

Dear Head Coaches,

As we embark on another exciting season of athletics, I want to take a moment to emphasize the critical responsibilities each of you holds as representatives of our athletic program. Your dedication and commitment not only shape the experiences of our student-athletes but also reflect the values of our school community. To ensure the smooth functioning of our program and the success of our teams, I kindly ask that you adhere to the following responsibilities:

Coaches Responsibilities

Completing Required Courses: Please see the coaches courses that are required [HERE](#)

Punctuality: Please arrive promptly for all practices, meetings, and games. Your timely presence sets a positive example for our athletes and demonstrates respect for their time and commitment.

Organization of Game and Practice Locations: Take responsibility for organizing game and practice locations, ensuring that necessary arrangements are made well in advance. Clear communication regarding game/practice venues and logistics is essential for the smooth execution of competitions and practice.

Attendance at All Meetings: Attend all scheduled coach's meetings. These sessions provide valuable opportunities for collaboration, planning, and sharing important information. These meetings are required to be attended by a coach, if you are not able to attend please let me know ASAP so I can attend.

Practice and Game Organization: Plan and organize practices and games effectively, focusing on skill development, strategy, and team cohesion. Maintain clear schedules and communicate any changes or updates promptly to players, parents and staff.

Collaboration with Assistant Coaches: Coaches should work collaboratively with assistant coaches to delegate responsibilities, share resources, and provide consistent guidance and support to the team.

Parent Communication: Establish open lines of communication with parents, keeping them informed about team activities, schedules, and expectations. Address any concerns or inquiries in a timely and respectful manner, fostering a supportive and collaborative relationship.

Grade Checks: Conduct grade checks for student-athletes every two weeks to monitor academic progress and ensure eligibility. Encourage academic excellence and provide necessary support to athletes who may be struggling academically.

Contacting the Athletic Director: Reach out to me, the Athletic Director, with any concerns, questions, or issues that may arise throughout the season. I am here to support you in your role

and help address any challenges you may encounter. Contact the Athletic Director to send out emails for students who are ineligible due to grades, behavior or attendance.

Your commitment to fulfilling these responsibilities is crucial in creating a positive and successful athletic environment for our student-athletes. Thank you for your dedication, hard work, and passion for coaching. Together, we can make this season one to remember.

Athletic Director Responsibilities

Administrative Oversight: The AD oversees the administrative aspects of our athletic program, including budget management, season scheduling, facility maintenance, and compliance with league regulations. They work closely with school administration to ensure alignment with broader institutional goals and policies.

Strategic Planning: One of the primary functions of the AD is to develop and implement strategic plans for the athletic department. This involves setting short-term and long-term goals, identifying areas for improvement, and charting a course for the future that aligns with the values and mission of our institution.

Hiring and Supervision: The AD plays a pivotal role in the hiring and supervision of coaching staff. They collaborate with school administration to recruit qualified coaches who embody the values of our program and provide leadership, mentorship, and support to ensure the success of our student-athletes.

Athlete Welfare: Ensuring the well-being of our student-athletes is a top priority for the AD. They work to create a positive and inclusive athletic environment, implement safety protocols, and provide resources and support services to promote the physical, emotional, and academic development of our athletes. The AD will send out emails for students who are ineligible due to grades, behavior or attendance.

Community Engagement: The AD serves as a liaison between the athletic department, the school community, and external stakeholders. They cultivate relationships with alumni, donors, sponsors, and community organizations to foster support for our athletic programs and enhance the overall experience for our student-athletes.

While the AD holds overarching responsibility for these areas, it's important to recognize the collaborative nature of our work. As coaches, you are integral to the success of our athletic program and have a unique perspective and expertise that contribute to our collective efforts.

Best regards,

Kevin Kahn
Athletic Director