretary.
4. No coach may enter into an agreement to print or publish the sports schedule with any company, booster club or promotional agency without written consent of the Principal.
5. The length of practices may not exceed three (3) hours on any given day.

**Forms**

1. Copies of the following forms must be submitted to the Athletic Director and a copy must be maintained by the head coach **immediately upon receipt**:
	1. Permission for Participation & Waiver form
	2. Student Information/Emergency Contact form
	3. Consent for Treatment form
	4. Copies of parental consent forms for participating athletes from the middle school.
	5. Coaches who wish to transport students must have on file in the principal’s office a permission form signed by the parent/guardian and a copy of the coach driver’s license and insurance card.
2. **Submit copies of your inventory to the Athletic Director.**
	1. **one immediately preceding the season**
	2. **another no later than two weeks after the season ends.**

**Traveling Guidelines**

1. All Bus Request forms and SSA forms must be complete and turned into the Principal’s Secretary immediately once your sport schedule is finalized. All overnight trips must be approved by the BOE.
2. Any student that travels with the team must return with the team unless provided with written consent of an alternate form of transportation by the parent/guardian. After notifying the head coach, students may return from athletic events with their parents/guardian.
3. Only players, coaches, and current team personnel will be allowed on the sideline or bench area during an athletic event.
4. Only players, coaches, managers, and current team personnel will be allowed to ride the bus to away athletic events.
5. Head coaches are responsible for making sure buses used are cleaned after each athletic trip.
6. Coaches must have a current CDL license and all necessary information on file with the Director of Transportation to legally transport students on buses.

Revised 3/13/08

**Athletic Awards**

1. There is a distinct difference between participation and lettering. Participation is defined as act of participating in practices, meetings, games, or events sponsored by a sport until the end of that sport season as defined by GHSA. Lettering is defined as the act of engaging in a GHSA sanctioned game or event by participating in at least 50% of the scheduled varsity contests for at least 50% of the time allotted for the contest. (Example: Charlie played in 5 varsity football games for at least 2 quarters.)By rule, Charlie has lettered in football for that year. Ten games allotted. Each game consisted of 4 quarters.
2. Lettering takes place only on the varsity level.
3. Participation Awards:
	1. 1st year – participation certificate
	2. 2nd year – participation certificate
	3. 3rd year – participation certificate
	4. 4th year – participation certificate
4. Lettering Awards:
	1. 1st year – 1st year letterman certificate
	2. 2nd year – Framed 2nd year letterman certificate
	3. 3rd year – 3rd year letterman plaque
	4. 4th year – 4th year letterman plaque
5. Letterman plaques are provided by BHS Athletic Department, depending on the availability of funds.
6. All head coaches must submit a copy of all athletic award winners at the end of the season to the Athletic Director.
7. GHSA permits a student to receive only one jacket during his/her high school matriculation. An emblem will be awarded for the first year of each sport. A bar will be added for each additional year of participation in each sport.
8. Managers and statisticians may not receive a letterman’s jacket.
9. Athletes who are injured while participating in a sport may be given special considerations.
10. The official BHS letterman jacket is red with black leather sleeves. The head coach will supply the information to any athlete that letters in his/her sport at the end of their season notifying them of their eligibility. All official letters will be ordered from NEFF through the athletic office and issued by the coach of each sport.

     **Disciplinary Procedures**

1. **Athletes must be provided with rules for participation and disciplinary procedures in writing for each sport. A copy must be on file with the Athletic Director.**
2. Immediately notify the Athletic Director of athletes who have violated rules and are in danger of suspension from the team by phone and in writing. No athlete will be suspended without the Principal’s  approval.
3. Athletes suspended or absent from school will not practice, compete, or travel, with the team during their time of suspension; athletes absent on Friday will not participate in a Saturday game.
4. After a student has been placed in ISS for the 3rd time during the season, he/she will be suspended from playing the next game. Each placement in ISS after the 3rd time will result in suspension from the next game.
5. In accordance with GHSA rules, students ejected from games will be suspended from competing during the next game. Further disciplinary actions may be taken by BHS administration based on student handbook.
6. Any BHS sponsored event or a sanctioned GHSA contest is considered as an extension of the school day.
7. An athlete must immediately report to his/her head coach following any arrest; failure to report may result in a maximum suspension of one year from all athletic activities.
8. Athletes arrested will be suspended from all practices and competitions until his/her case has been disposed.
9. In addition to Baldwin County Board Policy, the following will apply to possession and use of illicit drugs:
	1. **1st offense** – An athlete found in possession of drugs/alcohol is subject to suspension or dismissal from the athletic program. If the athlete is reinstated during the season, 20% of the scheduled games will be forfeited. During the student’s punishment (as prescribed by the BOE), the student may not practice, compete, or travel with the team.
	2. **2nd offense** – An athlete is suspended from competition for one calendar year. A negative blood test must be provided (at the athletes expense) twice during that calendar year. Completion of an Alcohol and Drug class offered Rivers Edge is required.
	3. **3rd offense** – Should the 3rd offense occur during the season or out of the season, the athlete will be suspended from all interscholastic activities for the remainder of his/her high school matriculation.

**Supervision and Maintenance**

1. Coaches are responsible for maintenance of the facility during their use. This includes notifying the Athletic Director of the dates and times of usage (including any changes), securing all doors, lights, windows, and locks before leaving the facility if custodians are not on duty, and maintaining cleanliness.
2. Keys may not be given to student-athletes or managers.
3. The Athletic Director will make an annual inspection of facilities, before, during and after the season.

**Athletic Trainer/Team Nurse**

1. All injuries should be referred to the athletic trainer
2. The duties of the athletic trainer are to treat, rehabilitate, and to provide emergency and preventative care when needed to student-athletes of Baldwin County.
3. The athletic trainer will be present or available for all sports’ games and practices that possesses a high risk of injury.
4. Under no circumstances may the athletic trainer direct or supervise student-athletes unless they are under his care of receiving services.
5. The athletic trainer must keep a record of all injures, treatment, rehabilitation of services rendered to each student-athlete.
6. The athletic trainer must coordinate a plan with the head coach to contact parents of the injured student-athlete in a prompt manner.
7. The athletic trainer reports directly to the head coach of each sport.

**Title IX (Gender Equity)**

The school’s interscholastic athletic program operates within the requirements of the Title IX education amendments of 1972.

This procedure is available to students, employees and the general public. The School Board Policy Manuals are available in all school offices; media centers; and the central office facilities in Milledgeville, Georgia.

                                    Title VI, VII, IX and Section 504 Coordinator:

                                                Board of Education

                                                Director of Personnel

                                                110 North ABC Street

                                                Milledgeville, Ga  31061

                                                478-453-4176

**Athletic Programs**

* Baseball – Varsity and Junior Varsity
* Cheerleaders – Varsity and Junior Varsity (co-ed)
* Cross Country (co-ed)
* Football – Varsity and Junior Varsity/9th Grade
* Literary – (co-ed)
* Boys Basketball – Varsity and Junior Varsity/9th Grade
* Boys Golf
* Boys Track
* Boys Soccer
* Swimming (co-ed)
* Tennis (co-ed)
* Volleyball (girls)
* Girls Basketball – Varsity and Junior Varsity/9th Grade
* Girls Golf
* Girls Soccer
* Girls Track
* Wrestling (co-ed)
* Softball
* Riflery

**Booster Clubs**

**Individual Sport Booster Clubs General Guidelines:**

1. Each sport must establish a booster club with elected officers to serve a one-year term or season for that sport.
2. Each booster club must create a constitution and a set of By-laws to govern the organization.
3. Each booster club must meet periodically at BHS. Meeting dates and times must be made public and in writing to the Athletic Director.
4. An election of individual booster club officers must occur annually. A list of officers must be presented in writing to the Athletic Director.
5. Each booster club must present in writing to the Athletic Director a schedule of events and proposed fundraisers.
6. All fundraising activities **MUST** be presented to the Board of Education for approval prior to implementation.
7. The selling of season tickets by a booster club is **prohibited.** Season tickets will only be sold by Baldwin High School.
8. **A detailed financial report of all expenditures and revenues must be presented in writing to the school principal by June 30th of each year.**
9. Each booster club may establish various levels of membership fees.
10. **Being a booster club member does not allow the member to get into athletic contests or events free of charge.**

**Coaches Rules and Policies**

* 1. Must be dressed properly for practice and games.
	2. No smoking, chewing of tobacco products, or use of alcohol/drugs during school and/or athletic functions. The use of inappropriate language is prohibited.
	3. Must be present at least 1 hour prior to game time.
	4. A coach must be present to meet the visiting team.
	5. Required to attend all athletic meetings called by an administrator.          If a coach is unable to attend a called meeting, then he/she should contact the administrator who called the meeting.
	6. All purchase orders must be turned into the Athletic Director along with the proper documentation (please see purchasing policy). No orders will be processed until the Athletic Director has all of the information needed. All packing slips must be given to the bookkeeper. Checks for the purchase order will not be issued unless the invoice has been received.
	7. All coaches will work hand-in-hand with the Middle School coaches and administrators.
	8. All coaches are responsible to develop a comprehensive feeder program that will be conducive to producing championship programs, both at the middle school and the high school.
	9. All varsity head coaches must meet with the middle school personnel (coaches and administrators) who coach that particular sport.  These meetings should take place 3 times a year (before season, mid season and last month of the school year)
	10. All varsity head coaches will work collaboratively with the feeder sports at the middle school.
	11. Middle school coaches are required to attend a minimum number of summer camps and workouts with their sport.
	12. Varsity and Middle school coaches must actively recruit and track student-athletes from Baldwin County Parks and Recreation.
	13. Varsity head coaches must turn in a written agenda of summer workouts. (camps, practices, etc.)
	14. All coaches must attend their sport banquet.
	15. Coaches cannot sell any items to any players or students without the written consent of the Principal/Athletic Director and approved by Baldwin County BOE as a fundraiser.
		1. The solicitation of students or parents of students to purchase equipment, supplies or services from the educator in a private remuneration capacity is unethical and prohibited.
		2. All money collected from student athletes must be given back to the school athletic fund.
		3. Must give a receipt to students for all money collected.
	16. Camp fees (tuition) may not be paid from school funds.
	17. Non-school sponsoring organizations may employ school coaches as directors, instructors, supervisors, etc….during the summer break.
	18. It is prohibited for coaches to hold summer camps using school facilities when there is a fee to attend.
	19. Athletic teams must not wear school issued uniforms or practice gear for summer camps.
	20. All head coaches must inform the Athletic Director in writing of any changes in practice or game schedule            .
	21. All head coaches must submit in writing to the Athletic Director a copy of the team’s schedule and a current roster.
	22. **NO VOLUNTEER COACHES allowed,** all community coaches must meet qualifications defined by GHSA.
	23. No other personnel such as former players and other coaches can reside with the team unless approved prior by the Principal/Athletic Director.
	24. All coaches should establish fair and equitable ways of cutting players.
	25. An athlete who plays more than one sport **MUST NOT** begin another sport until the current sport season has ended or at the discretion of the AD.
	26. Head coaches may conduct only conditioning sessions prior to the official date.
		1. The athlete **MUST** have a current physical on file in order to participate in conditioning sessions.
		2. Conditioning session must preclude the use of any equipment unique to that sport.
	27. Coaches may conduct two-to-one coach practice session prior to the official starting date.
	28. The Principal/Athletic Director will be listed as the tournament director for any tournament or special event held at Baldwin County Athletic Facilities.

            **Major Responsibilities of Coaches**

1. **Inviting Athletes out for Athletic Teams**
	* 1. posters should be made approximately 4 weeks in advance of a sport try-out date.
		2. Posters should include the date, time, and place of beginning practice or meeting.
		3. Announcements should be made over the schools intercom if needed.
		4. Any other method that is legal
2. **GHSA Eligibility Requirements: see GHSA eligibility instructions**
	1. An initial roster of athletes must be cleared on Form A at least 20 days prior to the first contest or game.
	2. An athlete must make a minimum numeral grade of 70 as a passing grade.
	3. Athletes must be on track for graduation.
	4. All entering 9th grade students are eligible academically.
3. **Baldwin County Athletic Department Requirements for Eligibility**
	1. No student name will be sent to GHSA if he/she does not have a physical on file.
4. **Physical Examinations**
	1. All athletes are required to have on file a physical by GHSA, State Department of Education, Baldwin High School Athletic Department, and the Baldwin County Board of Education.
	2. Coaches must keep a copy of the physical for their records (to have in case of emergency at away events) and turn the original in to the Athletic Director as soon as they are completed.
	3. If a student fails to meet accepted physical standards, his/her head coach must notify him/her immediately. A copy of this athlete’s examination must be kept on file.

\*\*\*NOTE: it is possible for a student to be disqualified for one type of sports activity while being eligible for others. For an example, a student may be disqualified for a contact sport and still eligible for golf, tennis or other non-contact sport. The doctor must document this on the physical form.

If a student fails the “regular” physical exam provided by the school, he/she may be eligible to participate, provided he/she gets the approval of two other physicians.

1. **Inform Athletes of Training or Participating Rules & Eligibility**
	1. **An athlete must be marked present for at least ½ of the school day to either practice or participate in an athletic game or contest.**
	2. It is imperative that each coach enforces his/her training or participation rules and Code of Discipline, fairly, governing their sport. Also, coaches must make sure athletes are aware of the possible consequences for breaking rules.
	3. Practices, games, events, and contests are an extension of the school day.
	4. If an athlete is reported for violation of the coach’s rules, which may call for suspension, the athlete’s case must be investigated, immediately, by the head coach or his appointee. Report must be filed with the Principal/Athletic Director.

**Baldwin County Athletic Department**

**Duties and Responsibilities by Title**

**Responsibilities of Sportsmanship**

THE COACH

* + - 1. Inspires in the athlete a love for the game and the desire to compete fairly.
			2. Knows he is a teacher and understands the athletic arena is a classroom. There is never a wrong time to teach the right thing.
			3. Respects the judgment and interpretation of the rules by the officials.
			4. Treats opponents with respect.
			5. Disciplines those on the team who displays inappropriate of unsportsmanlike behavior.

THE PLAYER

1. Always remembers that it is a privilege to represent the school and community.
2. Win without boasting – lose without excuses.
3. Respect officials and accept their decision without gesture or argument through self-control.
4. Play aggressive, but within the rules.
5. Treat opponents with respect.
6. Finish the play and/or game – never quit.

**Expectations of Everyone**

1.         Loyalty to the staff, school and system.  Loyalty should be demanded from each athlete.

1. **Respect and consciousness of morals that will not allow you to do anything to damage yourself, your family, the athletic program, or Baldwin High School including the use of inappropriate language.**
2. Each coach should exhibit enthusiasm, firmness, fairness, and consistency.
3. Always remember that you are a teacher, and coaching is restricted to the field/court.
4. Believe in the fundamentals required for each sport.
5. Coach mental, physical and moral toughness.
6. Demand respect from all athletes.
7. Remember your accountability for mistakes players make.
8. Know and understand your job and responsibilities.
9. Anticipate problems before they occur.
10. Sell your program to athletes, parents, faculty, and community
11. When communicating with individuals in the community, always remain positive.
12. Teach and display good sportsmanship.
13. Talk to players after practice; practice is not over until all athletes have left.
14. Provide players with plenty of water and other refreshing liquids.
15. Coaches are expected to serve as role models to students on and off the field and courts, at school or in the community.

**Head Athletic Coach Job Description**

**Qualifications:** 1. Valid Georgia teacher certification.

                                    2. Employed as a teacher by the Baldwin County BOE

                                    3. Has the ability to organize and supervise a total sport program

                                    4. Had previous successful coaching experience in assigned sport

5. Has substantial knowledge of the technical aspects of the sport

    And at the same time must continue to examine new theories                  and procedures pertinent to the field

**Reports to:** The Principal/Athletic Director, who provides overall objectives

                                    and final evaluation.

**Supervises:** 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 Principal/Athletic Director.

**Job Goal:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a high degree of individual and team success. At the same time, the student athlete shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self discipline and self-confidence.

**General:** \*The success of the 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 a winning program 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 specifically covered, the coach should exercise common sense and good judgment.

**Duties and Responsibilities:**

1. Has a thorough knowledge of all GHSA policies and athletic policies approved by the Baldwin County BOE and is responsible for the implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and region regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public / staff / departmental meetings that require attendance.

**Staff Responsibilities:**

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conference clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season’s end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Perform such other duties which may be assigned by the Principal or Athletic Director.

**Administrative Duties:**

1. Assists in scheduling, eligibility, providing transportation and requirements for tournament and special sporting events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the Principal/Athletic Director and recommends policy, method or procedural changes.

**Student Responsibilities:**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete’s grades and conduct.
3. Initiates programs and policies concerning injuries, medical attention and emergencies.
4. Directs student managers, assistants and statistician.
5. Assists athletes in their college or advanced educational selection
6. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contact parent when student is dropped or becomes ineligible.

**Finance and Equipment:**

1. Participates in the budgeting function with the Principal by establishing requirements for season. Recommends equipment guidelines as to type, style, and color of technical specifications. Is responsible for operating within the budget appropriations.
2. 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.
3. Properly marks and identifies all equipment before issuing or storing.
4. Permits the athletes to only be in authorized areas of the building at appropriate times.
5. Instills in each player a respect for equipment and school property, its care and use.
6. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
7. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility or defects that need to be reported to the proper personnel.

**Public Relations:**

1. Organizes parents, coaches, players, and guest for pre-season meeting.
2. Presents information to news media concerning schedules, tournaments and results.
3. Responsible for maintaining good public relations with booster club, parents and news media.
4. Promotes the sport within the school through recruiting athletes and promotes the sport outside the school through little league programs, news media, or any other feasible method.

**Assistant Coach Job Description**

**Qualifications:** 1. Valid Georgia certificate

2.  Employed by Baldwin County BOE

                              3. Previous coaching experience in assigned sport is desirable.

                              4.  Has knowledge and background in the assigned sport.

**Reports to:** The Head Coach, in conjunction with the Principal/Athletic Dir.

**Supervises:** Athletes and team assigned to him and assumes supervising control over all athletes in program when such control is needed.

**Job Goal:** To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

**Duties and Responsibilities:**

1. Has a thorough knowledge of all athletic policies approved by the Baldwin County BOE and is responsible for its implementation.
2. Has knowledge of the existing system, state and league regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests and grievances through the proper channels. Is aware of all public / staff / departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.

**Administrative Duties:**

1. Assists the head coach in scheduling, providing transportation to sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practice and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

**Student Responsibilities:**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Directs student managers and statisticians on respective team.
4. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible.

**Equipment and Facilities:**

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the head coach an annual inventory and current records concerning same.
2. Recommends to the head coach budgetary items for next year in his area of the program.
3. Monitors equipment room and coaches’ offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Responsible for cleanliness and maintenance of specific facilities and sport equipment.
6. Secure all doors, lights, windows, and locks before leaving if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and use.

**Program Responsibilities:**

1. Assists the head coach in carrying out his responsibilities.
2. Makes press releases and school announcements.
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
4. Maintains a record of team statistics and requirements for lettering.
5. Works within the basic framework and philosophy of the head coach of that sport.
6. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
7. Helps in the planning and implementation of both in season and out of season conditioning and weight programs.
8. Never criticizes, admonishes or argues with the head coach or staff member within the ears or eyes of players or parents.
9. Strives to improve skill by attending clinics and using resources made available by the head coach / principal/ athletic director.
10. Attends most of the contests, when possible, of other teams in the program. Support the entire sport program.
11. Arrives early enough before practice, meetings and contests to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
12. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach/principal/athletic director.

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