



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Coach of Coaches

Objective:

Promote coaching in the Tualatin Youth Football program to prospective candidates. Interview candidates and make recommendations to the Board for coaches at all grade levels. Effectively communicate all information and activities regarding coaching to candidates/coaches as determined by the Board. Communicate coaches concerns to the Board in and off season regarding equipment, fields and personnel. Effectively handle concerns brought forward in season from parents regarding coaches.

Responsibilities:

- Attend Board meetings. Prepare updates to the Board based on job responsibilities
- Identify and contact qualified individuals in the community with the knowledge and desire to coach youth football
- Interview candidates who have expressed interest and completed the application process to become head coaches. Ensure prospective assistants have completed applications
- Recommend, by grade level, the head coaches based on number of teams to be formed
- Communicate information to all coaches regarding their responsibilities; including assistance with equipment fitting and handout, first aid training, Oscar's coaching clinic, and other activities as determined by the Board
- Prepare and present agenda for pre season coaches meeting. Include all pertinent TTYFA by laws for coaches conduct, drafts, practice time and signing of coaches contracts
- Create, monitor, and enforce a fair and equitable player draft process. Maintain daily contact with the Registrar to ensure balance as drops and no shows occur in the initial weeks of practice
- Establish regular communication with coaches as the season begins to address issues such as field space, equipment and player movement
- Respond in a prompt and appropriate manner to coaching issues brought forth during the season
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file

1/17/06