



## THE GAME BEGINS

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WASHINGTON INTERSCHOLASTIC  
ACTIVITIES ASSOCIATION

# The Game Begins

“Purpose, Planning,  
Preparation, Performance”

Expectations for Coaches



**WSSAAA**

Washington Secondary Schools Athletic  
Administrators Association

## Dear Coach,

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The privilege of impacting the lives of students in the athletic arena is one which should be taken seriously by any person entering the coaching ranks. Your decision to become a coach was undoubtedly influenced by those men and women under whom you practiced and played; interacting with your athletes over the course of their careers will have a profound effect on them, lasting into adult life.

While your primary emphasis will be preparing your athletes for competing at a high level, there are other duties involved in coaching which, if not completed, will serve to undermine the main objectives of your program. The purpose of this booklet is to familiarize you with the principles, procedures, and guidelines of the job expectations for coaches at the high school level. Certainly there will be other areas you may wish to emphasize in your programs, but these have been listed to help you in planning your season administratively.

Thank you for your continued efforts in positively affecting the lives of your student athletes.

Sincerely,

**WSSAAA, on behalf of the WIAA**

## IX. Budgeting and Ordering Guidelines.

1. Prepare a four year rotation plan for your equipment needs. Projections should include needs for all levels of the program.
2. Work with the athletic director for capital outlay requests.
3. Include as much detail as possible in the information you provide; work with a vendor to insure accuracy in tax and shipping costs.
4. Re-sale items (flow through) will be purchased by the students at the preseason meeting; money collected will include sales tax and shipping expenses charged back to the students.
5. Include equipment inventory lists with your budget request; give these to the athletic director by the date requested.
6. Use prudence in ordering once requests have been approved; money not approved by the ASB representatives cannot be spent.
7. Purchase orders may be obtained by filling out a request form; **No** purchase orders will be issued without one. Orders may be submitted once the purchase order is signed and approved. **Plan ahead!**
8. Notify the athletic director immediately once the shipment has been received; include any packing slips and bills of lading you have signed.
9. Forward billing statements and indicate if items have been received.
10. Address problems with orders immediately. Perhaps the best indicator of a vendor's trustworthiness is the manner in which these are handled.

## X. Ten uniform and practice gear guidelines.

1. Keep your school's primary colors in mind when ordering uniforms!
2. Ask your vendor for color samples of the uniforms you are considering.
3. It is useful to have a wide range of sizes available; this probably means having one or two extra uniforms for your program.
4. Spirit packs should generally not include game uniforms as competition uniforms should be provided to those who choose not to buy them.
5. Use professional discretion when choosing uniform designs. A clean, classic design generally will serve your purposes better over the course of eight to ten years.
6. Be sensitive to NIF regulations regarding sizes of numbers, advertising logos, and school logos - your vendor should know this information.
7. Prepare written directions for distribution to parents regarding washing instructions for uniforms if necessary.
8. Uniforms and practice gear are to be worn for games and practice only!
9. Generally, it is not a good idea to share uniforms with another program.
10. Control numbers are vital in allowing coaches to maintain their uniform and practice gear inventory - include them on every article.

## VII. Postseason Duties.

1. Verify postseason practice hours with the AD for stipend purposes.
2. Arrange for school equipment to be returned by your athletes the week following the end of your season. Submit a list of those athletes who have not returned issued equipment to the bookkeeper for fines.
3. Follow those arrangements you decide upon for cleaning of school equipment; clean all equipment prior to storing it!
4. Inventory equipment as to amount, age, and condition; use this information for budgeting purposes.
5. Request letter certificates and special awards from the athletic director two weeks prior to your program's awards banquet.
6. Conduct the season-ending awards banquet for your program. Notify in writing those who are invited and what, if any, costs are involved; any consumable items (i.e. food) must be out of pocket expenses.
7. Submit a season's summary, complete with statistics, to the athletic director. Also, notify the AD of special award winners; include a report of any school records which were set during the season.
8. Evaluate the season with your staff while it is still fresh in your mind.
9. Participate in a season-ending debrief with the athletic director.
10. Assist yearbook, newspaper, and other media personnel in formulating accurate season capsules when requested to do so.

## VIII. Responses to Athletic Code Violations.

1. Identify the source, if possible, of the allegations.
2. Clarify the nature of the violation as accurately as possible.
3. Notify the athletic director immediately after learning of the violation.
4. Aid in interviewing the athlete and witnesses (if any) when requested in an attempt to verify that the alleged violation did indeed take place.
5. Maintain confidentiality during the above process, including discussions with colleagues; be careful to avoid private conversations with parents.
6. Discuss only what is absolutely necessary with current team members to explain the athlete's absence (if in season); do **not** offer opinions as to possible outcomes.
7. Refer media inquiries concerning the incident to the administration.
8. Support the decision reached by the administration following the investigation; guard against voicing personal opinions about results.
9. Avoid references to the incident in future dealings with the student - he/she has had ample embarrassment because of his/her decision.
10. Verify with the athletic director the conditions of the student's eligibility for competition once the violation consequences are determined.

## I. By Way of Reminder.

1. The game is not life.
2. "Student athlete" is in the correct order.
3. The scoreboard does not always determine success.
4. Good luck is simply preparation meeting opportunity.
5. Proactive planning prevents poor performance.
6. Athletes follow examples more readily than advice.
7. Amazing things are accomplished when no one cares who gets the credit.
8. Your athletes may not remember what you teach them, but they will always remember how you treat them.
9. Discipline is doing what needs to be done, when it needs to be done, as well as it can be done, every time.
10. Excellence is attained by those who risk more than is thought wise, care more than is thought safe, and expect more than is thought possible.

## II. Things You Should Expect From Your Athletic Director.

1. Punctuality.
2. A willingness to listen.
3. Ownership of mistakes.
4. Dedication and perspective.
5. Timely dissemination of pertinent information.
6. Coaches meetings as necessary.
7. Clearly communicated expectations and suggestions for improvement.
8. Prompt replies to e-mails, phone calls, and other correspondence.
9. A commitment to finding the correct answer when not known.
10. Full support regarding evaluation of talent and delegation of playing time.

### III. Things Your Athletic Director Will Expect From You.

1. Professional courtesy.
2. Dedication and perspective.
3. Clearly communicated expectations for your program.
4. A continued effort toward professional growth.
5. Honesty and integrity in your relationships with colleagues.
6. Attendance at all scheduled coaches meetings barring unforeseen circumstances.
7. Timely responses for requested materials (checklists, rosters, travel schedules, award lists).
8. Adherence to School District and Washington Interscholastic Activities Association policies, procedures, and guidelines.
9. Confidentiality in all matters involving athletic code violations or other sensitive issues.
10. Tact, discernment, and accuracy in all dealings with media representatives.

### IV. Legal Duties You Must Perform As A Coach.

1. Properly plan the activity.
2. Supervise the activity closely.
3. Assess athlete readiness for practice and competition.
4. Maintain safe playing conditions.
5. Provide safe equipment for athlete use.
6. Instruct all phases of the game properly.
7. Match your athletes during practice (size, age, ability, etc.).
8. Condition your athletes properly for the rigors of the activity.
9. Warn athletes and parents of the potential for injury or death.
10. Ensure all athletes are covered by injury insurance (clearance).
11. Provide emergency care in response to traumatic injuries.
12. Design an appropriate emergency response plan.
13. Provide proper transportation (school or bonded commercial).
14. Along with administrative personnel, select, train, and supervise coaches in your program.

### V. Preseason Duties

1. Prepare yourself professionally to perform as you want your athletes to perform. Attend rules and professional clinics, monitor your personal schedule, and prepare season calendars which include practice, travel, and contest information.
2. Arrange for a preseason meeting to discuss the necessary steps your athletes must follow prior to turning out for your program. Include all instructions for completing paperwork **in full** prior to coming to the athletic office for clearance.
3. Prepare team rules other than WIAA and District standards; require parent and student signatures on these forms indicating knowledge of and agreement with these standards.
4. If you cut athletes in your activity, have all criteria for squad selection on file with the AD, and submit names of cut athletes with your roster.
5. Coordinate facility use with the athletic director to minimize conflicts.
6. Arrange a preseason parent meeting at which all rules, expectations, schedules, lettering criteria, and other pertinent information is discussed.
7. Collect signed risk acknowledgement/concussion sheets and file for reference.
8. Complete and submit both the District and building checklist three days prior to your first contest.
9. Submit your team roster (alpha last name) and program info (numbers, positions, etc.) one week prior to your first contest.
10. Evaluate and stock your medical kit with all necessary items.

### VI. In-season Duties

1. Begin and end practices on time. Evaluate the effectiveness of each practice session with your staff prior to the next day.
2. Monitor the progress of your athletes academically and behaviorally.
3. Respect the facility. Leave a teaching station in like or better condition.
4. Consult the AD in planning practice sessions on days in which contests are scheduled in the facility, and during vacation periods.
5. Be willing to have your program help in set-up for contests after practice.
6. Forward scores and statistics to the league website and media.
7. Emphasize care of school property with your athletes. Report loss or theft immediately. Assign a staff member equipment responsibility.
8. Notify the AD of any special recognition your program may receive.
9. Comply with all reasonable requests for input regarding your program's season (school paper, pep assemblies, school/community functions).
10. Represent your school positively - community members will judge all school personnel by your actions, fair or not.