**Head Coach**

**EXAMPLE: UC Davis Sport Clubs Supplemental Coaching Contract**

**G*eneral Description:***

Responsibilities include providing leadership, organization and training for the “Insert Team Name Here” Program. This position reports directly to “Insert Team Name Here” Sport Club Team and Sports Club Coordinator.

**Responsibilities: Staff Supervision and Administration**

* Assist executive council with operations both on campus and off campus.
* Assist executive council in overseeing the Assistant “Insert Team Name Here” Coach allowing specific input to the hiring, training and supervision regards to any and all duties.
* Work closely with the Sports Club Coordinator, advisor and team council on long and short term planning, developing departmental policy, assisting with developing the budget, and implementing strategy.

**Responsibilities: Head Coach**

* Provide leadership and supervision (with the team) in all aspects of the “Insert Team Name Here” program including: recruitment, retention, academic support, practice preparation, game strategy, alumni development, fundraising and community service.
* Coordinate and outline a complete recruiting agenda that is in compliance with any and all league rules and regulations to identify quality student athletes. This should include names of players, high school visits, coaching contacts, personal contacts, attendance at showcases and tournaments, telephone and email contacts and campus visits as well as mandatory attendance at all greetings, open houses and scheduled orientations for new UC Davis students.
* Collaborates with the officers and Sports Club Coordinator for the positive promotion of the “Insert Team Name Here” program including: individual and team statistics, media guides, reports to league, individual accolades on and off the field and Web Site updates.
* Promote the team to local businesses, schools etc. by sending out game schedules, sponsorship and donation letters with the help of the team.
* Ensures Sport Club Department and college regulations are understood by and complied with by student athletes and coaching staff and displays a commitment to the principles of sportsmanship and ethical conduct as per the league bylaws.
* Work closely with the Campus Recreation in any fundraising activities that will directly impact the “Insert Team Name Here” program or the Sports Club Department in general.
* Represent the college at athletics meetings pertaining to “Insert Team Name Here”.
* Must attend all practices on time in appropriate attire. Report any days needed off at least one week ahead of time and send a practice schedule to assistant coach and captains to use. A practice schedule will be required on sick days as well.
* Develop a program to help new players learn the game.
* Work with officers to schedule all games with schools in our league and find a minimum of one tournament per semester to attend.
* Develop workout programs for the team outside of practice.
* Work with officers to make sure officials and trainers to be at all home games.

**QUALIFICATIONS AND ABILITIES:**

* Bachelor’s degree in an appropriate area of specialization

(Can be substituted with equivalent experience)

* Three to five years of directly related professional experience
* Preferable broad supervisory and managerial experience at an NCAA Division I, II or III institution
* Knowledge of league rules and regulations as it relates to recruiting and facility demands
* Ability to develop long and short-term plans for area of responsibility
* Ability to work under pressure and meet deadlines.
* Ability to communicate effectively and in a timely manner.
* Ability to work effectively with all levels of employees, students, and the public
* Evening and weekend hours essential as well as ability to travel with the team overnight
* Must have valid CA driver’s license
* Must be CPR certified

**PAYMENT:**

* Coach will be paid $xxxx per month/quarter/year if they fulfill the responsibilities in this contract.

Coach Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team President Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_