

Sample Athletic Staff Meeting Agenda

This is a sample agenda provided for your use within your own Activities Department. It is an attempt at providing as many areas as possible for you to consider when preparing your own staff meeting. Modify or revise for your situation.

I. Departmental Communication

- among fellow coaches, A.D. - phone (urgent), text (important), e-mail (not time sensitive)
- coach to team
- follow the chain of command (Principal, AD, Coach)
- Activities Director or Principal should call the IGHS AU/IHSAA, not coaches or parents

II. School Identity

- zero tolerance for poor sportsmanship
- conference & IGHS AU/IHSAA regulations, policies, procedures, programs
- remember where you are from and who you represent

III. Total Responsibility Concept

- a student's behavior/attitude is a reflection of their coach, team, school, and themselves
- supervision before, during, after
- responsibility encompasses every aspect of students and their use of the facility while they with your team

IV. Building and Facility

- upkeep and care of gymnasium, fields, meeting rooms, fitness room, locker rooms, offices
- KEYS (issue, no use by students, return)
- at the end of practice: lights off, facility locked, equipment secured
- SECURITY (offices, locker rooms)

V. Equipment, Budget Considerations

- specific procedures for the ordering and purchasing of everything
- think of short and long-term program needs
- supporting those who support our school and conference

VI. Transportation

- department policy on transportation to and from contests
- transportation requests
- policy on volunteer drivers, one way, coming home with parents

VII. Professionalism

- When dealing with your athletes, you are their coach, not their peer, so act accordingly.
- among staff members (private resolution of conflicts)
- loyalty to staff and school
- addressing coaches properly

VIII. Professional Growth

- throughout the season - monitor - seek personal improvement
- clinics, workshops
- yearly evaluations
- professional affiliations
- attendance at state and conference meetings

IX. Consistency Among Staff

- policies on attendance, discipline, behavior, ...
- realistic policies

X. Public Relations

- Report scores promptly to Bound, IGHS AU/IHSAA.
- media (contacting media)
- parent/booster clubs (presence at meetings or functions)
- officials
- school-wide programs

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XI. Pre-Season Considerations

- Concussion - Complete online course. File form.
- IGHSAU/IHSAA Rules Meeting (every season & coach)
- School or district requirements: Background checks, safe schools, ...
- personnel file, employee vaccinations and/or forms in place
- parents meeting and communication
- additional personnel: managers, trainers, scorekeepers, timers, stats, ...
- regular communication with A.D. on scheduling
- staff apparel

XII. Medical Procedures, Concussion, OSHA Standard

- concussion protocol, decisions with sport medicine personnel
- distribute awareness material to students, parents and staff: Review signs & symptoms.
- forms in before: physical, concussion, consent
- universal precautions, work practice controls
- knowledge of first aid and use of supplies
- correct emergency and physical forms on file and accessible
- Injury Report Form: always follow-up on injury with at least a phone call home

XIII. Practices

- conduct practices and prepare for competition
- post schedule, have a plan, use time wisely, tempo
- adhere to starting and ending times – be considerate of parents & players

XIV. Safety and Injury Prevention

- coach is responsible for warning of risk, teaching of proper and protective skills, providing and maintaining a safe environment

XV. Legal Liability

- set policy and procedure for **safe** play and follow and enforce it
- match players properly
- inspect and recondition equipment
- keep adequate records
- do not leave players with under qualified or unqualified individuals.

XVI. Program Enhancement

- encouraging participation in more than one sport
- policy on non-school sports
- zero role with recruiting transfer students

XVIII. Eligibility: Academic, Attendance, Code of Conduct, Transfer

- state and district policies

XVII. Sportsmanship

- teach and insist on sportsmanship skills
- state, school, and team consequences

XIX. Educational Philosophy

- educational based activities - the role of activities and academics in the total development of students

XX. Coaches and College Bound Athletes

- be informed, be honest, have realistic expectations. What is required of you as the coach?

XXI. Post-Season Responsibilities

- uniforms, inventory equipment
- end of season report (scores and records)
- awards, banquets

XXII. Out-of-Season Programs

- non-school sports vs promoting **in school** participation
- A.D. to approve all out of season activity in advance
- compare to other sports to avoid monopolization or cause conflict
- what effect on other programs, specialization?