**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!**