

Head Coaches Responsibilities During Training and Competition

Head Coach Responsibilities during Training

Pre-season Responsibilities:

- Locate training site with help of program training coordinator/sports and competition director.
- Ensure there is sufficient appropriate sports equipment and a safe environment for each training season.
- Assist with recruitment of assistant coaches to maintain the required 1:4 coach to athlete ratio. This ratio must be in place for all training and competitions.
- Communicate with assistant coaches their roles and expectations during training along with a crisis plan.
- Establish and communicate a sports training and competition schedule for a minimum of 8 - 10 weeks. This is for parents/guardians, assistant coaches and program management team.
- Work with the local program sports and competition director to schedule and plan a local program competition.
- Ensure athletes are provided multiple competition opportunities during each sports season.
- Consider signing up for Fit 5, more info on SOPA website:

During Training Session:

- Create practice plans for each training session and share with assistant coaches.
- Train and mentor assistant coaches and provide meaningful coaching assignments. Assignments include but not limited to:
 - Maintain accurate records of attendance and performance (track personal best) of each athlete.
 - Provide warm-ups and/or cool downs for each training session
 - Oversee skills stations
 - Working with skills athletes vs team athletes
 - Creating Team Sport Assessments
 - Maintaining equipment
- Arrive prior to practice to ensure the site is set up and stay until all athletes have left the site.
- Ensure that you have a copy of current athlete medical for each athlete; they may not attend a training session without it.
- Ensure there are sufficient appropriate sports equipment and a safe environment for each training season.
- Oversee the entire practice and ensure that the practice plan is followed.



- Assess each athlete/team to determine individual and/or team skill level for training and competition.
- With the aid of assistant coaches and athletes develop goals for each individual and/or team for the season.
- Handle athlete/partner/coach/parent behavioral issues/medical issues during practice.
- After Practice
 - Assess practice plans to ensure you are on course or adapt plans for issues found during the training.
 - Complete misconduct or accident/incident reports and submit them to the management team for documentation.

Certification Requirements:

- Receive and maintain all required coach certifications – Class A and Sport Certification.
 - VSys Record
 - Protective Behaviors - Once every 3 years
 - General Orientation
 - Concussion Training -once every 3 years
 - Background Clearance - once every 5 years
 - Sport Specific Skills Certification
 - Continuing Education - Once every 3 years
 - Be knowledgeable of the NGB and SONA Sport rules.

Reporting Requirements:

- Athlete attendance, performance and evaluations
- Training numbers at the end of each sports season
- Accident/Incident/Misconduct Reports, as needed
- Fit 5 -Complete required paperwork - If applicable

Coach Responsibilities on Competition Day

Prior to Game Day:

- Provide information to each athlete and coach
 - Transportation
 - Pick-up time and location
 - Return time and location
 - Packing list
- Ensure you have a current phone number of the athlete's parent/guardian if needed.

Game Day:

- Provide HOD with the following information for registration:
 - Scratches - Athletes and Coaches
 - Activations – Team alternates only
- Be present during competition and Head Coaches meetings.
- Have a copy of each athlete's medical and/or place a copy in the athlete's credential holder.
- Provide assistant coaches with:
 - List of 4 athletes they are responsible for
 - Athlete's event schedule
 - Special event schedule
 - Medical and physical needs
 - Behavioral habits
- Remind Everyone:
 - Practice good hygiene habits at all times
 - Be responsible for your own actions during the day
 - Respect officials/judges/referees
 - Show good sportsmanship
- Be sure that prescribed medications are taken at appropriate times.
- Do not let volunteers hold athlete medication.
- Ensure Athletes are:
 - Not left unattended at any point & accompanied to activities.
 - Dressed appropriately
 - Warmed-up prior to competition and cooled down after
 - Present at staging when events are announced
 - Remain in uniform to receive their awards
- Enforce the appropriate use of cameras, imaging and digital devices. Ex., Do not use such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.
- Do not consume any alcoholic beverages or any controlled substances such as cigarettes, or chewing tobacco.
- Return credential holders, without ID labels, at the registration table before departing.

Reporting Requirements:

- Submit accurate times/scores for competition
- Update scratches/activations and scores/times one week before competition
- Ensure completion of athlete incident report, if needed, and return to the SOPA liaison
- Complete on-line evaluation form