

Coach Job Responsibilities and Oversight- RBLAX

Hiring Coaches

- The General Manager (GM) has ultimate responsibility for selecting the coaching staff for team. The GM can delegate coach selection to head coaches as appropriate.
- All coaches must be interviewed and approved by the board and have a criminal background check before they can coach the team.
 - The GM will have all the coaches he/she plans on hiring available at the December board meeting to be interviewed individually by the board. Arrangements must be made for coaches hired later to appear at the next board meeting (first Monday of every month) for an interview before they can coach.
 - All coaches cannot be formally hired or coach until a criminal background check has been completed. If the criminal background check raises concerns the coach must be re-approved by the board before he/she can be hired. This check is to be done after the interview only on coaches we anticipate hiring.
 - All coaches will be asked to sign a “coaching ethics” pledge.
- All coaches must be at the February board meeting (first Monday in February).
- Volunteer coaches must be approved by the GM and have a background check before they can work with players on the practice field. Volunteer coaches should not serve as sideline coaches during games except when needed as a replacement for an absent coach.

Evaluating Coaching Staff

- The GM will facilitate a formal annual review process for all coaches including a written evaluation.
 - The GM will solicit input on coach evaluations for all coaches from the Parent-Coach Liaison(s), Team President and Team VP’s.
 - The Varsity Head Coach and the JV Head Coach will work with the GM to complete the written evaluations for all assistant coaches.
 - The GM will complete the written evaluation of the head Varsity and JV coaches.
 - The Team President and Team VP’s will complete an annual written review of the GM.
- At the end of the season the Head Coach will meet with the Parent-Coach Liaisons and discuss his written evaluations of the coaches and discuss the Parent organization’s written reviews of the coaches. This discussion will include a review of the Head Coach’s performance.
- The GM will meet with the RB LAX board meeting in June and provide a report on the status of all the coaches from the past season.
 - The report should include an overview of his perspective on each coach, a review of the parent organization’s review of each coach and a list of coaches he wants to return the next year and his anticipated role for that coach.
 - At this meeting the coach review materials will be updated and approved for the following season.

Scheduling

- The Head Coach has primary responsibility for scheduling games for the varsity, JV and developmental teams. The draft schedule should be presented to the board for comment.

The board must take responsibility to notify the coach of significant conflicts with the schedule such as Prom night, and MAP and AP testing dates.

- A complete schedule must be given to the parent organization by February 1 so the schedule can be posted on the team website.
- Any change in a game time or location, any cancellation, or other change of game schedule must be communicated to the GM and the VP of the affected team (varsity, JV or developmental). The team VPs will be responsible for determining the best way to notify the team. If the Head Coach cannot reach the team VP, the team president is the backup.
- The Varsity Head Coach is responsible for the practice schedule for all players. All players must be aware of the practice schedule for the next week by the Friday of the previous week.
- The Varsity Head Coach is responsible for notifying players of canceled practices or last-minute changes of location including posting the changes on the team hotline.

Team management

- The Varsity and JV Head Coaches must attend the last hour of every board meeting (typically 7:00 to 7:30 PM on the first Monday of the month) and attend the first 30 minutes of the parents meeting immediately following the board meeting.
- Coaches must foster and define open lines of communication between parents, players and coaches. Parents, players and coaches should use the Parent-Coach Liaisons to resolve communication issues.
- Coaches must promote good sportsmanship including appropriate language for coaches and players, respect among players on the team, appropriate respect of opposing teams and respect for referees.
- Coaches will take attendance at practices and maintain attendance records. The attendance records will be shared with the team VPs and coach liaisons upon request.
- Coaches will notify the respective team VPs and Parent-Coach Liaisons anytime a player says he is leaving the team or his attendance pattern indicates he has quit the team or is considering quitting the team.
- Coaches are responsible for team supervision and team behavior on team bus trips.
- Coaches will require players to have at least one water bottle by the sideline of the practice field.
- Coaches will require players to wear appropriate protective gear for all drills and practices including mouth-piece and athletic cup.
- It is the coaches' responsibility to provide all athletes equal attention and opportunity to succeed. It is the coaches' responsibility to clearly communicate his expectations to players.
- The developmental coach will strive to allow all players on the developmental team have equal playing time in games. Success at the developmental level will be rewarded with the opportunity to play at the JV level, if appropriate.
- Playing time at the JV and Varsity level will be based on player merit as defined by the coaches.
- RB LAX believes in fostering team cohesiveness among players on all levels. Coaches are encouraged to adopt strategies that allow older players to mentor younger players such as unified team warm-up drills and periodic whole-team scrimmages.
- The Varsity Head Coach will have ultimate responsibility to develop and implement a core offensive and defensive strategy so that players swinging from one level to the next can succeed.

- Head coaches must have exit interviews with all players providing them with a review of the season and expectations for the following season.
- In the November parent meeting the Head Coach will present to the parent meeting the proposed attendance rules for each team for the following season. Mutually acceptable rules must be approved by the board at either the December or January board meetings.

Key parent organization responsibilities

- Parent organization will interview and approve of all coaches selected by the GM/Head Coaches. The parent organization will be responsible for the criminal background check of all hired coaches,
- Parent-Coach Liaisons will solicit input from parents that will allow them to complete a annual written evaluation of each coach.
- Parent-Coach Liaisons will meet with the GM and Head Coaches at the end of the season to discuss their written review of each coach and the coach's completed reviews of his coaches.
- Parents are encouraged to have players try to resolve issues with coaches before they talk to the coaches and/or the parent-coach liaisons.

Job Descriptions

General Manager

- Ultimate responsibility for hiring coaches.
- Ultimate responsibilities for performance review of coaches.
- Responsible for insuring core team values of RB LAX are followed by the team coaching staff.
- No hands-on coaching responsibilities.

Varsity Head Coach

- Ultimate responsibility for management of the varsity team.
- Head Coach of all programs.
- Responsible for developing and communicating to all levels of the program core team strategies and plays.
- Ultimate responsibilities for team scheduling.
- Responsible

JV Head Coach

- Responsible for management of JV and Development Team