

# 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 inheritably 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
    - iii. Parent Exception Request – (3/2017 version) Risk Mgmt.
  - 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 – 9<sup>th</sup> 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