

Administrative Responsibilities of Coaches

- Strategic Planning
- Physicals and Fees
- Accident Reports
- Emergency Medical Plans
- Communications within Each Sports Team
- Parent-Athlete-Coach Relationship
- Communications with the Athletic Office and MPCS
- External Communications / Media Relations
- Player Pack Gear and Use of School Logo
- Equipment/Uniform Care and Inventory
- Dress Code for Coaches

Strategic Planning

Strategic plans are to be created and maintained for all sports. Maintaining a plan for one, three, and five years into the future is essential for proper planning and goal setting. Varsity head coaches are expected to create their plan with the help of assistants and middle school coaches. Varsity coaches should view themselves as responsible for the climate and approach down-line (JV and middle school) and should regularly be involved with the coaches at these levels.

Physicals and Fees

Coaches must be vigilant in collecting and turning in athletic physicals to the athletic office. If an up-to-date physical is not on file in the athletic office, a student will not be allowed to participate. Athletic fees and player pack fees will be billed and collected through the office of student accounts.

Accident Reports

Accident reports must be filled out by the person who first responded to the injury or who witnessed the injury happening to any student-athlete requiring medical attention beyond basic first aid. This would include any injury requiring a visit to a physician or emergency transportation to a hospital. Forms are to be submitted to the athletic office no later than dismissal of the following school day.

Emergency Medical Plans

Emergency Medical Plans are to be kept in the head coach's manual for the sport's specific facilities/venues. Additionally, all assistant coaches must be fully aware of the procedures to be followed in the event of a medical emergency.

Communications within Each Sports Team

A preseason meeting should be held with the intention of

- Setting expectations for student participation time,
- Organizing the level of parental involvement,
- Providing an overview of coach's philosophy,
- Discussing how issues will be resolved (chain of command), and
- Discussing how the coach plans to integrate faith.

All head coaches are to communicate via email with their players/families at least once per week while in season. Consistent communications will help to eliminate confusion and anxiety, while also helping our families to plan. It is essential our coaching staffs stay organized with both their administrative duties and their responsibilities on the court/field.

Parent-Athlete-Coach Relationship

The parent-athlete-coach relationship should be explained by head coaches at the outset of each new season at the preseason parent meeting. A clear understanding of the lines of communication and how to resolve issues before the season begins is vital to having positive relationships with our families.

MPC Way for Parents

Communications with the Athletic Office and MPCCS

In-season coaches will meet with their respective athletic director when needed to ensure that the school is current on all happenings within their program. Any changes to a published schedule (practice or game), rain outs, etc., must be immediately communicated to the athletic office in order to update the hotline and website. Out-of-season coaches will meet with their respective athletic director as needed but no less than once per month.

External Communications / Media Relations

MPCS Website, *Georgia Sports*, *Marietta Daily Journal*, *Weekly Word*, *Wingspan*, Twitter, and Facebook

All varsity game results are to be called in to the *Marietta Daily Journal* (770-428-9411, extension 222) before 11:00 p.m. the night of the game.

Coaches should make every attempt to get to know one or two of the reporters who will be covering their sport. Also, a brief recap of wins should be emailed to the head of school's administrative assistant for inclusion in the next day's announcements, as well as sent to the athletic office for inclusion on social media. All information posted to social media outlets must come from the athletic office. Coaches should report major individual and team accomplishments to the athletic office for inclusion in the *Weekly Word* weekly schoolwide e-newsletter and/or *Wingspan* magazine.

Most head coaches will field media requests for information on their teams and players in regards to expectations for the season, preseason, and postseason honors, etc. These requests must be complied with as quickly as possible to ensure our athletes are included. Any contact or requests for interviews with the media beyond reporting scores should be reported to both the athletics and marketing and communications offices.

Social Media/ Media Communications

Coaches need to designate a parent/assistant coach to take pictures of the team after each win. These pictures can be submitted to the marketing and communications office or athletic department for social media posting. Social media postings can only happen with a picture, so please take multiple pictures to have on file.

Player Pack Gear and Use of School Logo

Player pack designed items and use of any and all school logos should be approved by the athletic office and the marketing and communications office. The athletic office will work with the marketing and communications office to ensure logo approval. Any productions not approved will be pulled, and the cost may be the responsibility of the coach.

Steps to Ordering Player Pack Items:

Begin three months prior to start of a season.

Fall - Begin in April

Winter - Begin in July

Spring - Begin in November

1. Varsity coach meets with athletics/marketing and communications to determine logos/look/potential items wanted in player packs for all levels (high school/JV/middle school). All artwork **MUST** be approved through marketing and communications prior to being sent to vendor.

1. All artwork **MUST** be approved through marketing prior to being sent to vendor. Proofs must be reviewed by marketing before printing of apparel.
2. All artwork and proofs created by vendor **MUST** also be approved through the marketing department before print approval is given.

2. Based on apparel wants, a vendor will then be selected. We have pre-determined vendors in place approved by the business office.

3. Meet with vendor/representative from athletics department/purchasing specialist.

1. Determine what items/color etc. will be ordered.
2. Work with vendor on availability/stock of item, in case inventory is low.

4. Once items have been picked out, vendor will send a quote so we have an idea of how much each player pack will be. (cost will not be determined until after ordering as shipping/decoration/meals/etc. still has to be factored in.)

AFTER TEAMS HAVE BEEN SELECTED, WHEN POSSIBLE:

5. Form will be sent to parents to fill out to determine sizes that need to be ordered.

6. Once sizes have been collected, they will be sent to the vendor.

7. Vendor will then send a full quote to the athletic department, where athletic department will process the order. ALL orders must be processed through the athletic department.

Equipment/Uniform Care and Inventory

Head coaches are responsible for storing all equipment used in practices and games. Having players responsible for these items is beneficial in building responsibility and accountability. At the end of each season, all equipment must be inventoried and put into storage. Team uniforms are to be returned, placed into storage, and an inventory submitted to the athletic office. Coaches are responsible for passing out and receiving back all required items.

Storage

End-of-season uniform storage will take place in the uniform storage areas located in the Hughes gymnasium and the fitness center.

Dress Code for Coaches

MPC coaches will dress appropriately for their sport in practices and games. T-shirts and athletic shorts are appropriate for practice but not on game days. Varsity coaches should include proper practice gear and game-wear in their budgeting and planning for assistants and middle school staff within their sport. In holding our student-athletes accountable for their dress, all coaches must be leaders in this area.