

Muncie Burris

Title: Head Diving Coach – High School/Middle School

Minimum Education Requirements: Documented one year of college education.

Coaching Requirements: Minimum one year 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. Ensure players receive and return all school-issued athletic apparel.
2. Community Relations
 - 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.
 - d. Required involvement with Middle School Program.
3. Maintain Modern Teaching and Coaching Techniques
 - a. Complete IHSAA On-line rules meeting
 - b. Complete NFHS online courses every two years
4. Participate in Interviews
 - a. Review all applications and participate in interviews for assistant coaches and provide feedback to the Athletic Director. The Athletic Director will have the final decision on selection.

Pre-Season & Post-Season Duties:

1. Organization
 - a. Define upcoming season goals and expectations for upcoming season and submit to Athletic Director.
2. 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 Duties:

1. Create/implement diving routines for high school and middle school boys and girls swimming and diving teams
2. Supervise practices and meets
3. Score diving at home and away meets
4. Coordinate with head Swimming Coach on meet strategies
5. Submit Individual and team records to Athletic Director 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 Burris Athletic Director.