UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Head Coach – Men’s and Women’s Tennis

Working Title: Head Men’s and Women’s Tennis Coach
Hayes Hill Title/Level: Coach, 100%, limited appointment
Position Reports to: Director, Athletics

Position Summary:
Responsible for planning and directing the recruitment, conditioning, training, performance, and administration of the men’s and women’s tennis program in the manner that upholds the philosophy and objectives of the University of Wisconsin-Superior Athletic Department.

NCAA 15.4.5 Athletic Staff Involvement. Members of the athletic staff of a member institution shall not be permitted to arrange or modify the financial aid package (as assembled by the financial aid officer or financial aid committee) and are prohibited from serving as members of a member institutions financial aid committees and from being involved in any manner in the review of the institutional financial assistance to be awarded to a student-athlete.

As an athletics department staff member, it is impermissible to discuss specifics concerning a student/athletes financial aid package with any individuals or departments (e.g., financial aid, admissions) involved in determining the financial aid awards for students.

NCAA 11.2.1 Stipulation That NCAA Enforcement Provisions Apply. Contractual agreements or appointments between a coach and an institution shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or correction action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

Duties and Responsibilities:

- Promotes the philosophy and objectives of the athletic program; to include adhering to and enforcing all departmental policies and procedures, as well as rules and regulations of the University, the governing sport conference, and the NCAA.
- Oversees the recruitment and selection of student-athletes to meet roster and enrollment expectations for the men’s and women’s tennis program, as defined by the Athletic Director and University Administration. Ensures compliance with NCAA recruiting rules and regulations.
- Manages and monitors the men’s and women’s tennis budget under the supervision of the Athletic Director. Meets all revenue and fundraising expectations, as outlined in the men’s and women’s tennis program budget and as approved by the Athletic Director.
- Develops and coordinates the men’s and women’s tennis schedule within the guidelines of departmental policies and the parameters of the men’s and women’s tennis budget. Adheres to all departmental and University travel policies.
- Oversees selection, purchase, and maintenance of team equipment, to include uniforms, athletic equipment and supplies, within the guidelines of departmental policies and procedures, as well as rules and regulations of the University and the NCAA.
- Provides leadership, training and instruction on athletic development of student-athletes. Schedules and conducts regular practices and games in and out of season, as permitted by NCAA rules and regulations.
- Monitors the eligibility status of student-athletes in the men’s and women’s tennis program and promotes the academic progress of all student-athletes.
- Supervises assigned assistant coaches and other support staff to ensure compliance to applicable rules, policies, and procedures outlined by the department, University and the NCAA.
- Upholds and enforces the standards and expectations of student-athletes as outlined in the Student-Athlete handbook. Develops and publishes rules and expectations of student-athletes in the men’s and
women’s tennis program, with approval of Athletic Director. Enforces such team rules with appropriate disciplinary action.

- Cooperates with all Athletic Department staff members to enhance overall department operations and initiatives.
- Participates in public relations activities to include speaking engagements, television and radio interviews and press conferences, as approved or requested. Represents Athletic Department at professional, civic, charitable and alumni events.
- Perform other related duties as assigned.

**Other duties:**

- Provide game management supervision for assigned sport(s) determined by the Athletics Director.
- Provide support and coordination of specialty events conducted by the Athletics Department.
- Complete mandatory trainings and professional development as assigned.
- Perform other related duties as assigned.

**Knowledge, Skills, Ability:**

- Ability to recruit and retain student-athletes for the men’s and women’s tennis program.
- Knowledge of budget development, preparation, and fiscal management.
- Strong interpersonal skills with the ability to work effectively with a wide range of constituencies in a diverse community.
- Proficiency in computer use and relevant Microsoft applications.
- Ability to provide leadership and instruction in the personal and athletic development of staff and student-athletes.
- Ability to resolve problems and answer questions related to the operations of the men’s and women’s tennis program.
- Ability to organize work flow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.
- Valid driver license with a good driving record; must be insurable.

**Minimum Qualifications:**

- Bachelor’s degree from an accredited institution
- Two years’ of professional coaching at the high school level or above in tennis
- Valid driver’s license

**Desirable Qualifications:**

- Master’s degree from an accredited institution
- A minimum of two years collegiate coaching experience in tennis. Head Coaching experience preferred.
- Demonstrated experience in budget management and fundraising initiatives
- Knowledge of NCAA rules and regulations

**Physical Requirements:**

- Physically fit for tennis related activities. Full range of physical activities.