**Eminence MS/HS Athletics**

**Head Coaching Job Description**

* **Administrative Duties**:
	+ Verifying student-athlete physicals using Privit
	+ Grade checks
	+ Completed rosters
	+ Notifying media outlets with game results as soon as possible.
	+ Manage successful social media platforms regarding your team
	+ Update Maxpreps
	+ Fundraising or seeking out donations and collection of monies
	+ IHSAA sport-specific paperwork
	+ Follow practice schedules set forth by the athletic director
	+ Keep a list of team rules on file with the athletic director.
	+ Seek opportunities to help our student athletes at the next level playing collegiate sports.
* **In season:**
	+ Coordinate and plan practice schedules, film sessions, study tables, and weight room sessions
		- Train and supervise your staff
		- Actively promote your program and other Eminence athletic programs
		- Encourage weight lifting among your student-athletes
		- Conduct player and parent meetings
		- Stay in constant communication with your parents
		- Help maintain your programs facility
* **Off season**
	+ Actively seek our off season and summer development opportunities for your players.
		- (Minimum of 1 home clinic and an away clinic) or
		- (Minimum of 2 home clinics)
		- In addition to various off season and summer practices
		- Help supervise off season weights, SAQ, and conditioning workouts
* **Meetings/functions**
* IHSAA rules meetings
	+ Eminence coaches council meetings
		- * Athletic awards banquets
			* Other necessary meetings
	+ Conduct one parent meeting per season inviting the athletic director to the meeting
* **Expectations**
	+ Exhibit a true work ethic and creativity in developing your program
	+ Demonstrate outstanding character at all times
	+ Demonstrate respect for your players, staff, and the community
	+ Put your athletes in the best possible position to succeed
	+ Follow the guidelines set forth in this job description, the student-athlete handbook, the coaches manual, and specific rules set forth by the administration team including the athletic director
	+ Be flexible and understanding in regards to the resources of the school corporation and athletic department
	+ Follow the athletic motto, “Always Compete, Never Quit, Have Fun!”
	+ Be the example. Be the role model. Be transformational in your coaching abilities.
* **Team Member Expectations**
* **Attitude**
	+ Everything progresses or regresses based on a person’s attitude
	+ We want positive coaches for our students
	+ We want colleagues who are positive team members
	+ We want to be the Best! At Everything! Period!
* **Relationships**
	+ Winning is nice, people are nicer
	+ Everybody is Somebody
	+ Athletes may not remember your record, but they will remember if you cared
	+ Treat people the way you want to be treated
* **Always Compete, Never Quit, Have Fun!**
	+ Encourage and Push our students to Always Compete with themselves, their peers, other students around the state, community, and globe
	+ Compete each day to be the best team member you can be
	+ Help foster a climate/culture where we Expect to Succeed in academics, athletics, and all co-curricular activities
	+ Extrinsic Results= county, conference, and state championships
	+ Intrinsic Results= do what is best for the students, parents and community of Eminence Schools
	+ Process=Practice, Weights, SAQ’s, Conditioning,  quality instruction, high expectations
	+ Sports can transform the lives of our athletes and should be some of the happiest times in their lives. Have Fun Daily!
* **Integrity**
	+ Do the right thing
	+ Convenience doesn’t always mean the right thing
	+ Help each other, support each other, trust each other
	+ Promote positive sportsmanship!
* **Perseverance**
	+ This is a marathon, not a sprint (Start Strong-Finish Strong)
	+ There will be adversity...Don’t Give Up!
	+ Don’t give up on our kids
	+ Don’t give up on our teammates

**#GoEels #AlwaysCompete #NeverQuit #HaveFun!**