2019-20 Athletic Administrators Meeting
August 2, 2019

Everything you see here is either coached or allowed!

Inspect what you Expect!

Collective Commitments

1. Athletic Administration
   a. Philosophy/Purpose Statements
      i. Sport(s) do not inherently teach character, they can and they should, but only if a coach intentionally teaches it. Joe Ehrmann.
   b. Organization of Athletic Department
      i. One Team
      ii. 7-12 program
      iii. No Surprises
      iv. Positivity - Don't allow negativity to consume us – Assume Positive Intentions

New Emphasis for SPS Athletic Department

2. Meeting Schedule for the Year – (uploaded)
   a. 6-week schedule
      i. After Monday lunches
      ii. 2 after MSHSAA meetings
      iii. 1 at MIAAA
      iv. Over before May
   b. Site Visits
      i. One per semester
      ii. Marty or me
      iii. 11:30-1:30

3. MHSSAA Annual forms to Fill Out
   a. E-School document
      i. Annual requirement, concussion, insurance, Mercy consent to treat and Citizenship card – all one form.
         1. Download, rename, complete, upload

4. Physicals
   a. SPS Practice – 7, 9, 11
   b. 2 Year – Common Statement – Aug 1

5. Dr. King Project
   a. March with the NAACP
   b. SPS Athletic Teams

6. Sport Meetings
   a. Location Kickapoo
b. 7-12

c. ½ Josh (Education Based Athletics), ½ Marty (MSHSAA)

7. Compensation Study
   a. Sport Salary Schedule
      i. Appropriateness???
      ii. Josh and Carol

8. Talent Ed
   a. All resignations – immediately separate via Talent Ed
   b. All new hires must apply
   c. Hiring Practice
      i. Head Coaches – Josh, Site AD and Principal
         1. Contact Josh, Marty
      ii. MSHSAA Requirement to Coach
      iii. Asst. Coaches –
         1. All coaches in our system
         2. You need to vouch for them to me.
         3. Required questions from you:
            a. Why do I coach?
            b. Why do I coach the way I do?
            c. What does it feel like to be coached by me?
            d. How do I define success?
      iv. Non-Paid, split stipends and total number
   d. Deadlines
      i. May 30 – Primary
      ii. Aug 15 – Finalize for the year
   e. Non-Faculty Coaches –
      i. Communicate with us for the Fundamentals of Coaching

9. Evaluation Process
   a. New Evaluation Tool
      i. Uploaded in HS Athletic Leadership
      ii. Complete for coaches and send to HR
   b. Process – Site AD and Josh
      i. Head Coach yearly
         1. 30-minute sessions
      ii. Asst. Coach by Head Coach
         1. Use the form for growth of our coaches/programs
         2. Scan and send
   c. Resignation Letters required
      i. You, me, HR

10. Non Traditional Students
    a. Document in Google

11. Surveys
    a. Student & Parent Surveys
    b. Due Dates – Nov 1, March 1, June 1
    c. Data back to you
d. Deidre will lead from our office

12. Schedules
   a. For the Next year
      i. Fall - Nov 1
      ii. Winter - March 1
      iii. Spring - Aug 1
   b. Tournaments
      i. To Pam and Chuck

13. Vouchers
   a. Delete all old Vouchers

14. Conferences
   a. MSHSAA Summer Workshop
      i. LTI Courses?
   b. State MIAAA Conferences
      i. All of us/own room
   c. National Conference –
      i. All of us – own room
      ii. Meetings attended
   d. NFHS Student Leadership Summit

15. Gym Floors
   a. Cleaning Machines
      i. ½ way through VB, beginning BB, January 2, District Tourney
   b. Communicate with teachers/coaches – expectations

16. Emergency Action Plans
   a. For each sport, each season - uploaded

17. Mediacom Yearly Schedule
   a. attached

Old Business – SPS Athletic Department

18. Non Traditional Students
   a. Definition – “Non Brick and Mortar”
   b. Must have on 1.0 unit of Traditional courses each year

19. Athletic Department Team Drive
   a. One place to go

20. Field Equipment & Facilities
   a. New Locker Room Signs
      i. School colors, logos – please have hung immediately
   b. Baseball/softball batting cages
      i. Padded poles – need fixed ASAP
   c. Walk thru now for what needs fixed...don’t wait
      i. Equipment Checklist Folder
   d. Line of Communication
      i. Keep me looped in
      ii. No ultimatums
   e. Work Orders
f. Turf Fields – G-Max and monthly maintenance
   i. Bi-monthly

g. Fields – District responsibilities

21. Budget and Ordering
   a. Philosophy – budget and uniform rotation
      i. School colors
      ii. Who can purchase
   b. Contacting of Vendors
      i. Coaches should not call vendors, request from Chuck – (budget)
   c. Timeline for Ordering – improvements year to date

22. HS Coaches to Middle School
   a. All Feeders, not just the close ones
   b. Build Relationships
   c. HS Athletic Admin with MS Site Coordinators – Reach out/Support

23. Transportation
   a. Google Form
      i. Deadline – request 2-weeks in advance
      ii. Travel Application Form
   b. Any questions/concerns?
   c. Bus List / Sign-out Sheet – uploaded – optional
   d. District Suburban available – no rental reimbursement unless these are checked out

24. Preseason Coaches Meeting
   a. Coaches and site AD
   b. Please send an agenda to me after your meetings
      i. Tobacco and Language
         1. Using the term Gay as a negative descriptor is out of our lexicon.
         2. Calling our male athletes girls is done
      ii. OCR Dear Colleague Letter
         1. IEP vs. 504
         2. Stop, Listen, Don’t Commit
      iii. Social Media
         1. Teams - Our Name – must meet Our Message
         2. Athletes – Conversations with them/team
            a. We will react if brought to us
      iv. Sexual Harassment
      v. Security and Supervision
      vi. Officials and Recommendations
         1. Stop the double work
      vii. Hosting Expectations
      viii. Citizenship Card & Consent to Treat
         1. Violations – review with Teams
      ix. No Play Requirements
x. CPR Requirements of Coaches – **handout**
xi. Lettering policy – suggested.
   xii. Participation Report
      1. Special events of teams

25. Tournaments
   a. Communicate with District Athletic Office – copy of the info letter
      i. Teams Competing
      ii. Sanctioning Needs
      iii. Fees – we need to get out more timely

26. Student-Athletes
   a. Eligibility Rosters – MSHSAA
   b. E-School Coding

27. Ticket Gate Procedures
   a. Follow protocol – work with your Ticket Manager
      i. Review protocol with school administration for the year
      ii. Final signature after sealing of gate monies
   b. Any Concerns?

28. Official’s Vouchers
   a. Consistently
   b. Review with building admin

29. Coaches Education
   a. CPR Certifications
   b. Online Rules Review
   c. Concussion Management – State Law
      i. Each coach annually – documented annually
         1. No grace year
      ii. NFHS Training and Certification – district office
         1. No grace year

30. 16-Day Heat Acclimatization Procedure

31. Non-Faculty Timesheets
   c. Retirees – timesheets
   d. Coach Pay by season for all non-certified teachers
      i. Including Para Professionals
   e. Site Athletic Administrator Signature for hours before sending to District Office

32. MSHSAA Review
   a. Coaches on MSHSAA – please update all
   b. No CPR – cannot have access to kids to Coach
   c. Wet Bulb
   d. 14-Day Requirement, all sports
      i. Rest Days
      ii. One Day, One Practice
      iii. Before the Jamboree
   e. Attendance Day of Game or Friday for weekend
      i. Administrative approval
f. Games/contracts
   i. Jamboree Rules
   ii. Confirm schedules in MSHSAA
   iii. Contracts out sooner than in past – need Spring Schedules now
   iv. Schedule Change Philosophy

g. Handbook
   i. Updates for 2019-20 – *(uploaded)*
   ii. Online Handbook – ctrl F – bubble for search
   iii. Reach out to me for help

h. Awareness handouts –
   i. Concussion, Eligibility, Anti-Hazing

i. Transfers
   i. Transfer at Promotion – 9th grade
   ii. Hardships & Waivers
   iii. Foreign Exchange

j. Game Limits

k. Sports Participation & Contact
   i. During season vs. out of season
   ii. Dead week(s)
      1. District vs. Sports Specific
         a. No weight room next week
      2. MSHSAA Violations - Punishments
   iii. Non-school Competition

33. Athletic Injuries/Athletic Training Issues
   a. Accident Reports –
      i. Copy to District Athletic Office – Ambulance or hospital
   b. Physicals –
      i. Coaches access –
      ii. Open Facilities
   c. Athletic Training Issues
      i. Review policies and procedures
      ii. Providers by School to AT
      iii. AT access to physicals
      iv. Lightning Policy

34. High Holy Days:
   a. Rosh Hashanah – September 29 – October 1
   b. Yom Kippur – October 8-9

35. Media
   a. Report to News media – win or loss
      i. Should not be hard to find something positive to say about our team.
   b. Please reinforce with Coaches

36. Game Supervision
   a. Ozark Conference Agreement - *attached*
   b. Questions/Concerns
Get a little better each day!

Topics for Athletic Administrator Team Meetings

- Capital Improvement Projects by School
- Handbooks
- Websites and Communications
- Coach Hire Step Sheet
  - a. Sample questions by sport for coaches – guide
- Evaluation of Facilities
- Scheduling