

# ***Blue Ridge Christian School***

## ***Athletic Coach's Manual***

**2016/2017**



**It is worthless to have the whole world if they lose their soul.**

**Mark 8:36 (NCV)**

This manual will give you some helpful insights into the purpose and philosophy of the Blue Ridge Christian Athletic Department. Please take a few minutes to read it over carefully and refer to it as needed.

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All coaches are expected to carry out the policies and procedures of the BRCS athletic manual and assume responsibilities for all matters assigned by the school and Athletic Director.

# **Blue Ridge Christian School**

## **Head Coach**

### **Job Description**

#### **School Mission:**

The mission of Blue Ridge Christian Athletics is to provide an excellent sports program for our students that will help them develop their God-given abilities. We want our student athletes to honor and glorify God in all that they do (I Corinthians 10:31). Athletics is something that God allows us to do, not something that defines us. We need to make God first place in our lives (Matthew 6:33).

#### **Head Coach Mission:**

The mission of the Head Coach is to provide for the overall leadership and direction of their team by pursuing Christ-centered excellence on and off the field of play.

#### **Qualifications:**

The Head Coach shall be one who has received Jesus Christ as Savior and Lord. The head coach shall be in good standing of an evangelical church and shall lead a mature Christian life. He/she shall be a person with spiritual, athletic, and leadership abilities that will allow him/her to “train up a child in the he should go” through the medium of athletics. The coach shall reflect the purpose of the school to honor Christ in every activity.

#### **Responsible To: Athletic Director**

**General Responsibilities:** The coach shall prayerfully help students learn attributes, skills, and athletic abilities that will continue their development as mature, able, and responsible Christian athletes to the praise and glory of God.

### ***Spiritual Responsibilities***

1. Have a consistent and daily walk with Jesus Christ and seek to model Him in speech, actions, and attitude.
2. Set an example of the importance of prayer and Bible study.
3. Follow the Matthew 18 principle in dealing with students, parents, administration, and staff.
4. Support the Administration in carrying out the mission of the school.
5. Maintain confidentiality in all manners.
6. Show support for the role of parents as primarily responsible before God for their child's education and assist them in task.
7. Encourage students to accept God's gift of salvation and grow in their faith.
8. Emphasize to students the reality of their own self-worth in Christ.

Remember - Each athlete should be valued, honored, respected and cared for. Each athlete is unique and a creation of God who makes no mistakes. Their value does not come from their athletic ability, their academic success, their awards, etc. but the fact that God created them and loves them. Pray with your team and for your team.

### ***Academic Responsibilities***

1. Support students in academic achievement to their highest level of ability.
2. Review academic process of team members and encourage students to give their best effort academically.
3. Encourage school leadership of student athletes during the school day and in all school activities.

### ***Coaching Responsibilities***

1. Responsible to be knowledgeable to teach the proper techniques of the sport in which he/she coaches.
2. Coaches must have all assistant coaches approved by the Athletic Director before finalizing their involvement.
3. Responsible for checking with the Athletic Director to make sure appropriate physical and consent for participation forms are on file for students prior to tryout or first practice before permitting students to try out or participate in a sport.

4. **Read or review VACA/VHSL guidelines for assigned sport**
  - The Head Coach is responsible for knowing tryout and practice start dates for assigned sport.
  - The Head Coach is responsible for knowing the guidelines governing in-season practices and out-of-season practices or open play.
  - The Head Coach is responsible for knowing guidelines governing recruiting of student athletes for participation of sports at BRCS.
5. **Submit practice schedule for approval.**
6. **Submit team roster to the Athletic Director as soon as roster is established.**
7. **The Head Coach is responsible for field/court set up. This includes lining of fields and game prep. Please inform Athletic Director if field paint is necessary.**
8. **Conduct regular inspections of equipment and facilities. Report necessary repairs or problems.**
9. **Develop a practice schedule for assigned sport. Communicate practice and game schedules (print or electronically) to athletes and their parents as soon as team roster is established.**
10. **Coaches should arrive at the practice site at least 10 minutes before practice begins to make certain equipment is set out and all necessary preparations for practices are made.**
11. **Work with Athletic Administration to ensure student physical health for participation in sport. This includes, but is not limited to, prevention and proper care of athletic injuries and ensuring student athletes have appropriate hydration during practices and games.**
12. **Develop and maintain team rules in keeping with the school's mission and philosophy. Communicate (print or electronically) team rules to students and their parents.**
13. **When necessary, enforce disciplinary measures to train student in complying with team expectations for student athletes.**
14. **Represent the school and lead the students as the Head Coach of the assigned sport.**
15. **The Head Coach is responsible to supervise and ensure safety for student athletes on his/her team roster during practices and games.**
16. **The Head Coach must never leave a practice or game (including the return to school after away games) until students have driven off campus or been picked up by a parent or guardian.**

## ***Administrative Responsibilities***

1. **Communicate all athletic request, questions, plans, etc. through the Athletic Director Office.**
2. **Communicate and enlist parent volunteers to assist Athletic Administration (i.e., money collection at gate, tearing down court or field setup etc.) in the necessary responsibilities for hosting home games.**
3. **Communicate and enlist parent volunteers to assist with team activities and needs (i.e., team snacks, team meals, team refreshments, etc.)**
4. **Communicate and enlist managers, scorekeepers, clock managers, and statisticians, for your team games.**
5. **Submit a budget request for assigned sport to Athletic Administration. Supporting documentation should be submitted to justify requested equipment and supplies included in the budget.**
6. **Submit a request and receive approval before purchasing anything that obligates for school payment.**
7. **Inventory and submit report of all equipment assigned to the sport.**
8. **Supervise the proper use and care of all equipment and supplies after practices and games.**
9. **Attend all required meetings as coach of the assigned sport.**
10. **Receive approval from Athletic Administration prior to volunteering to host an invitational tournament. If approved to host tournament, the Head Coach of the sport is responsible to assist Athletic Administration to manage event.**
11. **Oversee the transportation of student athletes to practices and games.**
12. **Responsible to make sure driver follows rules regarding transportation of students.**
13. **If necessary, communicate assigned responsibilities to assistant coaches.**
14. **If necessary, supervise assistant coaches in carrying out assigned responsibilities.**
15. **Email scores to Athletic Director after every game to ensure timely communication.**
16. **Coaches are encouraged to report scores and stats to other reporting sources to communicate team achievements and progress.**
17. **Maintain inventory (submit documentation to Athletic Director) of team uniforms. Oversee the distribution to and collection of team uniforms from student athletes.**
18. **Prepare award list according submit to Athletic Director prior to posted deadline for requested information.**
19. **Work with Athletic Administration to schedule and arrange an Awards banquet or End-of-Year Activity for assigned sport. Recap and present awards at scheduled event.**

**The Head Coach should demonstrate a willing spirit and cooperative attitude to fulfill any other responsibilities assigned by the Athletic Director for the effective and efficient operation of the school's athletic program.**

***Blue Ridge Christian Athletics  
Awards and Season Summary***

**Sport:** \_\_\_\_\_

**Head Coach:** \_\_\_\_\_

**Season Overview – a brief summary of the season**

**Awards – refer to the athletic manual**

**Blue Ridge Christian Athletics  
Coach's Closeout**

**Coach:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

\_\_\_\_\_ **All uniforms inventoried and turned in**

\_\_\_\_\_ **All equipment returned**

\_\_\_\_\_ **Keys turned in**

\_\_\_\_\_ **Awards and Season Summary completed and turned in**

\_\_\_\_\_ **Equipment needs for following year**

\_\_\_\_\_ **Coaching Evaluation completed**

# Blue Ridge Christian School

## WOW – COACHING EVALUATION

WINNING ATTITUDE – OUTSTANDING PERFORMANCE – WILLING TEAM PLAYER

Coach: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Gold</b>	Exceeds expectations
<b>Silver</b>	Meets expectations
<b>Bronze</b>	Performance is inconsistent and described as marginal
<b>Non-Medalist</b>	Performance is generally below expectations and immediate, significant improvement is necessary

**CRITERION 1 – WINNING ATTITUDE** – The coach has an understanding, desire and commitment to bring his/her program under the direction and vision of the athletic department and school. The coach demonstrates a biblically-based understanding of and commitment to each student athlete. The coach demonstrates love, respect and honor when working with student athletes, parents, and colleagues. The coach has an understanding of and implements a “program” approach. \_\_\_\_\_

- Is a model of the BRCS mission and vision to all student athletes, parents, colleagues and officials.
- Shows support of families/student athletes by effectively communicating player roles & development.
- Demonstrates enthusiasm when working with student athletes, parents, colleagues & fans.
- Is an effective Christian witness through attitude, actions, and reactions under his/her influence.
- Exhibits to student athletes that they are loved, valued, cared for and respected.
- Assists student athletes toward discernment and acceptable standards of conduct.
- Demonstrates enthusiasm for the entire program and values all athletes in the program.

**CRITERION 2 – OUTSTANDING PERFORMANCE “INSTRUCTIONAL SKILL”** – The coach demonstrates in his/her performance a biblically-based and competent level of knowledge and skill in designing and conducting practice, training experience and game management. \_\_\_\_\_

- Demonstrates a professional depth of knowledge in the sport.
- Exhibits a joy for coaching & providing a Christ-centered, nurturing environment for all student athletes
- Provides a practice climate and instructional experiences that reflect the vision of the athletic department.
- Develops and utilizes a variety of instructional experiences and strategies that meets the skill levels of all student athletes. This includes utilizing new ideas, resources, and events in the instruction of the student athletes.
- Constantly seeks to grow as a coach in understanding the game/sport.



f. Effectively communicates athletic department goals to all staff, student athletes and parents.

**CRITERION 3 – WILLING TEAM PLAYER** – The coach demonstrates strong willingness toward continued growth. The coach is willing to submit to the idea of being a team player not only within his/her own program but also to the entire BRCS athletic program. \_\_\_\_\_

- a. Engages willingly in the athletic department’s vision, following policies and procedures of the Athletic Department.
- b. Supervises care of all BRCS facilities and equipment – maintaining an accurate inventory of all equipment.
- c. Accepts constructive evaluation and has a positive response to recommendations to improve. The coach also demonstrates the willingness to follow through on recommendations included in personnel evaluation(s) with a teachable attitude.
- d. Assumes responsibility for all matters assigned to his/her sport.
- e. Demonstrates respect, support and a positive, collaborative working relationship with the administration, faculty, staff, fellow coaches, student athletes, and parents.
- f. Demonstrates commitment to school and professional activities (attendance at events across the department).

Comments and Recommendations:

\_\_\_\_\_  
Date Coach’s Signature

A signature on this evaluation does not necessarily mean that the coach agrees with the evaluation but indicates that he/she has participated in the evaluation, has read the summary, and has had an opportunity for discussion. Check here \_\_\_ if the coach would like to add a statement to this evaluation form.

\_\_\_\_\_  
Date Evaluator’s Signature