



ORANGE CHIEFS POP WARNER



Head Coach Duties



BOARD

- Attend ALL monthly Board Meetings (1 per month or as needed)
- Abide by and enforce all Pop Warner and Orange Chiefs rules and policies
- Remove players, cheerleaders, parents, assistant coaches, and or cheer coaches breaking rules
- Pass on all information to parents & coaching staff distributed by the Board of Directors
- Collect all outstanding paperwork (before allowing to practice) and make sure team gets certified
- MUST be present during the team's Snack Bar Duty day
- Have Team Books and Player Card Books available for review upon request for Board of Directors
 - Team Books and Player Card Books are due to the Board within 24 hours of last game
 - Team Books must be checked out and returned within 24 hours after season banquet

COACHING STAFF

- Make sure assistant coaches finish required training & submit application for background check
- Prevent assistant coaches and or parents from helping during practice until training and background checks are completed (must be verified by Orange Chiefs Board of Directors)
- Train Coaching Staff
 - Regarding Pop Warner and Orange Chiefs rules and policies
 - Regarding safety and appropriate language for practices, games, and events
 - Regarding fines, suspensions, and dismissal policies
 - Regarding appropriate conduct during games
 - Sideline management, Addressing Referees and Board Members

TEAM

- Monitor player, coaching staff, and parent conduct during practice, games, and events
 - Players = "ALL Football Players & Cheerleaders assigned to your team"
- Always have team book at practices, games, and events (including pizza parties & banquet)
- Remain at practice until all players have been picked up by a parent or legal guardian
- Keep a team website to effectively communicate information & schedules with parents/guardians

EQUIPMENT

- Care for and report damage to equipment used (player equipment, tackling bags/dummies, blocking sled) and keep equipment organized in equipment shed upon check-out and return
- **Collect all player equipment at end of season**
 - Parent or Guardian must sign-off on equipment return.
 - Hold player trophy and little scholars medal (if applicable) until their equipment is turned in.
 - Provide the signed roster of player equipment returned/missing to Board upon request

MONEY

- Collect all money due from players
 - Remove players from practice when payment deadlines are not met
- Report and submit for deposit ALL donations and payments received
- Provide accurate receipts when money is submitted
- Independently document and track all of your team Income/Expense reports for your Financial Meetings with the Board Treasurer