



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

REGIS HIGH SCHOOL VARSITY ATHLETIC COACH

REPORTS TO: Athletic Director and Building Principal

The coach is to be a role model who sets a positive example for those students with whom he/she comes in contact. The coach is to always conduct him/herself in such a manner as to reflect positively on the Coach and on Regis Catholic Schools.

PRIMARY RESPONSIBILITIES:

1. 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.
2. Model a Christian life style and support the beliefs of the Catholic Church. Incorporate prayer into games and practices.
3. Lead by example, promote good sportsmanship, and show respect toward Regis players, opponents, other coaches, and contest officials at all times.
4. Assist the Athletic Director in the enforcement of the Regis Co-curricular Code.
5. Conduct interviews, in cooperation with the Athletic Director, for Assistant Coach positions.
6. At the time requested, prepare and submit a budget for the following school year to the Athletic Director.
7. 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.
8. Provide a list of all award winners to the Athletic Director at the conclusion of the season.
9. 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.
10. A WIAA rules test, applicable to your sport, must be competed and on file in the Athletic Director's office prior to the start of the season.
11. Organize and conduct practices. Work with the Athletic Director to organize a practice/facilities schedule for the season.
12. Coach at games. Work with the Athletic Director to organize team schedules (varsity, JV, freshmen, etc.) for the following school year.
13. Update Regis Ramblers athletics website (www.ramblersathletics.com) following each sporting event, complete with final score and event summary.
14. Maintain contact with Regis Catholic Schools Communications Director regarding team-related news and events.
15. If Regis High School keys are required/requested, a key request form must be completed and on file in the Athletic Director's office. The final paycheck will be held until keys are returned. Volunteer coaches will not be allowed to have keys.
16. Clear all fund raising projects with the Athletic Director prior to the beginning of the project.

17. 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.
18. Meet with the Athletic Director at the conclusion of your season.
19. Attend all meetings and training sessions which are necessary to maintain the position of Head Athletic Coach.
20. Operate in accordance with local, Diocesan, state, and federal laws, policies, regulations and codes.
21. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
22. Maintain professional, cooperative, and friendly relationships with students, players, parents, visitors, officials, and all staff.
23. Demonstrate support of fellow employees and administration through actions and comments.
24. Assist in keeping lockers rooms, coach offices, and playing field or gym clean and orderly.
25. Perform other duties or responsibilities as assigned by the School Administrator, Athletic Director, or the WIAA which are not specified or implied within this document.

Sport

Varsity Coach's Signature

Date

Athletic Director Signature

Date