

Muncie Burris

Title: Head Girls Track & Field Coach

Education Requirements: Minimum two years of College education required, with a teaching license preferred.

Coaching Requirements: Minimum two years of coaching experience or collegiate/professional playing experience.

Annual Duties:

1. Administrative Duties
 - a. Maintain regular, consistent communication with Athletic Director
 - b. Maintain regular, consistent communication with parents
 - c. Maintain regular, consistent communication with players, following Coaches' Handbook rules.
 - d. Demonstrate knowledge of all IHSAA rules
 - e. Keep accurate health and contact information for players and parents
 - f. Keep accurate practice attendance log.
 - g. Coordinate with Middle School Program and assist with running home Middle School meets when not scheduled for away contest.
2. Additional Duties
 - a. Conduct a pre-season meeting with parents of athletes.
 - b. Provide clear expectations to parents and athletes for communication.
 - c. Actively participate in all fundraising initiatives for the athletic department.
3. Maintain Modern Teaching and Coaching Techniques
 - a. Complete IHSAA On-line rules meeting
 - b. Complete NFHS online courses every three years
 - c. Professional growth
 - i. Attend one clinic or State Association conference on an annual basis.
4. Participate in Interviews
 - a. Review all applications and participate in interviews for Assistant positions and provide feedback to the Athletic Director. The Athletic Director will have the final decision on selection.

Pre-Season & Post Season Duties

1. Equipment
 - a. Properly store equipment after each practice and contest.
 - b. Issue equipment to athletes by utilizing equipment form
 - c. Inform parents and Athletic Director of equipment return date following Athletic Policy in Coaches' Handbook.

- d. Properly store equipment at end of season completing an inventory of all equipment and submitting to Athletic Director during evaluation.
2. Organization
 - a. Define upcoming season goals and expectations for upcoming season and submit to Athletic Director.
 - b. Maintain an off-season training program throughout the year increasing frequency one month prior to first eligible practice.
 - i. Utilize Field Sports Building on Saturdays during allowed time frames.
 - c. Conduct pre-season meeting with athletes at minimum two weeks before start of first eligible practice.
3. Evaluations
 - a. Self-evaluation
 - b. Evaluate assistants at end of season utilizing evaluation form located in Coaches' Handbook.
 - c. Meet with Athletic Director within two weeks of completion of season to review program, go over evaluations and discuss schedule for following season.

In Season Responsibilities:

1. Athletic Contest Management
 - a. Pre-game responsibility
 - i. Secure volunteer timers
 - ii. Secure volunteer workers
 - b. In-game responsibility
 - i. Responsible for providing scorekeeper.
 - c. Post-game responsibility
 - i. Assist AD with making sure facility is properly torn down.
 - ii. Do not leave until all athletes have been picked up.
2. Practice Planning and Organization
 - a. Inform AD of all practice times and changes to set schedule
 - b. Emergency cards and waiver for each athlete
 - c. Assistant coaches
 - d. Division of duties and responsibilities
3. Statistics and Records
 - a. Maintain accurate rosters throughout the season and report changes to Athletic Director
 - b. Hold student athletes accountable for academic eligibility by enforcing Student Academic Athletic Probation policy.
 - c. Maintain Individual and team statistics on Athletic.net per PAAC rules.
 - d. Submit Individual and team records to Athletic Director within 24 hours of contest final.
 - e. Reporting results to Star Press within 24 hours of contest final

Desired Coaching Qualities:

1. Attitude
 - a. Personal
 - b. Team
 - c. Leadership
 - d. Enthusiasm
 - e. Crisis management
 - f. Cooperation with faculty and staff
 - g. Cooperation with other coaches
 - h. Cooperation with other programs
2. Controlling Behavior
 - a. Example setting
 - b. Team discipline
 - c. Goal setting
 - d. Loyalty
 - e. Training rules
 - f. Motivation
 - g. Personality differences
 - h. Dealing with parents
3. Attendance
 - a. Athletes
 - b. Assistant coaches
 - c. Head coach
4. Program Evaluation and Improvement
 - a. Analysis
 - b. Goal setting
 - c. Vision
 - d. Follow-through

All Interested applicants should submit cover letter and resume with coaching philosophy to crwlodarek@bsu.edu Chad Wlodarek Muncie Burriss Athletic Director.