The Assistant Coach Role Agreement

Put the job and its boundaries in writing.

An assistant needs a named duty, appropriate authority, a contact for questions, and a clear handoff.

Example: one assistant runs the agreed station, routes selection questions to the lead coach, and reports an unclear instruction through the staff's private handoff.

01 Assign the work

Cover the session's actual duties.

Assistant role or name

Primary session duty

Backup duty or coverage

Program approval to confirm

02 Define decisions

Keep instruction coordinated.

Changes within this role

Changes needing lead coach

Immediate concern route

Athlete instruction chain

The Assistant Coach Role Agreement / Review & follow-through

03 Route communication

Make the next contact clear.

Questions assistant can answer

Lead coach question route

Parent handoff method

Private staff record location

04 Check coverage

Test the agreement in practice.

Absence contact and timing

Departure responsibility

Handoff that failed or worked

Revised role and review date