

Coaching Responsibilities

Coach A Coach B Coach C Coach D Coach E

<u>Coaching Responsibilities</u>	Coach A	Coach B	Coach C	Coach D	Coach E
Collect Weekly Distance Mileage					
Take Roll (follow up with those missing)					
Budget, Reimbursements					
Make sure split sheets made for workouts and meets and keep them organized					
Keep track of study hall attendance					
Design weight lifting program					
Keep track of weight lifting					
Organize white board in office with meeting dates, recruits, entry due dates, etc					
Monitor XC/Track Facebook page					
Send press release information and quotes to Sports Information					
Keep track of school records and personal records after each meet					
Create Monthly Newsletter to E-mail to parents/recruits					
Make entries for meets in Direct Athletics					
In charge of video coverage from practice and meets					
E-mail or text team announcements					
Check in with students struggling academically (especially those who get warnings from profs)					
Look up results, send letters & e-mails to coaches & athletes for each event coach					
Follow Up w/ Be Recruited or other interested athletes from scouting reports					
Follow up w/ recruits from admissions					
Reserve hotel rooms, buses, vans, etc.					
Print and keep track of Award Letters sent from Compliance Officer and Financial Aid					
Check in with captains to set up meetings with them and make sure they're doing team activities					
Inventory and monitor uniform/apparel check in and check out					
Work with companies on shirt designs and equipment orders					
Make flyers and help with advertising Fun Run					
Help set up and design course for Fun Run					
Record agenda for meetings with the whole team					
Record agenda and take notes for weekly xc/track coaches meeting					
Organize Pizza Gathering for athletes and parent orientation					
Organize agenda and meals for XC camp					
Copy Pre-Race and Post Race Forms for xc team meetings					
Copy Meet Results and Type Splits From Meets (organize results and splits in a folder)					
Collect and Type Parent Contact Information					
Type Calendar for team practice times, team activities, etc.					
Plan Workout for Athletes					