

Matthew L Johns Module 1 Lesson 2

Select one individual such as an athletic administrator, coach, assistant coach, or volunteer coach (use an alias or pseudonym) who has responsibilities for athletes in your sports program. Provide for that person a comprehensive list of guidelines designed to inform him/her of his/her responsibilities to the athletes in a specific sport or activity setting for the entire season. On your list, be sure to include responsibilities for 1) specific and general supervision, 2) injuries and other emergencies, 3) safe transportation, and 4) use of personal and community equipment.

Assistant Varsity Boys Basketball Coach Johns

1. Supervisory Duties-In Season

- a. Maintain a safe practice environment
 - i. Ensure that court is clean prior to practice
 - ii. Ensure that all balls are properly inflated
 - iii. Ensure that rims are properly lowered for practice
 - iv. Consult with trainer on injuries or those who have recently visited trainer
 - v. Ensure that no balls, chairs, jerseys, bags, etc are in immediate practice area
 - vi. Ensure the return of all team equipment to team storage and all school equipment to school storage at conclusion of practice
 - vii. Carry cell phone during practice to immediately contact trainer of any injuries (717-560-xxxx)
 - viii. Ensure that water is adequately maintained during practice
 - ix. Monitor status/safety of players during conditioning
 - x. Always utilize safe and acceptable teaching habits in practice
- b. General Supervisory Duties
 - i. Monitor cleanliness of team room
 - ii. Lock team room during practice
 - iii. Create scouting schedule
 1. Monitor scouts and obtaining of tapes
 2. Maintain accurate stats on all opposing teams
 3. Create an initial scouting report for head coach
 - iv. Monitor eligibility status of all players
 - v. Participate in post season evaluations with head coach
- c. Game Duties
 - i. Assist Junior Varsity coach for three quarters
 - ii. Complete final scouting report walk through during half time of Junior Varsity game
 - iii. Monitor Junior Varsity Game status as head coach gives final comments to team
 - iv. Ensure that team properly warms up prior to Varsity game
 - v. Check player matchups and starting lineups as per scouting report
 - vi. During game monitor conditioning of players and correspond with trainer on injuries

- vii. Maintain accurate record of player fouls, team fouls, timeouts, and ball possession during game
 - viii. Ensure players are staying properly hydrated during game breaks and substitutions
 - ix. Monitor players during post-game handshake
 - x. Ensure that all players are safely to locker room prior to coach leaving court
 - xi. Ensure that junior varsity team has picked up all equipment for travel
 - xii. Provide media access to head coach when requested
2. Supervisory Duties-Off Season
- a. Participate in offseason lifting program
 - i. Maintain safe lifting practices
 - ii. Maintain conditioning and health status of players during offseason workouts
 - iii. Monitor status of work out equipment and report concerns to head coach and athletic director
 - iv. Monitor grades and eligibility status of players
 - b. Participate in offseason work outs
 - i. Lead designated skill workouts
 - ii. Lead team workouts when directed by head coach
 - iii. Develop a variety of skill position workouts for players
 - iv. Monitor conditioning and health of players during workouts
 - v. Monitor status/safety of practice equipment during offseason
3. Transportation
- a. Make sure that all equipment necessary for travel is present prior to leaving: balls, emergency kit, water bottles, coaching boards, video equipment
 - b. Ensure that all players are present or accounted for prior to leaving home school
 - c. Ensure that all players are accounted for at visiting school
 - d. Make final equipment check prior to leaving visiting school
 - e. Ensure that all players are present or accounted for prior to returning to home school
4. Emergency Situations
- a. Maintain cell phone on person to contact athletic director, Head Principal, and/or athletic trainer when necessary
 - b. Participate in team phone change to inform team members of information during emergencies
 - c. Take over for head coach in emergency situations if head coach needs to accompany team member off the game/practice court
 - d. In some cases accompany player to trainer's room and monitor status for head coach
 - e. Communicate status of injured players with head coach
 - f. Possess Emergency Contact folder during away games to maintain list of parental and health care provider contacts in case of an emergency