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## SECTION FIVE

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# APPENDIX

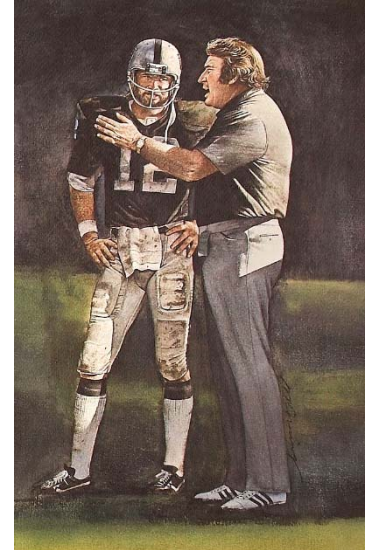


**Chapter 14: Evaluating Players**

**Chapter 15: Organizing Your Coaching Staff**



## Organizing Coaching Staff



### AFCA MISSION STATEMENT

"Coaching football is a profession.  
Strive to improve, Set an example and be a role model"

Simply stated: Coaches have an obligation to teach more than just football to our players. Character should be our middle name. Ethics and sportsmanship are tantamount to the future success of every life we touch. Work ethic, integrity, self-discipline and personal responsibility for one's action should be taught every day.

**"Games are not won by what coach knows;  
they are won by what players have learned."**

### CHARACTERISTICS OF GOOD COACHES

There are a few characteristics that every coach should possess, regardless of level or sport.

- First: Care about kids and be a good TEACHER, not only of the game but about life.
- Second: Be DEMANDING while at the same time being POSITIVE and ENTHUSIASTIC.
- Third: Be a person of CHARACTER. Possess the qualities that we are teaching our players.
- Fourth: Be LOYAL. Be a team player. Be DEDICATED to your fellow coaches.
- Fifth: KNOWLEDGE of the game acquired through hard work.

*The Most Important Question is:  
Would you want your son to play for that coach?*

### HOW WE COACH

Our players are going to play like they practice, and they are going to practice at the intensity level of the coach. Our players are going to practice hard if the coaches are INTENSE and ENTHUSIASTIC. Our players are going to play with confidence because our coaches are going to be POSITIVE. Our players are going to believe in what we are doing because the coach has earned the RESPECT of the players by treating the players as if they were his sons.

A coach must be WELL-PREPARED and pay attention to details. Our players have to believe because success is 90% attitude and 10% talent. A coach needs to emulate a winning, successful attitude so that the players do not have any doubt about what we are doing or where we are going.

*"Praise in public; Criticize in private"  
"Give players credit when we win; Coach take blame when we lose."*

### INTRODUCTION

Everything that we do as a staff will have a purpose. It is important that the staff has a full understanding of what is expected of them. It is also just as important that the entire staff adopts the same philosophies, which may involve some adjustment of personal philosophy and methods. The importance of loyalty is emphasized and becomes important whenever a difference in personal and team philosophy arises. These differences must be brought to the head coaches' attention, it must be in private, and the staff member must stand by the final decision 100 percent.

There are a few important things that must make up our staff. First, the staff must “walk the talk” and follow the principles that we are teaching our players. Second, communication is the key to everything, and the staff has to talk about everything. Do not hold something inside or worse, discuss with non-staff members. We cannot expect team unity if our staff does not have it.

We will all make mistakes; admit them and take steps to avoid the same mistakes again. We will be a success if our staff is humble, honest, and accepts constructive criticism. The biggest mistake coaches make is being overly sensitive and taking constructive criticism as a personal insult. The best coaches are the ones that are most critical of themselves. Dedicated, loyal, and honest people will be able to accept mistakes if the positive contributions outweigh the mistake. Coaches that are not dedicated will make excuses because they don't have any good things to fall back on.

## **DISCIPLINE**

We will run a disciplined program that will be the responsibility of the head coach. We will not set rules that we are not going to enforce and will not punish a player if the expectations were not clear. There is a fine line between discipline and harassment, and we will not harass players. Our discipline will be based upon the players believing what we are doing and knowing that we honestly care about them as a people.

*We must love our players like they were our own children.  
They will accept the discipline if it is good for the team and because we care about them.*

## **Coaching Philosophy**

We will be disciples of the traditional values of loyalty and hard work, respect and responsibility. Our belief is that the young people of today should not only be exposed to these ideals but should live them. These values will form the core of our program. I believe that we must adapt to changing times with these unchanging principles. Each player will be treated with equality and respect. There will be no favorites and no political agendas followed. In turn, each player will be expected to show the utmost respect for teachers, coaches and fellow teammates.

The general aim of the football program is to contribute to the general objectives of education. An athletic program has little chance to succeed unless the following are adhered to:

- EDUCATORS. Coaches should teach football so that it is stimulating and challenging.
- COMMUNICATION between football program and administration, faculty and community.
- CHARACTER. Coaches must be moral leaders and role models.
- SPORTSMANSHIP. Accept both victory and defeat with class and humility.
- VISION. As a head football coach, I will have a definite plan in which everyone believes in.
- LOYALTY. The head coach must get everyone to ‘buy in’ to the vision through collaboration.

Coaches must be trainers, not jockeys. Anyone can ride a good horse. We must be able to take the average horse and make him better. Very few of high school programs are blessed with kids who are naturals and we will not whine about how poor our talent is. Kids give exactly what is expected of them, nothing more and nothing less. We will expect them to be good players and they will be. We will roll up our sleeves, put in the time and coach them how we want them to play.

The coaching staff and all support personnel are a reflection on the Head Coach. They are year-round ambassadors of the program and have to not only understand but accept that responsibility. Every time they speak about the program in public, they are looked upon as an authoritative expert and their words will be repeated. While out in public they will be viewed as a [insert school name] football coach and not as an individual. The way that they act, and dress will be connected as if all the coaches act and dress that way. They need to adhere to the same standards that they ask of the players. For example, if they are seen drinking alcohol in public, there will be certain people who will see that and assume that all the coaches drink alcohol. If they get a DUI or are arrested, people will ask if the head coach was with him when reading the story in the paper.

# JOB DESCRIPTIONS

## Head Coach

### SUMMARY:

Responsible for organizing and coordinating an off-season, spring, and summer program appropriate for success on all levels of football. Directs and coordinates all aspects of training. Oversees the planning and fiscal management of the football program. Communicate with the Athletic Director about coaches, finances, scheduling, and discipline.

### ADMINISTRATIVE

- Adhere to all state laws, association rules, and district policies.
- Ensure that a safe athletic/educational environment is always present for students.
- Place appropriate emphasis on sportsmanship, academics, positive attitude, and character
- Develop, submit, and monitor separate booster & school budgets, including fundraising schedule
- Maintain accurate record of all equipment. Make purchases as need demands.
- Develop an annual and summer training calendar
- Submit all necessary facility use and transportation requests to Athletic Director.

### COACHING RESPONSIBILITIES

- Handle all attendance & discipline issues on the varsity level.
- Organize, schedule and oversee in-season and off-season strength & conditioning program.
- Conduct bi-monthly Leadership Council / Meetings
- Form offensive and defensive game plans with coordinators each week for both teams.
- Oversee the preparation and organization of individual and team practices, training, and competition.

### PRACTICE DUTIES

- Fill in for any position coach missing
- Coach the D-Ends, OLB, and offensive Guards during individual periods
- Ensure that trainer, first-aid, and water is taken care of at every practice and game.

### GAME DAY DUTIES

- The Head Coach is the only person who communicates with Officials on game day.
- Break down game films each week.
- Head coach makes all decisions about playing time after valuable input from position coaches.

### COACHES, MANAGERS, VOLUNTEERS

- Assign all duties of all football coaches and managers in the program.
- Meet with and evaluate the performance of all football coaches at the end of the season.
- Coordinate efforts of volunteers to ensure complete support of the program.

### COMMUNICATION

- Represents football program to media, parents, booster, faculty, and administration.
- Develop and maintain good relationship between football program and all other athletic programs.
- Remain visible in the community at fundraisers, events, and youth functions.

### KNOWLEDGE & QUALIFICATIONS

Qualified to assist in transporting students and equipment to athletic events in District vehicles  
Meets requirements to be certified in CPR, First Aid, Concussion, NFHS Certification.

**COLLABORATIVE LEADERSHIP STYLE: *The head coach has the ultimate say-so in all aspects of the program. But his vision needs to be communicated to everyone. Input and discussion with all coaches is critical in every phase.***

## JV Head Coach

### SUMMARY:

Responsible for implementing the philosophies and schemes set down by the head coach at the JV level. The [insert school] football program will be a family atmosphere comprised of ALL football players. Whenever possible, JV and Varsity teams will work together. Participation and retention are the PRIMARY goals of the JV program. The JV head coach will be evaluated on how many players finish the season and how many play the following year.

### ADMINISTRATIVE

- Ensure that a safe athletic/educational environment is always present for students.
- Place appropriate emphasis on sportsmanship, academics, positive attitude, and character
- Maintain accurate record of all equipment and submit inventory to Head Coach.
- Submit all necessary facility use and transportation requests to Head Coach.
- Ensure that JV Locker Room is supervised at all times.
- Ensure that JV bus is supervised, and attendance reports are updated on Google Drive.

### COACHING RESPONSIBILITIES

- The JV program should not be doing anything that is not done at the Varsity level.
- **The head JV coach remains with the JV team at all times during practice and games.**
- Handle all attendance & discipline issues on the JV level.
- Work closely with Head coach to supervise the in-season and off-season strength & conditioning program.
- Supervise all JV activities in locker room, weight room, practices, and at games.

### PRACTICE DUTIES

- Conduct the practices, training, and competition plans setup by the varsity coordinators for JV level.
- Fill in for any position coach missing
- Coach the D-Ends, OLB, and offensive Guards during individual periods
- Ensure that trainer, first-aid, and water is taken care of at every practice and game.

### GAME DAY DUTIES

- Coordinate JV Film Exchange and break down JV game film each week
- Implement the offensive and defensive JV game plans each week after meeting with varsity coordinators.
- Make sure that the JV Ball Bag, camera, head sets get to the game.
- Supervise JV players during varsity game.

### COACHES, MANAGERS, VOLUNTEERS

- Coordinate efforts of volunteers to ensure complete support of the program.
- Ensure that all football coaches and managers are fulfilling their duties to meet JV needs.
- Support the varsity during their game if not supervising the JV team.

### OTHER DUTIES

- In charge of all JV paperwork and money with all fundraisers.
- Attend all scheduled coaches' meetings and meet weekly with the head coach.
- Attend one off-season out-of-town coaching clinic with Head Coach
- Remain visible in the community at fundraisers, events, and youth functions.
- Coordinate efforts of volunteers to ensure complete support of the JV program.

### KNOWLEDGE & QUALIFICATIONS

Qualified to assist in transporting students and equipment to athletic events in District vehicles  
Meets requirements to be certified in CPR, First Aid, Concussion, NFHS Certification.

## Offensive Coordinator

### SUMMARY:

Under the supervision of the Head Football Coach, the Offensive Coordinator will assist with the overall offensive strategy and its implementation. We also must adhere to the responsibilities outlined by [insert school district].

### ADMINISTRATIVE

- Coordinate & plan offensive coaches' meetings.
- Trains all offensive coaches on technique, drills, and scheme
- Supervise the spring and summer schedule as it pertains to offensive side of the ball
- Be part of supervision schedule in locker room, weight room, practices, and at games.
- Keeps abreast of innovative ideas and techniques by attendance at clinics and workshops.

### COACHING RESPONSIBILITIES

- Coordinates offense. In charge of its entire implementation according to Head Coach philosophy
- Does not make any changes, philosophically or schematically without Head Coach approval.
- Oversees offensive staff to ensure that every drill being ran is consistent with offensive philosophy
- Prepares offensive playbooks for season and in charge of all training material for players.
- Evaluate offensive players and give input to head coach about strengths and weaknesses.
- Prepare, record, and post all offensive statistics

### PRACTICE DUTIES

- Plans and in charge of all offensive practices. Prepares all offensive practice schedules.
- Prepares practice scripts.
- Provide game & practice film analysis of our offense and film breakdown of opponent's defensive tendencies.
- Coordinates with staff weekly goal board and players of the week board.

### GAME DAY DUTIES

- Break down game films each week as they pertain to offensive position groups.
- Implement the offensive game plans each week after discussions with head coach.
- Develops substitution game plan with staff and prepares offensive depth chart with staff.
- Coordinates Offensive adjustments on sideline & halftime.
- Develops call sheets, wristbands, and press box reports.
- Prepares offensive scouting report with staff in season, breakdown film, fronts & stunts, blitz chart, coverages.
- Shares final offensive game plan by Wednesday evening with offensive staff, and Head Football Coach.

### OTHER DUTIES

- Weekly off-season and daily in-season communication with head coach.
- Assist with monitoring academic progress of student-athletes thru weekly supervision of Student Tree Program
- Assisting in all fundraising.
- Assist with equipment inventory and check-out.
- Attend one off-season out-of-town coaching clinic with Head Coach
- Identify areas for offensive improvement and develop solutions.

### KNOWLEDGE & QUALIFICATIONS

- Qualified to assist in transporting students and equipment to athletic events in District vehicles
- Meets requirements to be certified in CPR, First Aid, Concussion, NFHS Certification.
- Thorough knowledge of NFHS football Rules & Regulations
- Effectively communicate orally, in writing, and interpersonally.

## **Offensive Line Coach**

### **SUMMARY:**

Under the supervision of the Offensive Coordinator will ensure that all blocking schemes required of the offensive scheme are installed. Must adhere to the responsibilities outlined in by [insert school district].

### **ADMINISTRATIVE**

- Place appropriate emphasis on sportsmanship, academics, positive attitude, and character.
- Attend all scheduled coaches' meetings.
- Assist with supervise all activities in locker room, weight room, practices, and at games.
- Attend one off-season out-of-town coaching clinic with Head Coach

### **COACHING RESPONSIBILITIES**

- Oversee all training of offensive linemen on both the JV and varsity level at practice and games.
- Development and implementation of offensive line drill progression
- Evaluate offensive linemen and give input to offensive coordinator about strengths and weaknesses.
- Develop scouting report, game plan, and depth chart for Punt Team
- Identify areas for offensive improvement and develop solutions.

### **PRACTICE DUTIES**

- Break down game film each week to scout alignments, movements, stunts, and blitzes
- Implement the blocking schemes each week after discussions with offensive coordinator.
- Prepares scout cards and script for Inside Run Period
- Supervise scout Defensive Line
- Run Punt periods during practice
- Prepares scouting report of defensive front, including defensive cards with fronts & stunts

### **GAME DAY RESPONSIBILITIES**

- Coordinates Punt Team adjustments, including substitutions
- Develop Offensive Line Substitution plan with offensive coordinator
- In charge of Sideline White Board & Markers; Sideline replay system

### **OTHER DUTIES**

- Assist with supervision of in-season and off-season strength & conditioning program.
- Assist with all aspects of fundraising.
- Serve as Booster Club Liaison, attend meetings, and report back to head coach
- Assist with equipment inventory and check-out.
- Will be in charge of one fundraiser.
- Each assistant will be in charge of a group of players in the Student Assistance Program.
- Work with volunteers and coordinate Friday Pre-Game Meal
- Attend one off-season out-of-town coaching clinic with Head Coach
- Manage, monitor, and post on the football Twitter account.

### **KNOWLEDGE & QUALIFICATIONS**

- Qualified to assist in transporting students and equipment to athletic events in District vehicles
- Meets requirements to be certified in CPR, First Aid, Concussion, NFHS Certification.

## **Running Backs Coach**

### **SUMMARY:**

Under the supervision of the Offensive Coordinator will ensure that all running backs can execute both run and pass schemes required of the offensive scheme. Must adhere to the responsibilities outlined in by [insert school district].

### **ADMINISTRATIVE**

- Place appropriate emphasis on sportsmanship, academics, positive attitude, and character.
- Attend all scheduled coaches' meetings.
- Assist with supervise all activities in locker room, weight room, practices, and at games.
- Attend one off-season out-of-town coaching clinic with Head Coach
- Coordinate and manage the Equipment Room, student managers, and control all distribution & inventory

### **COACHING RESPONSIBILITIES**

- Plan, Organize, and Execute all training of running backs on both the JV and varsity level at practice and games.
- Development and implementation of running back drill progression
- Evaluate running back and give input to offensive coordinator about strengths and weaknesses.
- Evaluation of opponents and the development of a game plan and depth chart for Kickoff Return Team
- Identify areas for offensive improvement and develop solutions.

### **PRACTICE DUTIES**

- Implement the run and pass schemes each week after discussions with offensive coordinator.
- Prepares scout cards and script for Outside Run Period
- Supervise scout Linebackers
- Run KO Return Periods
- Make sure that all preparations are made to have water at practice

### **GAME DAY RESPONSIBILITIES**

- Coordinate KO Return adjustments, including substitutions
- Develop Running Back Substitution plan with offensive coordinator
- Prepare opponents blitz report
- In charge of Headsets; Ensure they are charged Thursday night and setup at game.
- Make sure that opposing team, athletic director, and press box has the most up to date Game Roster

### **OTHER DUTIES**

- Assist with supervision of in-season and off-season strength & conditioning program.
- Assist with all aspects of fundraising, including being in charge of one.
- Each assistant will be in charge of a group of players in the Student Assistance Program.
- Attend one off-season out-of-town coaching clinic with Head Coach
- Manage, monitor, and post on the football Facebook account.

### **KNOWLEDGE & QUALIFICATIONS**

- Qualified to assist in transporting students and equipment to athletic events in District vehicles
- Meets requirements to be certified in CPR, First Aid, Concussion, NFHS Certification.



## Receivers Coach

### SUMMARY:

Under the supervision of the Offensive Coordinator will ensure that all wide receivers can execute both run and pass schemes required of the offensive scheme. Must adhere to the responsibilities outlined in by [insert school district].

### ADMINISTRATIVE

- Place appropriate emphasis on sportsmanship, academics, positive attitude, and character.
- Attend all scheduled coaches' meetings.
- Assist with supervise all activities in locker room, weight room, practices, and at games.
- Attend one off-season out-of-town coaching clinic with Head Coach

### COACHING RESPONSIBILITIES

- Plan, Organize, and Execute all training of wide receivers on both the JV and varsity level at practice and games.
- Development and implementation of wide receiver drill progression
- Evaluate wide receiver and give input to offensive coordinator about strengths and weaknesses.
- Evaluation of opponents and the development of a game plan and depth chart for PAT/Field Goal Team
- Identify areas for offensive improvement and develop solutions.
- Oversee and produce team highlight video for banquet
- Assists all players needing highlight recruiting video to play college football

### PRACTICE DUTIES

- Implement the pass schemes each week after discussions with offensive coordinator.
- Prepares scout cards and script for 7on7 Passing Period
- Supervise scout secondary and defensive backs
- Run PAT/Field Goal Periods
- In charge of timer during practice.
- In charge of charging, setting up, and takedown of endzone camera during practice

### GAME DAY RESPONSIBILITIES

- Sits in press box with offensive coordinator
- Coordinate PAT/FG adjustments, including substitutions
- Develop Wide Receiver Substitution plan with offensive coordinator
- Prepare opponents secondary report
- In charge of Endzone camera; Ensure it is charged Thursday night and setup at game.
- Coordinate with opponent in regards to film exchange
- Keep accurate records of all varsity players not riding bus home after away games

### OTHER DUTIES

- Assist with supervision of in-season and off-season strength & conditioning program.
- Assist with all aspects of fundraising, including being in charge of one.
- Each assistant will be in charge of a group of players in the Student Assistance Program.
- Attend one off-season out-of-town coaching clinic with Head Coach
- Manage, monitor, and post on the football Remind101 texting app.

### KNOWLEDGE & QUALIFICATIONS

- Qualified to assist in transporting students and equipment to athletic events in District vehicles
- Meets requirements to be certified in CPR, First Aid, Concussion, NFHS Certification.

## **Volunteers Responsibilities**

### **SUMMARY:**

Volunteers will play an important role in Fresno football and will be treated with the same respect as any paid coach, perhaps even more so since they are not being paid. Some valuable volunteer positions are:

Coaches	Managers	Filmers
Stats	Webpage	Chaperones

### **COACHES**

As a rule parents will not be asked to fill this role unless already in that capacity prior to.

Assist a position coach with teaching and development of techniques.

Ensure that a safe athletic/educational environment is always present for students.

Place appropriate emphasis on sportsmanship, academics, positive attitude, and character.

Qualified to assist in transporting students and equipment to athletic events in District vehicles

Meets requirements to be certified as a CPR & First Aide.

Supervise all activities in locker room, weight room, practices, and at games.

Attend all scheduled coaches meetings.

May help supervise the strength, spring, summer, and fundraising programs.

Any input from breakdown of game film is always appreciated.

Are welcome to attend all clinics and workshops.

### **MANAGERS**

The desired candidates will be responsible students at the high school.

In charge of equipment during practices and games.

Assist with water and other first aid needs of the coaching staff.

Assist coaching staff during certain drills.

Film practices.

### **FILMERS**

The minimum assistance is to film all games and scrimmages.

Optimal assistance would include making copies for coaching staff and trade.

Ability to import video into digital editing system to produce cut-ups and highlight tapes.

### **STATS**

Attend games and manually log stats for purposes of review and calling newspaper.

Review these stats by watching the game film over the weekend and giving to coach on Monday.

Log the stats onto the webpage and/or MaxPreps.

### **WEBPAGE**

Design and maintain a webpage promoting the football program.

## Coaches Meetings

These meetings will be very informal and ensures that the coaching staff is on the “same page”. All staff members are expected to give honest input, however, after the meeting every staff member has to be 100% supportive of the decisions. We will not meet just to decide when we are going to meet again. There will be an agenda and they will be productive.

Dec Evaluation	<i>Head coach will meet with each coach individually to gather feedback on the season. After meeting with AD, head coach will again meet with each coach to discuss his role in the program the following year.</i>
Dec Retreat	<i>This is a “fun” event to thank staff for all of the hard work. Wives, managers, volunteers are included. Off-season strength program is developed, and clinics scheduled.</i>
Clinics	<i>All paid coaches are required to attend a 2-day clinic in Jan &amp; Feb. Volunteer &amp; youth coaches are invited to these.</i>
April Retreat	<i>Another “fun” event with coaches &amp; wives to develop spring &amp; summer schedule. Also apply clinic information to existing schemes &amp; philosophies.</i>
May In-house clinic	<i>Coaching staff teach each other the detailed schemes &amp; techniques of the offense, defense, special teams, and individual positions. Youth coaches are invited to this.</i>
Aug Retreat	<i>“Fun” event with coaches &amp; wives to develop detailed practice schedules.</i>
In season meetings	<i>Coordinators &amp; coaches meet with head coach every Saturday. All staff meets Sunday afternoons after reviewing game film.</i>

## Professional Growth

Good coaches are constantly seeking methods to improve in order to be more effective for the players. Several resources will be available: Informal constructive criticism, Self-Evaluation, Formal Post-Season Evaluations, Video library, Visit other successful programs, Clinics, and Camps.

### CLINICS

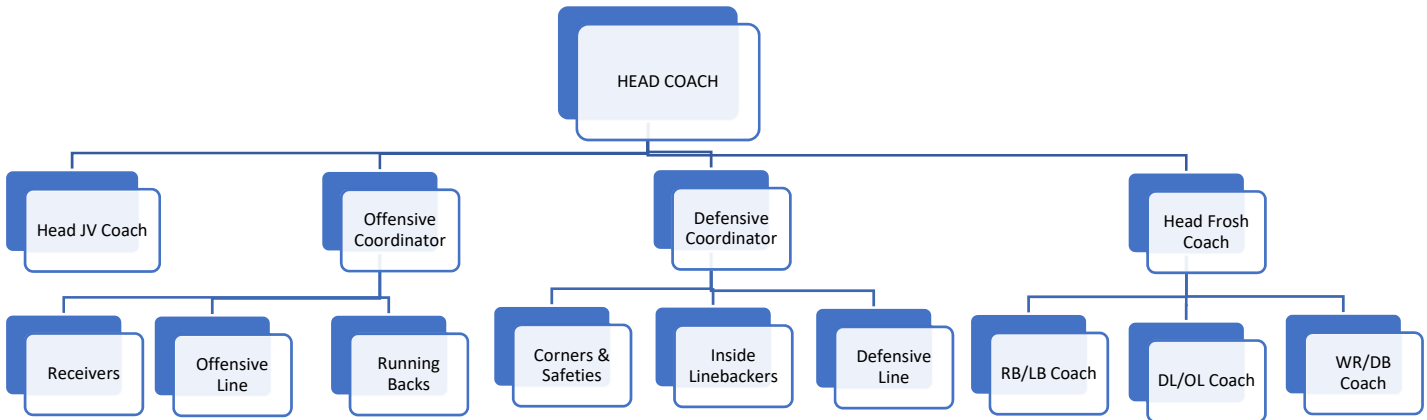
Lodging & registration will be paid to two clinics and others will be optional. In addition to gaining knowledge, this is a valuable time for the coaching staff to discuss schemes & philosophies.

### CAMPS

USC Speed & Power (April)	<i>Players go to 1-day camp</i>
Offense Camp (June)	<i>2-day Wing-T camp in Cambria. Fri &amp; Sat night. Sun at Morro Bay.</i>
Defense Camp (June)	<i>3-day camp at Garces high school. No overnight stay required.</i>
Youth Coaches clinic (July)	<i>1- day clinic taught by high school coaches.</i>
Youth Player camp (Aug)	<i>2-day clinic ran by coaches, taught by varsity players. Spend one night on campus. Shower &amp; eat on campus.</i>
Team Mini-Camp (Aug)	<i>3-day, 2-night camp for high school players to open August practice.</i>

# ASSIGNMENTS

Our football is one program and all three teams all operate as one unit. The following time expectations are required of every coach.



## ASSIGNMENTS

- |                                     |          |                         |          |
|-------------------------------------|----------|-------------------------|----------|
| Score (KO return) .....             | RB coach | Assault Team (KO) ..... | LB coach |
| Protect Team (punt) .....           | OL coach | Strike Team (PR) .....  | DB coach |
| PAT .....                           | WR coach |                         |          |
| First Aid / Trainer / Equip't ..... | DL coach |                         |          |

## STRENGTH & SPEED DEVELOPMENT

- |                             |          |                         |        |
|-----------------------------|----------|-------------------------|--------|
| Wt Room (Jan – April) ..... |          | Speed (Mar – Apr) ..... |        |
| Wt Room (June) .....        | rotate   | Speed (June) .....      | rotate |
| Wt Room (July) .....        | rotate   | Speed (July) .....      | rotate |
| WR / QB (spring) .....      | WR coach |                         |        |

## PRACTICE

- |                         |              |                         |          |
|-------------------------|--------------|-------------------------|----------|
| Open Locker room .....  | DB coach     | Close Locker Room ..... | OL coach |
| Field set-up .....      | LB coach     | Equipment In .....      | RB coach |
| Tape .....              | DL coach     | Pre-Practice .....      | WR coach |
| Warrior Reminders ..... | Head coaches |                         |          |

## GAME DAY

- |  |                                   |
|--|-----------------------------------|
| JV Bus & supervision .....               | JV head coach & coordinators;     |
| JV supervision during varsity game ..... | JV head coach                     |
| JV Pressbox .....                        | Varsity coordinators              |
| JV special teams .....                   |                                   |
| JV first aid / equipment .....           |                                   |
| Varsity Bus & supervision .....          | Varsity head coach & coordinators |
| Varsity tape .....                       | DL coach                          |
| Varsity Pressbox .....                   | JV coordinators & youth coach     |
| Varsity play chart .....                 | JV quarterbacks.                  |

# COACHING CHECKLIST

- We have 10 stipends from the district, including me.  
Taxes will be withheld unless you claim “exempt”
- Complete Coaching Requirements of the District
  - Application, Fingerprints
  - First Aid / CPR training (every 2 years)
  - ASEP course through NHSF (once per lifetime)
  - Concussion course online (every 2 years)
  - District Coaching Course
- One page resume of where & when you coached

# COACHING EXPECTANCIES

Delano football is one program and the JV / Varsity teams all operate as one unit. The entire coaching staff coaches together under the Head Varsity Coaches supervision. The following time expectations are required of every coach.

## ALL YEAR

Text all players in your group once a week. Everyone will be assigned one player to “save”

## SPRING

Show up to ONE zero period wt training per week

In house coaching clinic one day per week from Jan 20 to April 30 (13 total)

Offensive Practice afterschool one day per week March 4 to April 30 (7 total)

## CLINICS

San Francisco Jan 23 – 25

Costa Mesa Feb 13 – 15 (stewart is not going)

Las Vegas Feb 20 – 23

Santa Cruz first weekend of May (double as staff retreat?)

[www.glazierclinics.com](http://www.glazierclinics.com) online resource

STAFF RETREAT (May 10 or 17) All day Saturday coaches clinic, hopefully NOT in Delano

SPRING PRACTICE: May 19 - 22 from 3:30 to 5:30pm  
May 27 - 29 from 3:30 to 5:30pm  
May 30 is spring scrimmage

DELANO weight competition in late May / early June

HUME LAKE is May 23-25

NO FOOTBALL / ZERO week of June 2 to 5 (graduation)...help me check on grades

# Sport: Football

## Coaching Staff

Name of Coach	Position	Cell	Email	CPR	NFHS Cert.	HR Paperwork
Rick Stewart	HC					
Dennis Randle	DC					
Lawrence Hood	DBs					
Keith Pempec	LBs					
Phil Borges	DL					
Gavin Simmons	DL					
Perris Gaines	RBs					
Kevin Ochs	QB/RB					
Brent Pibble	WR					
Alan Revia	OL					
Terence Brown	Head JV					
Dana Minard						
Jerry Samora						
Duane Hurd						
Cecil Ferguson						
Leonard Nevels						
Robert Stark						

## Head Coach Pre-Season Clearance Check List

Athletic Keys Issued to each coach	Key (s) assigned
Coach:	Key Number:
Coach:	Key Number:
Coach:	Key Number:
Coach:	Key Number:
Coach:	Key Number:
Coach:	Key Number:
Coach:	Key Number:

Checklist	Completed
All Coaches Names / Coaching position / Contact Information	
All Coaches CPR Certified	
All Coached Fingerprinted / HR Requirements Completed	
All Coaches complete NFHS Fundamentals of Coaching Certification	
All Coaches signed contract	
Signed Head Coach Expectations Form	
Uniform Inventory	
Equipment Inventory	
Game Schedules Submitted & Confirmed	
Transportation Request form submitted	
Roster submitted physicals, Insurance forms, Concussion Form all signed	
All participating athletes cleared through CIF & academic eligibility	
Parent Meeting completed/Planned	
Review 172 Budget and fundraising guidelines	

## Coaches Interview

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Credential / Occupation: \_\_\_\_\_

*Ask them to bring a chronological listing of coaching experience & references*

Background, family, work, education.

Coaching Experience.

How would your past players describe you? Past coaches?

Why do you coach football? Why are you in the coaching profession?

Why do you love the game you coach?

Where do you see yourself in this program? Where do you see yourself in 5 years?

List your strengths and weaknesses on a scale of 1 to 5.

Game Plan/Preparation  
Develop skill / practice  
Relationship with kids

Game Review / grading  
Game time adjustments

What is your favorite offensive and defensive scheme?

Take me thru your teaching progression spring, summer, fall.

During the season, games already started, describe your 10min INDO period.

How do you utilize every minute in a practice effectively?

Give me your philosophy on conditioning. How do you believe we should get our players in shape in Spring, summer, August? How do we keep them in shape during the season?

Do you have any "attention-getters" (e.g., whistle or voice command) that allows the players to stop all activity and focus on the coach?

When do you teach your new or most complex drills in your practice?

Philosophy of discipline with an example.

What does loyalty mean?

How much time do you envision spending on football? Fall, spring, summer.

## SITUATIONAL COACHING QUESTIONS

- *You have a starter who is going to get replaced, how do you break it to the kid that has been starting?*
- *How would you handle a situation where another coach is acting in a way that you don't think is what our program is about?*
- *How would you go about maximizing the potential of an athlete that you know you can get more out of?*
- *If a parent approached you after practice or a game on your way to your car and wanted to talk with you about playing time, what would you do? How would you respond?*
- *We are losing 48-0 in 2<sup>nd</sup> quarter. How would you approach halftime?*
- *What do you think is the most important aspect of a championship football team?*

What are your expectations for your athletes physically, emotionally, academically, socially, spiritually?

What are the ways and methods you will employ to raise the level of expertise within your coaching staff?

Can a coach be “positive” and yet demand? Explain

What type of behavior do you want your coaches to model on game day? Before the game? After the game?

How will you go about identifying the opposing team's strengths, weaknesses and tendencies?

If you saw a player not fulfilling those behavioral expectations how and when would you attempt to change those attitudes and behaviors?

How do you correct bad behavior? Profanity, laziness, attendance, poor attitude.

What does it take for you to remove a player from your practice?

What does it take for you to remove a player from the team?

How do you handle a parent who...professionally asks after practice about playing time? A parent who is giving his son instructions from the sideline during your practice? Approaches you visibly upset after a game?

Give him an itinerary of times you will expect him to work in the program (out of season, in-season, weekends, etc). If he (OR his wife) has problems with the # of hours you will expect of him - DON'T HIRE HIM!!!!!!

Confidentially, why has Delano football been on the decline?

If you were me, what would you change?

Do you have any questions about our program?

Your time commitment? Compensation?

Schemes?

Let's go over last years roster together.





## Good Coaches are Good People

Aside from an astute understanding of the game of football, being a good coach really just comes down to being a good person. Unfortunately it's not an absolute; plenty of people who are intelligent when it comes to understanding football are also complete jerks as people. But by and large, being a decent person with a passion for the game goes a long way to becoming a good football coach.

## Good Coaching Books

- Barnett, Gary    High Hopes: Taking the Purple to Pasadena by Gary Barnett  
Coach Barnett shows how to bring a team from "worst" to "first"
- Bowden, Bobby    The Bowden Way : 50 Years of Leadership Wisdom
- Brown, Mack    One Heartbeat: A Philosophy of Teamwork
- Chadwick, David                      The 12 Leadership Principles of Dean Smith by David Chadwick
- Halberstam, David            Education of a Coach  
*Audio download*
- Holtz, Lou            Winning Every Day  
Quotable Lou
- Jackson, Phil    Sacred Hoops : Spiritual Lessons of a Hardwood Warrior by Phil Jackson
- Janssen, Jeff    The Seven Secrets of Successful Coaches
- Krzyzewski,            Leading with the Heart: Coach K's Successful Strategies for Basketball, Business, and  
*Audio download*
- Kushner, Harold            When All You've Ever Wanted isn't Enough  
*Audio cassette*
- LaMonte, Bob    Winning the NFL Way. Leadership lessons from football's top head coaches.
- Lombardi, Vince            The Lombardi Rules  
The Essential Vince Lombardi: Words & Wisdom  
When Pride Still Mattered (David Maraniss)                      *audio download*
- Mottley, Chuck    The Turnaround: from 0-10 to 10-0.
- Osborne, Tom    Faith in the Game : Lessons on Football, Work, and Life
- Packer, Billy            Why We Win by Billy Packer  
Sport's all-time best coaches share their secrets of success
- Parcells, Bill            Finding a Way to Win: The Principles of Leadership, Teamwork,

- Pitino, Rick     Lead to Succeed: Ten Traits of Great Leadership in Business and Life
- Reade, Bob     Coaching Football Successfully  
*A high school Wing T coach.*
- Riley, Pat     The Winner Within  
*Audio CD*
- Royal, Darrel   One Heartbeat: A Philosophy of Teamwork, Life, and Leadership
- Shoop, Robert   Leadership Lessons from Bill Snyder
- Schnake, Don   Football's Simple Six
- Summitt, Pat    Reach for the Summit by Pat Summitt
- Torre, Joe     Ground Rules for Winners : 12 Keys to Managing Team Players, Tough Bosses,  
Setbacks, and Success
- VanDerverr, Tara                    Coaching a Winning Team  
*Audio download*
- Walsh, Bill     Building a Champion  
Finding the Winning Edge
- Wooden, John   Be Quick, But Don't Hurry  
*Audio download*