



Duties and Responsibilities of a Bishop Chatard High School Coach

- I. **GENERAL EXPECTATIONS OF BCHS COACHES:** A Bishop Chatard coach will be expected to:
 - a. Incorporate prayer and Catholic values into his/her program, & team or program-wide service program that is incorporated during their athletic season.
 - b. Ensure the safety of his/her players and the security of their property.
 - c. Demonstrate class and self-control.
 - d. Demonstrate respect for his/her players, his/her peers, and the BCHS community.
 - e. Put his/her athletes in the best possible position to succeed.
 - f. Follow the guidelines of the Bishop Chatard Coaches Handbook.
 - g. Support the guidelines established by, and thus enforce, the Bishop Chatard Athletic Code of Conduct.
 - h. Adhere to the guidelines delineated in the Archdiocesan Code of Collaboration.
 - i. Be flexible and understanding in regard to scheduling of athletic facilities/vehicles.
 - j. Support other BCHS athletic programs.
 - k. Encourage his/her athletes to participate in other athletic programs.
 - l. Keep perspective by realizing his/her program is one of twenty+ athletic programs, each with equally important needs and concerns.
 - m. Build pride in Bishop Chatard athletics

- II. ADMINISTRATIVE DUTIES:** Carrying out administrative duties, while at times tedious and time-consuming, is a necessary component in offering an organized, professionally run program. The head coach shall perform or delegate the following administrative duties:
- a. Verify student-athletes in their program have current physical forms on file in the athletic department office.
 - b. Conduct periodic grade checks.
 - c. Provide completed rosters by an established deadline.
 - d. Communicate contest results to the athletic department no later than the morning following an athletic contest.
 - e. Complete IHSAA or athletic department paperwork as needed and by the established deadlines.
 - f. Have available up-to-date inventories on uniforms/equipment.
 - g. Keep up-to-date records of his/her sport
 - h. Keep current membership in professional organizations specific to his/her sport.
 - i. Help organize and conduct a CYO North Deanery athletic function for at least the junior high student-athletes while also involving the BCHS team members.
- III. IN - SEASON DUTIES:** The head coach shall perform, or in some cases delegate, the following in-season duties:
- a. Initiate and provide (with the assistance of the captains) a faith development activity for their squad(s) to be involved in while in-season.
 - b. Initiate and provide (with the assistance of the captains) a service activity for their squad(s) to be involved in while in-season.

- c. In conjunction with his/her staff, coordinate, plan, and schedule practices, film sessions, study tables, etc. of the Varsity, JV, and Freshman teams in his/her program.
- d. Hire, train, and supervise his/her staff
- e. Conduct necessary player meeting at the beginning of season and throughout the season as necessary.
- f. Conduct a pre-season parent meeting (suggested content elsewhere in handbook).
- g. Conduct mid-season meeting with staff. Provide results to the Athletic Director in a timely manner.
- h. Help maintain athletic facilities used by his/her program, including vehicles.
- i. Help maintain and be responsible for the care given to and used in his/her program.

IV. OUT - OF - SEASON DUTIES: The head coach shall perform or delegate where appropriate the following out-of-season duties:

- a. Conduct a grade school camp (where feasible) and/or a CYO coach's clinic.
- b. Supervise off-season conditioning, weightlifting, or open facility programs for his/her program.
- c. Conduct pre-season goal setting meeting with the Athletic Director
- d. Conduct pre-season goal setting with staff. Provide results to the Athletic Director in a timely manner.
- e. Conduct post-season meeting and player evaluations. Provide results to the Athletic Director in a timely manner.

- f. Conduct post-season evaluations of staff. Provide results to the Athletic Director in a timely manner.
- V. **FINANCIAL DUTIES:** Athletics brings with it a business side. It is important that the athletic department maintain fiscal integrity. The head coach shall perform or delegate the following financial duties:
- a. Turn in to the Athletic Director for deposit all monies/fees collected from student-athletes within two days of receipt of the monies.
 - b. Submit a budget request for program needs per form and deadline established by Athletic Director.
 - c. Aid in purchase of budgeted items, following purchasing procedures delineated elsewhere in handbook.

- VI. **PROMOTIONAL DUTIES:** It is imperative that the leaders of our athletic programs and the name Bishop Chatard be visible in the community. This presence promotes both a coach's own program and Trojan athletics in general.

The head coach shall perform or delegate the following promotional duties:

- a. Keep up-to-date information regarding his/her program on file in the Advancement Office as well as with the Athletic Director.
- b. Follow-up with grade school students and transfer students who express an interest in or enroll in Bishop Chatard, including those who express and interest in his/her sport.
- c. Regularly attend CYO contests of North Deanery schools competing in his/her sport.
- d. Participate in CYO promotional activities.

- e. Attend and plan presentations/displays for the annual Bishop Chatard Open House.
- f. Follow department guidelines for “indirect marketing” as they are developed.
- g. Report scores and highlights of all Varsity contests to the *Indianapolis Star* @ 444-6644 between 5:00 P.M.–10:00 P.M. the night of the contest.
- h. Report scores to the Athletic Department. Also, prepare and turn in (in a timely manner) P.A. and website announcements regarding his/her team’s game results or upcoming games/events. Both of these can be done using the BCHS website score reporting form. Scores and announcements submitted through the website will be sent to personnel in the Athletic Office, at the BCHS website and for the school/PA announcements. To do that:
 - 1. Go to <http://www.bishopchatard.org/scores/> (This link is also found at the very bottom of every Athletic page-- in the blue footer area, called “Coaches Login”.)
 - 2. Fill in the areas of the form as needed.
 - 3. Password: The password for the form is : scores4bchs Here is an easy way to remember it: The title of the submission form, in green letters, is ‘Scores for BCHS’ So, simply exchange the 'for' in the title with the number 4, string all the letters together (lower case) and there is the password.
 - 4. If the score you submit is one of the 10 most recent games whose scores have been submitted, the score you report will instantly be displayed in the ‘Recent Game Scores’ section on the BCHS website. You should receive a 'Thank you, your scores were submitted' page when you have successfully submitted them.

VII. **MEETINGS/FUNCTIONS:** Coaches are required to attend the following meetings/functions:

- a. Annual Coaches Meeting held the week after school releases for the Summer. (All coaches)
- b. Seasonal head coaches meeting (held as needed).
- c. Year-end head coaches meetings (held in April/May to determine selections for major athletic awards).
- d. Professional organization meetings.
- e. Seasonal Awards Night (in-season head coaches).
- f. BCHS Open House in the fall (head coaches).
- g. Honors Night (usually held in mid-May).
- h. Athletic Department-wide fundraisers (one representative per team).
- i. Mid-season meeting/evaluation with Athletic Director (head coaches).
- j. Post-season meeting/evaluation with Athletic Director (head coaches).
- k. Post-season meeting/evaluation with head coach (assistant coaches).
- l. Rules interpretation meetings (one representative per team).
- m. Other meetings called as needed.