



# WILLISTON FIGURE SKATING CLUB

## HEAD COACH ROLES, RESPONSIBILITIES & AUTHORITY POLICY

Policy Number: WFSC-COACH-001

Effective Date: 07-01-2026

Adoption Date: 04-24-2026

Approved By: Board of Directors

Version: 1.0

### Program Leadership & Authority

- Set and enforce the overall coaching philosophy aligned with WFSC's mission
- Establish athlete development pathways and training standards
- Make final decisions on program structure and coaching direction

### Coaching Management

- Supervise all WFSC coaches, including assignments and performance standards
- Conduct evaluations and provide feedback
- Address and resolve coaching conflicts
- Recommend hiring, discipline, or removal of coaches to the Board

### Athlete Development Oversight

- Consider input from coaching staff while making final decisions on skater placement, progression, and readiness
- Ensure appropriate athlete development across all levels
- Address escalated athlete/parent concerns

### Program Design & Execution

- Design and implement Learn-to-Skate, Aspire, and Freestyle sessions across all levels, clinics, and camps
- Approve program content and coaching approaches

### Scheduling & Ice Utilization

- Lead ice allocation decisions in collaboration with the Board
- Assign coaches to sessions and manage coverage
- Ensure efficient and fair use of ice time

### **Communication & Representation**

- Act as liaison between coaching staff and the WFSC Board
- Communicate decisions clearly to coaches and families
- Attend Board meetings and provide updates

### **Events & Competitive Direction**

- Oversee coaching coordination for competitions and test sessions
- Set expectations for athlete preparedness and participation
- Lead coaching involvement in events and exhibitions

### **Policy Enforcement & Compliance**

- Enforce WFSC, SafeSport, and U.S. Figure Skating standards
- Ensure all coaches remain compliant
- Take appropriate action on violations and escalate matters involving policy, discipline, or liability to the Board
- All actions taken by the Head Coach must comply with WFSC policies and are subject to review by the President and Board.

### **Authority Structure**

- The Head Coach has authority over day-to-day coaching operations, program design, athlete development decisions, and coaching staff management.
- The Board of Directors retains authority over financial, legal, and governance matters, including budget approval, staffing decisions with financial impact, and disciplinary actions involving liability or organizational risk.
- Major decisions, including staffing changes, budget impacts, or disciplinary actions with organizational implications, require Board approval.
- All authority exercised under this policy must align with WFSC-GOV-002 (Governance Authority & Decision-Making Policy).

### **Key Expectations**

- Professionalism and accountability
- Clear and consistent communication
- Fairness and leadership across all coaches and skaters

### **Adoption**

Approved by the WFSC Board of Directors on: 4/24/2026

### **Revision History**

Version 1.0 – Initial adoption

