



## **Head Boys Golf Coach**

Title: Head Boys Golf Coach [paid]

Reports to: Activities Director & Secondary Principal

Qualifications (or able to obtain prior to state date):

1. Valid Iowa coaching authorization
2. Required Dioceses VIRTUS Training and follow-up on training letters provided from diocese
3. NFHS concussion course
4. IHSAA rules course

Goal:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the athletes shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General:

1. The success of the athletic program is an influence on the community's image of the entire school system. Public exposure is a considerable responsibility and community/parent/guardian pressure for winning performance is taxing, but must not override the objectives of sportsmanship and good mental health of the athletes.
2. The position includes other unusual aspects such as extended time, risk/injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance for the coach to function effectively. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
4. It is the responsibility of the head coach to make sure all of their coaches have the proper paperwork (etc. payroll forms, VIRTUS Training and Coaching Authorization)
5. It is the responsibility of the head coach to make sure all participating students are eligible for practice and competition according to Diocesan policy and IHSAA and IGHSAU policies. Coaches should consult with the Activities Office if they are unsure of these regulations.
6. Responsible for attending rules meetings online and being aware of all regulations of the IHSAA and IGHSAU relating to their sport.

Responsibilities to the Student-Athlete:

1. Provides training, rules and any other unique regulations of the sport for each athlete who is considered a participant. These areas should be covered by the head coach:
  - a. Academic progress
  - b. Physical, insurance and parent/guardian forms acknowledging risk and

- understanding of the good conduct policy
- c. Care and return of equipment
- d. Attendance at practice
- e. Suiting up policy
- f. Lettering requirements
- g. Dress for contests
- h. Rules and regulations of the athletic handbook and additional rules
  - i. Bus procedures
- 2. Gives constant attention to a student-athlete's grades and conduct
- 3. Present at all practices, games and while traveling.
- 4. Provides assistance, guidance and safeguards for each participant
- 5. Initiates programs and policies concerning injuries, medical attention and emergencies
- 6. Works with training staff to document and inform the athletic office of all athletic training issues.
- 7. Directs assistant coaches, student managers and statisticians
- 8. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parent/guardians when a student is dropped from the team or becomes ineligible.
- 9. Assists in their college or advanced educational selection

#### Finance & Equipment:

- 1. Participates in the budgeting process with the Activities Director by establishing priorities for the next season. Suggest equipment guidelines as to type, style or technical specifications.
- 2. Is accountable for all equipment and uniforms and provides the Activities Director with a list of any equipment and uniforms lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory within two weeks of the end of the season and current records concerning equipment.
- 3. Properly inventories all equipment before issuing or storing.
- 4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
- 5. Works with the trainer to make sure medical kits are adequately supplied and available at all practices and contests.
- 6. Permits the athletes to be only in the authorized area of the building at the appropriate times.
- 7. Examines locker room before and after practices and contests (home and away), checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment and facility
- 8. Actively supervises the locker room, bus/vans
- 9. Is responsible for the safety of athletes before and after practices and contests.
- 10. Secure all doors, lights, windows and locks before leaving the building.
- 11. Ensures all students have been picked up or have left the building after returning from an away trip.
- 12. Instills in each player a respect for equipment and school property, including its care and proper use.

Public Relations:

1. Organizes parent/guardians, coaches, and players for pre-season meetings
2. Assists Activities Director in organization of end-of-season banquets, award letters, and any special recognitions
3. Assists Activities Director in organization of senior parent/guardians' night
4. Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sports outside the school through the news media, little league programs, or in any other feasible manner
5. Responsible for the quality, effectiveness and validity of any oral or written release to the media
6. Responsible for maintaining good public relations with new media, booster club, parent/guardians, officials, volunteers, fans and opposing team.
7. Presents information to news media concerning schedules, tournaments and results

Deadline to apply:

Open Until Filled

To apply, please send a resume and cover letter to Taylor Hotek: [taylor.hotek@regina.org](mailto:taylor.hotek@regina.org)

If you have any questions regarding this position, please contact the activities office at (319) 338-5436 or email: [taylor.hotek@regina.org](mailto:taylor.hotek@regina.org)