

ROCKET CITY FALCONS BASKETBALL

Coach's Duties and Responsibilities · 2026–2027

Operational expectations for head coaches and assistant coaches

No signature is required on this document. Your acknowledgment of these duties is Section 4 of the RCF Coach and Volunteer Agreement, which you sign and upload with the rest of your coach packet. Keep this sheet for reference through the season.

1. Mission and Core Values

All RCF coaches are expected to be followers of Christ and to show evidence of that in their lives by participating actively in a community of believers and demonstrating Christian character. You are an example of Christian conduct and good sportsmanship to your team, and you are the person your players will most closely associate with this program.

Our mission is to develop godly character in young people through the sport of basketball. Coaches teach discipline, hard work, and basketball skill while nurturing a drive to win inside the bounds of fair play. We honor God by putting Him first in our practices and games, by choosing righteousness above winning, by showing respect to opponents and officials, and by giving of ourselves for the benefit of others. We want players to have fun and to learn basketball in a disciplined, structured way.

Core value	What it means
Honor	We glorify God in all we do.
Integrity and Courage	We do the right thing, and we make amends when we miss the mark.
Respect	We respect others and ourselves.
Service	We work for the benefit of others.

2. Before Your First Practice

Every item below is required annually and does not carry forward from a prior season. Upload each to your DragonFly MAX record.

Item	Provider / source	Frequency
Coach and Volunteer Application	RCF	Annually
Statement of Faith	RCF	Annually
Coach and Volunteer Agreement	RCF	Annually
Child Protection Policy acknowledgment	RCF	Annually
Background screening	Protect My Ministry	Annually
Child Safety Training certificate	Protect My Ministry	Annually
"Concussion in Sports" certificate	NFHS Learning Center	Annually

You may not coach, supervise, chaperone, or transport an athlete until every item above is complete and on file. This applies to filling in for another coach for a single practice. If your timeline is tight, tell the Board President early.

Head coaches, additionally

- Attend the preseason coaches meeting, where the Child Protection Policy is reviewed and the sign-in sheet is retained as the Club's record of distribution.
- **Identify your locker room chaperone and send the name to the Board President.** A screened female chaperone is required for every girls' team locker room talk. Chaperones need the same screening and training you do, so submit names in August rather than the week of the first game.
- Verify that every athlete on your roster has a completed Participation Packet and a physical examination form dated on or after April 1, 2026 on file before that athlete's first practice.
- Confirm that every athlete meets the eligibility guidelines identified in Article V of the Bylaws — the NCHC standards adopted by MHAC — before submitting your roster.
- Read the "What Every Falcon Should Know" sheet aloud with your team at the first practice and give each athlete a copy.

3. Practice and Game Administration

- Create your GameChanger team by September 1, 2026. Add all parents, post September practices at a minimum, and add the Board President as a staff member so schedule conflicts across groups can be resolved.
- Practices begin the week after Labor Day. Coordinate practice times and frequency with the Board President, since facility time is shared across teams.
- Conduct regular practices and be present at all games.
- **If you cannot attend a practice or game, arrange an approved substitute in advance.** An approved substitute is an adult who has already completed screening and training and is on file. An unscreened adult may not run a practice under any circumstances.
- Send regular team updates to parents through GameChanger or a group message that includes parents.
- Communicate clear expectations to athletes and parents at the start of the season, including how playing time is earned and what is expected in conduct and sportsmanship.
- Track statistics through the season to inform playing time decisions, give players concrete feedback and goals, and support season awards.
- Keep current emergency and medical information for your roster accessible at every practice and game, along with a stocked first aid kit.

4. Instruction

Scale the material to your division. At 10U and 12U the great majority of practice time should go to fundamentals and to a single simple offense and defense. Multiple sets and pressing schemes belong at 14U and above. Teaching too much too early produces players who know plays but cannot dribble under pressure.

Across a season, coaches teach at least the following:

- Fundamentals: dribbling, passing, shooting, rebounding, defensive stance and footwork
- Individual offense: layups, cuts, post-ups, dribble drives, screening, pick and roll, jump shots
- Individual defense: perimeter and post defense, switching, defending the pick and roll
- Team offense: 5-out motion, high-low, two low post, zone read, press break, baseline and sideline out of bounds — with the expectation of teaching multiple sets so the team can face different defenses
- Team defense: man to man, 3-2 zone, 2-3 zone, 1-3-1 zone, 1-2-1-1 diamond press or 1-2-2 press, 2-2-1 press
- Fitness: improve conditioning through purposeful work, and encourage healthy lifestyle choices

5. Spiritual Leadership

- Lead, or have players lead, prayer and a short devotion at practices and games.
- Do your very best to help each player grow as a player, as a person, and as a follower of Jesus Christ.

6. Athlete Safety

The RCF Child Protection Policy governs this area and controls over anything in this document. The provisions you will use most often:

- Never be alone and out of sight with an athlete who is not your own child. Keep conversations on the floor or in an open doorway, and keep activity in the gym.
- Team channels first, with parents included. You may message a single athlete directly about team logistics only. Never delete those messages, keep the content professional, and copy a parent whenever it is practical.
- No male adult alone with a girls' team or an individual female athlete in a locker room or restroom area. If the chaperone is absent, hold the talk on the gym floor instead.
- No one — athlete, coach, chaperone, parent, or Director — may take photographs or video, or use a phone or other device as a camera, in a locker room, restroom, or changing area. Phones may be used in these areas for other purposes, such as timing, scheduling, or reading. Coaches announce this at the first team meeting and enforce it on the spot.
- Do not leave a practice or game until every athlete has been picked up, and never wait alone with a single remaining athlete.
- Transport an athlete who is not your own child only with written parent permission, and never one-on-one.
- Report any suspicion of child abuse or neglect directly to law enforcement or the Department of Human Resources immediately, then notify the Board President the same day. You do not need anyone's permission, and no one may ask you to delay.

Concussion and conditioning

- Remove immediately any athlete showing signs, symptoms, or behaviors consistent with a concussion. Notify the parent the same day, do not leave the athlete unsupervised, and do not return that athlete to any activity without written clearance from a licensed healthcare provider. When in doubt, the athlete sits out.
- Water is freely available at all times and is never withheld or delayed as a consequence. Conditioning may be used as a consequence within the limits set out in the Child Protection Policy, and stops if an athlete vomits, becomes lightheaded, or cannot continue.
- Modify activity in response to heat, humidity, and athlete condition.

7. Conduct and Accountability

- Be the primary example of sportsmanship and proper conduct. Avoid technical fouls and conflicts with officials, parents, and players.
- **Never humiliate, ridicule, demean, or abuse a player in any way.**
- Encourage players to be their best, including setting goals with them and helping them get there.
- Address and correct behavior by players or parents that falls outside the Player Agreement or the Code of Conduct in the Participation Packet.
- Direct parent concerns through the proper channel: a private conversation with you first, then the Board President if the matter remains unresolved. Do not discuss another athlete's playing time, discipline, or circumstances with a parent other than that athlete's own.
- Bring any discipline that may result in a multi-game suspension or removal to the Board before acting.
- Bring all major problems to the attention of the Board as soon as possible.
- Cooperate with the Board and comply with requests for information and attendance at meetings.

Failure to adhere to these duties may result in a coach being suspended or removed from the coaching position. The Board's decision in these matters is final.

Questions: info@rocketcityfalcons.com · rocketcityfalconsbasketball.org