

# **Virgin Islands Department of Education**

## **Coaching Agreement**

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**Job Title:** Sports Coach

**Reports To:** Principal/Physical Education Department Chairperson

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### **JOB SUMMARY**

This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in basketball.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Follows and maintains knowledge of all District policy (ies) and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in the sport in which you are coaching.
3. Works with the Physical Education Department Chairperson in planning, preparing, and developing activities, practices and games.
4. Ensures a Certified Coach is present at all respective practices and games. Develops appropriate training programs and practice schedules, makes recommendations regarding the purchase of uniforms, equipment and supplies.
5. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms is conducted, and regularly inventoried and updated.
6. Coordinate and arrange transportation for athletic participants.
7. Complete and submit to both the school Principal and the Division of Sports and Athletics all required documents for inter-island and off-island travel before deadlines set by the Division of Sports and Athletics.
8. Adheres to all financial policies of the Department of Education as it pertains to the collection and disbursement of money. As well as submits expense reports and receipts within five (5) days of complete travel.
9. Maintains necessary records and completes all required paperwork in a specified time and manner.
10. Ensures that the proper form(s) are obtained and current for all student athletes. I.e. permission slips and injury forms etc.)
11. Ensures that all student athletes are eligible, to include medical insurance coverage, and are in good physical condition from the beginning to the end of the season.
12. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles. It is expected that coaches will lead by example.
13. Supervises students in locker rooms at practices and games both inter-island and off-island to ensure appropriate behavior.
14. As a coach, prior to leaving a facility after any game, practice or event one must make sure that all team members are with or have left the facility with a parent/guardian and/or coaching staff.
15. As a head coach or designee one must check and secure all offices, storage rooms, outside doors, locker rooms and all lights after last player leaves after games and practices.
16. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained to all athletes, parents and/or guardians.
17. Maintains a safe environment and facilities for student athletes at all times.
18. Ensures that the parent/guardian of a student athlete is contacted immediately in the event of any injury beyond minor scrapes and bruises. Insures that the student athlete is seen immediately by a medical professional if the parent/guardian is not available.
19. Completes District injury report for any student injured within 24 hours even if student athlete does not see physician.

20. Reports and secures approval from the Physical Education Department Chairperson of all adults associated with their sport
21. Submit team rosters one week prior to the first game to the Physical Education Department Chairperson for approval.
22. Submit any changes to student information on the roster immediately to the PE Dept. Chairperson for approval.
23. Submit inventories, final season statistics and alphabetical list of award winners to the Physical Education Chairperson immediately following the respective season.
24. Consults with the Athletic Director regarding any off-season training programs.
25. Represent the school and the District in a professional, respective and courteous manner when interacting with all students, staff, parents, fellow coaches, media and officials.
26. Resolve all conflict(s) in a professional manner.
27. Appropriately maintain and secure confidential records and inquiries.
28. Attends all Sports Clinics and League Coaches meetings.
29. Maintains appropriate certifications and training hours as required.
30. Attends practices, games and events regularly and is punctual.
31. Inspects facilities and athletic fields for health and safety concerns.
32. Chaperones and assists with the supervision of team participation in District and Territorial non-sporting events such as meetings, fundraisers, parades and awards events.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Required Courses**

- Fundamentals of Coaching
- Specific Sport Coaching Theory
- Specific Sport Clinic (live training)
- First Aid (valid)
- Concussion

#### **Additional requirement for non-Virgin Islands Department of Education (VIDE) employees**

- Registration as a volunteer with the Human Resources Department along with the submission of police background check.

### **Conduct that can lead to termination of coaching duties**

1. The Coach knowingly violates school, District or governing athletic association rules, or is aware that others in his or her administration have violated any established rules but fails to report the violations.
2. The Coach fails to carry out the duties as specified in the contract and fails to implement corrective measures.
3. The Coach is convicted of a crime.
4. The Coach commits misconduct that harms the reputation of the Virgin Islands Department of Education.
5. The Coach participates in fraudulent activities (i.e. falsification of records or condoning employees who do).
6. The Coach becomes disabled.

7. The Coach uses illegal substances and/or prescription drugs which impairs the coach's ability to perform his/her duties.
8. The Coach commits acts of violence, whether or not they result in public prosecution.
9. The Coach is found guilty of any misconduct involving a student.
10. The Coach forfeits more than 2 games.

**A Coach who is terminated from his/her coaching duties will receive a prorated portion of their coaching stipend based on the season length with a starting date of three weeks before the first game on their game schedule and an ending date of one week after the last scheduled regular season game on their game schedule.**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**Agreement duration:** One sports season

**Method of payment:** The coaching stipend shall be paid in a lump sum amount at the end of the season after the successful completion of all duties and after the completion and submission of a Coaching Stipend Request form and supporting documents.

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I agree to coach at the location shown below for the 2018-2019 sports season. By signing below, I agree to the terms of this agreement and understand that I cannot be on the field or court until I receive approval and all requirements have been satisfied.

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**School**

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**Position**

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**Stipend amount:**

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**Coach's Name**

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**Coach's Signature**

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**Date**

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**Principal's Signature**

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**Date**