

JUNIOR NORDIC HEAD COACH RESPONSIBILITIES

1. Recruit and schedule coaches for your group on the days you coach.
2. Make sure your coaches have filed required paperwork and submitted name for background check. Let the Program Director know who your regular coaches are and provide their email address.
3. Arrive 20-30 minutes prior to practice to assemble lesson plan and get wax ready on classic nights.
 - a) Be ready to communicate lesson plan to your coaches.
 - b) Include: 5-10 minute warm-up; 5-15 minutes technique (depending on group); 10 - 20 minutes free ski; 10 – 20 minutes games.
 - c) Assign coaches to a group.
 - d) Have kick wax out of box ready to apply by 6:15 pm or 9:45/10:00 am.
 - e) Require that coaches warm-up and stretch
4. Do not use too much wax remover, spray or distribute yourself instead of allowing kids or parents to waste it. Always close the lid and make sure it's secure.
5. Organize workout with coaches 15 minutes prior to practice.
6. Reorganize groups after Cookie Tour into smaller groups by ability. Keep track of the groups and who is coaching which group. Make a sign with names and stick on a wall at the beginning of the session. Try for continuity of coaches with the same kids.
7. Make sure group signs are posted before practice.
8. Move kids up or down from one group to another, confer with other head coach.
9. Make sure kids are learning assigned skills.
10. Organize kids at the beginning of practice for head count and stretching.
11. Insure coaches keep record of number of kids at each practice.
12. Try to insure a ratio of one coach for 5 kids – Polar Cubs; 7-10 kids – Otters; 8-10 kids – Wolverines & Hawks.
13. Encourage parent helpers to participate.
14. Make sure parents do not ski with their own kids.
15. Make sure parents never ski alone with a child that isn't their own.
16. New coach review and training, new coaches must shadow for two practices.
17. Help scrape wax from kid's skis after transition from classic to skating.
18. Maintain wax boxes: tell site director if you need new wax.

19. Familiarize new coaches with sign-in book and don't leave practice until all coaches from your group are in.
20. Check sign-in sheets to make sure coaches filled it out and check "Volunteer" if they are not yet paid. Mark "Shadow" if coach is new, new coaches must shadow two practices before being a paid coach.
21. Check with coaches in your group for problems; find out after practice if things went well.
22. Leave time for games. Teaching kids to have fun on skis is our goal. Make an effort to play different games – check the manual for ideas, ask other coaches.