

**Socorro Independent School District
Department of Athletics**

Coaching Responsibilities

I. Coaching Requirements

- A. In accordance with the UIL: ALL coaches shall ANNUALLY attend a COPE (Coaches and Officials Positive Expectations) meeting prior to coaching their sport or they will not be allowed to coach.**
- B. Any coach who is ejected or any football coach, who is given two or more 15-yard unsportsmanlike penalties during a contest, is required to appear before the UIL State Executive Committee (at their own expense).**
- C. Coaches must receive training and be CPR, First Aid, and AED certified.**
- D. All coaches must have a notarized Professional Acknowledgement Form (PAF) on file in the Athletic Office.**

II. General Responsibilities

- A. Athletics is a regular class period to be treated as any other class. Roll must be checked each day, absences reported daily, and grades must be assigned.**
- B. Never leave your athletes unsupervised in the dressing room, gymnasium, playing fields, or courts. Do not leave school premises until all your respective athletes have been picked up after practices and games.**
- C. Athletes should be encouraged to participate in as many activities as he/she wants. Coaches should not in any way discourage an athlete of participating in other sports.**
- D. Head coaches are responsible for their total programs. Equipment will be issued to athletes and they will be held responsible for the equipment.**
- E. The coach of each particular sport is responsible for making sure that their athletes have a physical and all required paperwork on file before they can practice or compete.**
- F. If an athlete quits an in-season sport, he/she cannot join another sport until the first sport has ended unless there is mutual agreement from both coaches. This rule does not apply to middle school athletes.**
- G. Coaches are responsible for knowing and applying UIL rules and policies.**

III. The Coach of each sport must:

- A. Make a school announcement when workouts for your sport will begin.**
- B. Communicate with trainer concerning injuries of athletes.**
- C. Check eligibility, transcripts, and grades.**
- D. See that the dressing room is kept clean and safe.**
- E. See that all equipment is taken care of and maintained as needed.**
- F. Refrain from criticizing official's calls made during contests.
(Regardless whether you feel they are right or wrong).**
- G. Never criticize players, but instead support them.**
- H. Inventory equipment and turn in to Athletic Office.**
- I. Promptly turn in all paperwork as requested by Athletic Department.**
- J. Brief your student managers on duties they will perform.**
- K. Emphasize LOYALTY TO THE COACHING STAFF.**
- L. Explain and enforce UIL rules applicable to the sport coached.**
- M. Make sure that team practices do not exceed the 8 hour rule.**
- N. Make sure that student's absences from school for athletic participation does not exceed 10 days.**

IV. Pre-Season and season coaching responsibilities

- A. Before the first athletic event, check eligibility list and be sure that the name of every athlete you plan to use in the first game is on the list.**
- B. Check with the athletic coordinator and transportation department for arrangement for transportation as they relate to specific sports.**
- C. Coaches are expected to attend their official's draft selection and/or rules clinic as required.**
- D. No football, soccer, baseball, softball fields, or gyms are to be used by anyone outside the district during the season without proper approval.**
- E. Cooperate with the principal and athletic coordinator in arranging of programs for assemblies, pep meeting, and honor assemblies.**
- F. Be sure that athletes who are no longer on the team are aware of their schedule change.**
- G. It is the coach's responsibility to attend all campus meeting as required.**

V. End of season responsibilities

- A. Check carefully that all equipment is returned and hold the athletes responsible for school equipment that has not been returned.**
- B. Prepare a needs list for the following year immediately upon the conclusion for the sport for which you are head coach.**
- C. Clean, store, and inventory equipment. An inventory list is to be filed at the athletic office within 2 weeks after season ends.**
- D. Submit reports showing the number of games or meets with complete score and number of athletes participating in the sport you are coaching.**
- E. Turn in a sport's survey for every sport you coached. A copy of the sports' survey can be found in the forms appendix.**
- F. It is the Head Coach's responsibility to submit written documentation of future needs of their sport and necessary repairs needed to facilities.**

VI. Summary of Coach's Responsibilities

- Recognize that coaching is teaching and coaches are teachers first.**
- Make your work an integral part of the total school program.**
- Insist on the enforcement of all UIL rules of athletic eligibility.**
- Ensure the health and safety of all athletes.**
- Follow the athletic trainer's procedures.**
- Issue and maintain all equipment.**
- Arrange for transportation of athletes.**
- Always cooperate with officials.**
- Encourage positive public relations.**
- Encourage athletes to participate in many sports.**
- Provide off-season programs.**
- Have total commitment to each sport coached.**
- Follow the procedures established in the SISD guide.**
- Adhere to all district and campus policies and procedures.**
- Adhere to TEA Code of Ethics for Professional Educators.**
- Serve as positive role models to our students and athletes.**

V. Specific responsibilities pertaining to Athletes

A. Before entering a sport an athlete must have:

- 1. A valid physical by a U. S. doctor or nurse practitioner. All athletes need a yearly physical examination after May 1 for the following school year. Every physical is only valid for one school year. All athletes new to the district must have a physical on file before participating.**
- 2. All required UIL and SISD paperwork must be complete, turned in, and on file.**
- 3. Must be eligible according to UIL/TEA rules.**

B. An athlete must also be aware of the following:

- 1. Training rules**
- 2. Care of equipment**
- 3. Rules of athletic training room**
- 4. On and off the field conduct expected of him/her**
- 5. Reporting of all injuries**
- 6. Award standards**
- 7. Being on time**
- 8. Facility protection**
- 9. Grade requirements and expectations**
- 10. Conduct on road trips**
- 11. Respect for officials and teachers**
- 12. Campus and/or District dress code**
- 13. No profanity allowed**
- 14. Loyalty**
- 15. We expect an athlete to give his/her full effort to support the entire program.**

**Socorro Independent School District
Department of Athletics**

Middle School Athletic Coaching Duties

- I. **Assemblies:** Coaches will organize and conduct assemblies and pep rallies with the help from Administrators and Athletic Coordinators.
- II. **Eligibility:** Coaches must have turned in to Athletic Office, a list of all student athletes and must make sure that they all comply with the UIL rules.
- III. **Forms:** Coaches need to have all student athlete required forms for eligibility turned in and on file.
- IV. **Banquets:** Coaches will organize banquets with help from Administrators, Athletic Coordinators, and Booster Club.
- V. **Meets, Tournaments, and regular season games:** Coaches will organize meets, tournaments and regular season games with the help of the Athletic Coordinator.
- VI. **Bus Scheduling:** Coaches will develop a bus schedule prior to their season to be processed in a timely manner.
- VII. **COPE, CPR, AED Training:** Coaches will work with Athletic Coordinator to keep their COPE, CPR and AED training certification up to date.
- VIII. **Uniforms:** Coaches need to inventory uniforms and equipment which will be returned to the school at the end of the season. Coaches will create a list of all student athletes that did not turn in their uniforms. Coaches should make sure that all student athletes are accountable for turning in their equipment and uniforms as issued. Student athletes are not allowed to participate in any other athletic sport or functions until uniforms are turned in.

- IX. Keys: Coaches need to turn in keys to the Administrators or Athletic Coordinator the week after season for redistribution. They must also turn in all inventories of uniforms and equipment to the Athletic Office. (Keys for locked shelves for uniforms and equipment will be turned in at the same time)**
- X. Respect: Coaches need to respect other coaches' equipment, offices, and facility. Coaches need to keep locker rooms, offices, gyms and fields clean. Students are not allowed to be unsupervised in locker rooms at any time. Coaches must be in locker room and in the gym for safety and accountability for their student athletes. Girls are not allowed in boy's locker room, and boys are not allowed in girl locker room. Student athletes are not allowed to use athletic lockers or athletic equipment during P.E. classes.**
- XI. Reporting scores: Coaches need to report scores after games to Athletic Department. (937-0504). These scores are needed for ranking and reporting purposes.**
- XII. Practice schedules: Coaches should work with Athletic Coordinator to coordinate practice times for gym. (Volleyball and Basketball). Coaches should maximize practice time. Coaches need to turn in a weekly practice schedule to Athletic Coordinator.**
- XIII. Ordering Athletic Equipment: Coaches need to work with Athletic Coordinator to order equipment needed for the success of their athletic program.**