

## **Muncie Burris**

Title: Head Swimming Coach

Minimum Education Requirements: Documented two years of college education; Successful completion of an expanded criminal background check by Ball State University.

Preferred Educational Requirements: Four-year teaching degree; certified Indiana teacher

Minimum Coaching Experience: Two years of coaching experience club or high school; or collegiate/professional swimming or diving 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
  - h. Coordinate practices with Middle School Program
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.
  - d. Partner with Diving Coach on entries, transportation and other schedules
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 Middle and High School Assistant Swim and Dive 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.
  - 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 announcer
    - iii. Secure FAT worker
  - b. In-game responsibility
  - c. Post-game responsibility
    - i. Assist AD with making sure facility is properly returned to its original condition
    - ii. Remain with athletes until picked up by parent
2. Practice Planning and Organization
  - a. Ensure physical examinations and code of conduct forms have been submitted before allowing athletes to practice
  - b. 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. Submit individual and team records to Athletic Director within 24 hours of contest final
- d. Reporting results to Star Press within 24 hours of contest final
- e. Update team record board on Dropbox

**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 Chad Wlodarek, Burris Laboratory School Athletic Director, [crwladarek@bsu.edu](mailto:crwladarek@bsu.edu).