



**POSITION TITLE:**

Head Varsity Softball Coach

**SUPERVISOR:**

Athletic Director

**RESPONSIBLE TO:**

Student-Athletes, Parents, TCIS, VISAA

**POSITION SUMMARY:**

This position is responsible for planning, organizing, and directing the Varsity Softball program, as well as overseeing the middle school program and coach, with a Christian worldview and a high level of sport expertise.

**QUALIFICATIONS:**

**Experience:** Previous head coaching experience at the high school or club level preferred. Playing experience required.

**Certificate:** Must be CPR/AED certified or willing to complete certification shortly after hire.

**Faith:** Must provide a Christian testimony and be attending a local church on a regular basis. Your faith plays an integral role in the treatment of our student athletes.

**DUTIES:**

1. Exemplify behavior that is representative of the educational staff of the school and be a credit to the Christian coaching profession.
2. Complete all required professional development courses through NFHS and Armatus.
3. Complete FCA 3-D Coaching program and lead your program with those ideals.
4. Coaches must maintain a professional appearance during games and practices. During games, approved Norfolk Christian attire, or business casual, will be required. During practices, modest attire is expected, with Norfolk Christian attire preferred. The athletic department reserves the right to make modifications to coaching attire when necessary.
5. Attempt to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15-17
6. Expected to attend the All Coaches meeting at the beginning of your respective season



7. Regarding Assistant Coaches -
  - a. All assistant coaches, paid or volunteer, are the sole responsibility of the head coach. You are responsible for finding your assistants, with the approval of the Athletic Director. If you need help in finding one, assistance will be provided.
  - b. All assistants must be interviewed and vetted by the Athletic Director. All paperwork must be submitted with HR, prior to the coach beginning practice.
  - c. Once your coaching staff is in place, it is the responsibility of the head coach to help communicate expectations and guidelines of the NCS Athletic Department to all assistants and hold them accountable throughout the season.
  - d. Communicate to all assistants what fundamentals and style of play you would like taught.
8. Work directly with the Athletic Department by keeping inventory of all uniforms and equipment.
9. Organize off-season and preseason workouts and/or summer camps with the approval of the NCS Director of Athletics.
10. Uniforms and/or equipment are to be issued to your players at the beginning of the season and collected and stored away at the end of the season. Prior to your stipend being released, you must check out with one of the Assistant Athletic Directors. Any equipment or uniforms that are missing will be deducted from your stipend.
11. Supervise all student-athletes, at practices and games, home or away, once they are in your presence and until a parent or guardian picks them up.
12. Upload your roster (name, grade, #, position) on NCSCConnect once tryouts are complete. Rosters must be uploaded prior to the first practice following tryouts.
13. Send scores from each game to Lindsay Ingraham (757-344-8368)
14. Maintain the websites with scores, rosters and other important updates. This includes NCSCConnect, as well as MaxPreps (Varsity Only), which is important for state rankings. An assistant coach or parent can be assigned this duty.
15. Email the scores of all of your games to the Virginia Pilot at [sports@pilotonline.com](mailto:sports@pilotonline.com).
16. Attend end-of-the year Sports Awards Night