**GETTYSBURG AREA SCHOOL DISTRICT COACHES’ JOB DESCRIPTION**

1. Organizes and administers the team which he/she coaches under the supervision of the AD and building administration.
2. Attends all required coaches’ meetings.
3. Uses evaluative criteria in the selection of team members.
4. Determines playing time, team strategy, play calling and tactics.
5. Provides assistance, when appropriate, in the selection and evaluation of assistant coaches, junior varsity coaches, and middle school coaches.
6. Assumes responsibility for the selection and training of all team managers, scorekeepers, timers, and statisticians.
7. Verifies the eligibility of each athlete in conjunction with the AD and designated administrator.
8. Assumes responsibility for reporting all unsafe playing areas, bleachers, and equipment to the AD.
9. Assists, when appropriate, the AD in the rescheduling of games and transportation to games.
10. Assists, when possible, in arrangement of dressing area(s) for officials.
11. Assists in developing and placing into operation the appropriate team rules and regulations governing the conduct of athletic activities and contests.
12. Submits to the AD equipment needs.
13. Completes and submits to the AD an updated inventory of all equipment, supplies, and uniforms at the close of his/her season.
14. Assists the AD with the cleaning, care, and storage of athletic equipment for their team.
15. Assists the AD with arranging details of the visiting team’s needs, as appropriate.
16. Assists, when appropriate, in the preparation of specifications for bids on supplies and equipment.
17. Assists, when requested, in the preparation of specifications for gymnasiums, athletic fields, and other facilities.
18. Assists in fostering good school-community relations by keeping the community aware of and responsive to the athletic program.
19. Provides, when appropriate, advertising, pre-contest publicity, press coverage of contests, and post-contest reports to the media.
20. Completes accident reports and forwards them to the AD.
21. Assists the AD in the decision-making process regarding cancellation of practices and games due to inclement weather.
22. Provides assistance in making proper preparation for the conduct of contests (playing fields, gymnasia, etc.).
23. Supervises team personnel at all times they are involved in the program. This includes team meetings, dressing before and after practices and contests, during practices and contests, and during transportation of team personnel to and from the contests.
24. Completes officials’ evaluations (rating cards) and submits them to the AD, as applicable.
25. Assists, when appropriate, in the promotion of student athletes’ participation at the collegiate level.