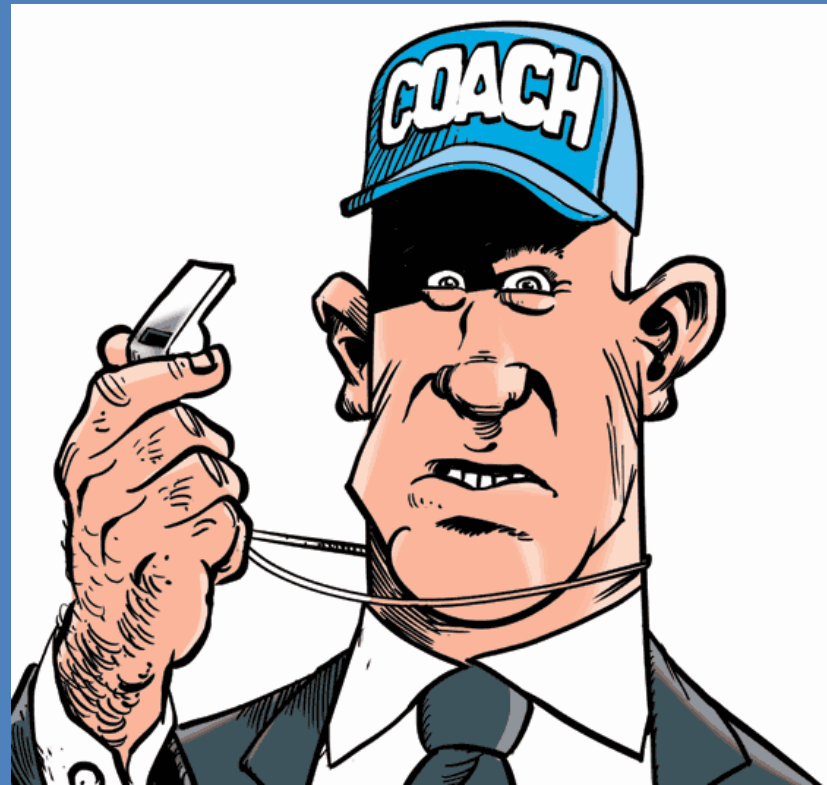


The Business Aspects of Coaching



Managing Relationships

- Athletic/School Administrators
 - Understanding Professional Relationships
 - Organizational Skills
 - Effective Communication Skills
 - Accountability

Keep Your Athletic Director Informed and Up-To-Date

- Avoid putting your athletic director in a situation where he or she is caught off-guard.
- Anything that you send out to parents, athletes, media should also go through your athletic director.
- Invite your athletic director to all events:
 - Contests
 - Meetings
 - Banquets

Coaching Duties Pre-Season

- CPR/First Aid and AED training
- Equipment Inspection (field & facilities)
- Conditioning/Wt. training (sport specific)
- Pre-season meeting (informative)
 - Physicals
 - Emergency cards
 - Pre/Post test
 - Practice schedules/scrimmages/games
 - Goals and expectations
 - Team Rules
 - Reporting Injuries (Athletic Trainer) Chain of command
 - Documentation

Pre-Season Procedures

- **Pre-Season Procedures**
- This begins as soon as your season ends.
- Be organized and ready!
- Don't put things off!
- Set the example – It's the easiest way to gain or lose the trust and faith of your athletes, parents and colleagues!
- Remember: **Everyone** is watching **YOU!**

Pre-Season Procedures

- **Pre-Season Procedures**
- Arrangement and Announcement of Physical Exams
- Know and follow your school's policies and procedures
- Physicals
- Who, Where, When and What forms are required
- Rechecks
- Injury Reports
- Eligibility

Pre-Season Procedures

- **Pre-Season Procedures**
- Spread the Word!
- Inform Your Athletes
- Inform the Parents
- Phone Calls
- Letters Home
- Signs Posted In Your School
- Local Newspapers
- Booster Club Meetings
- Community Events

Pre-Season Procedures

- **Pre-Season Procedures**
- Rules and Regulations with permission slips and instructions to parents outlining expectations and all documents that are required and necessary.
- ***“FAILURE TO WARN”***
- Avoid the headaches!
- Expect the unexpected!
- Be prepared for anything and have a plan in place beforehand so that you are ready to deal with absolutely anything!

District Policies

- **Know Your School District's Policies and Procedures**
- Do you have a grade policy?
- Do you have an athletic participation policy?
- Does it coincide with an academic or school/community conduct policy?
- Do you have a Code-of-Conduct?
- School Conduct
- Drugs/Alcohol Consumption
- Conduct out in the Community

Coaching Staff

- Head Coach is program administrator
- Create meaningful roles for assistants and give them responsibilities for some aspect of the program
- Help train and educate assistants
- Maintain positive/respectful relationships with opposing coaches and opponents
- Enjoy the competition

Role of Assistant Coaches

- **EARN YOUR STRIPES** – Leaders earn the right to lead, because they manifest character and integrity and they get results!
- Assistants must share the philosophy and attitudes of the head coach
- “If an assistant coach doesn’t buy into your philosophy, one of you won’t be there for long.”
- Roy Thompson, Basketball Coach

Role of Assistant coaches

- **Assistant coaches** should be part of the decision making process
- **Assistant coaches** must support the decisions of the head coach and they must be positive role models for the athletes.
- “Work hard, stay focused and surround yourself with good people.”
- Tom Osborne, Nebraska Football Coach

Role of Assistant Coaches

- **Get Staff Involved**
- Preseason Jobs
- Planning for the upcoming season (playbook, handbook, rules, plays, goals, etc.)
- Planning Practices
- Game Day Duties
- Don't try to handle everything yourself – It may result in doing just an average job at everything – Strive for excellence everywhere!
- Know who your kids respond to the best in order to get the desired action and outcome!

Player Organization

- Captains Counsel
- School Code of Conduct p. 119
 - Publish, post and sign to indicate understanding awareness for parents and athletes
 - Examine various Codes to develop an ideal model
 - Recommended resource: NYSPHSAA “Developing Successful Codes” Program
- Accountability/Violations/Consequences p. 120
 - Indefinite suspension
 - Team suspensions and student rights/Due Process
 - Remediation Considerations

Player Management

- Involve team in establishing acceptable/unacceptable behavior standards
- Teach and continually reinforce appropriate, respectful behavior standards toward opposing coaches, players, officials and spectators
- Acceptance of Diversity
- Model and demonstrate good sportsmanship behaviors
- Hazing and Sexual Harassment – refer to school policy for hazing and sexual harassment (see addendum 2)

Coaching Parents

- Helping parents understand their role to support their child and the team
- Parental guidelines establishing parameters of acceptable behavior during the season
- Appropriate time when dealing with conflict and concerns
- “Cool off ” period- next day, not after game
- Schedule a meeting through athletic administrator
- Extend appreciation for their support

Coaching Parents/Spectators

- Work with athletic administration to foster positive spectatorship
- Plan with athletic administrator to provide proper management plan
- Coach should model expected behavior reflective of the student-athletes mission
- Reinforce with the student body appropriate expectations for group behavior through pep rallies, physical education classes, assemblies, etc.
- Encourage appropriate relationships with cheerleading squads to promote a positive and supportive environment

Sportsmanship

- School District plan is a necessity
- NYSPHSAA Sportsmanship Guide p.70
- NYSPHSAA Citizenship through Athletics
- NYSPHSAA Good Sports Program
- NYSPHSAA Hazing Identification and Prevention Workshop
- Section and League Guidelines

Successful Coaching

- Wears many hats....
- Builds relationships...students, parents, teachers, staff, administration, community members.
- Athletic venue = extension of the classroom
- Program produces “winners”
- Lifelong skills and relationships
- People come first.
- Life is work so enjoy it.

Pre-Season Media Duties

- **Press Releases**
- Pre-Season Press Release
- School (address, phone numbers)
- Athletic Director
- Administrators
- Returning Players
- Last Year's Highlights
- Milestones (Brief History of Your Program)
- When and Where You Practice
- Team Roster with Correct Spellings

Press Releases

- Pre-Season Continued
- Schedule of Events with Times and Locations
- Indicate the Big Game or Big Rivalry
- Coaching Staff
- Names
- Phone Numbers
- Include Information About Major Events – If they don't know about it, then they can't cover it!
- Sectionals
- States

Coaching Duties during the Season

- 1. Maintain inventory of equipment and supplies
- 2. Communications with media
- 3. Reports on all injuries - follow school policies and procedures
- 4. Prepare league reports – eligibility lists if required, selection classification reports
- 5. Prepare reports requested by athletic director
- 6. Rating of officials
- 7. Sportsmanship reports
-

Coaching/Team Meetings

- **The Value of Meetings**
- ALWAYS assure that your meetings have a purpose – **don't waste people's time!**
- Preseason, In Season and Post Season
- Daily Contact during the season. Make sure that everyone knows exactly what's going on with the team.
- Get feedback, ideas, suggestions, opinions
- What's Going Well?

Coaching Meetings

- **Meetings**
- What worked?
- What's not working?
- Where do we need to make changes?
- NEVER argue on the field or in front of your athletes!
- Respect other's opinions
- Think and Reflect
- Ultimately the head coach must make the final decision

Coaching Meetings

- **Meetings**
- When you walk out of out of your coaches' meeting, everyone **MUST** be on the same page! If not address it immediately!
- Remember that it takes time to put the right staff in place and get everything “clicking”!
- Be organized for your meetings!
- Write things down!
- Summarize in writing and share!

Press Releases

- During the Season
- Be as organized before the event as possible
- Create reporting forms
- Fax sheets
- Decide how you will be reporting the results
- Decide who (coach, manager, parent) will do the reporting
- Home Team Reports
- Be prepared with all contact numbers if you compete out of the area

End of the Season Meetings with Administration

- Meeting with athletic director
- Reports/evaluation
- Examples- see binders

End of Season Reports

- Coaches Development Process
- Maple Hill Boys Varsity Lacrosse 2015
- May 31st, 2015
- **Goals Statement**
- **1. To develop the athletic potential of the individual.**
- -This season's goal for the individual player was to develop overall fitness and instill a desire to hustle. We had a young team this season and our goal was to strive to compensate for our lack of varsity experience with effort.
- -To this end the players consistently competed during practice in each drill. This helped to instill a desire to work harder and prepare for their athletic contest. Each practice consisted of a variety of conditioning drills and long distance running.
- **Self-Assessment-** Next season I would like to incorporate more of the training exercises from Top Form in our practices.
- **2. To develop sportsmanship.**
- -The importance of sportsmanship that is expected from Maple Hill High School athletes was stressed at all times.
- -The players consistently held true to the level of sportsmanship expected of them and received compliments from opposing coaches on their sportsmanship.
- **Self-Assessment-** This is an important area and I stress this every day. I believe that our players held to the standard expected of them.
- **3. To develop citizenship.**
- -The season goal was to instill a sense of community in the players.
- -The team volunteered with the Village of Castleton to clean up the village streets. The team also volunteered to help the south Schodack fire department prepare their facilities for their annual open house.
- **Self-Assessment-** This is another important area and I believe that the players positively reflected their school. I would like to do additional events next season to continue this civic duty.
- **4. To foster teamwork.**
- -Lacrosse is a team sport and to this end working together was stressed daily. Drills consisted of partner work and small/large group activities. Point of emphasis was that we are in this together and only as a team can we succeed.
- **Self-Assessment-** Our team worked well together and strove to be a competitive team in all of our games. I would like to continue to attend camps and clinics to further my knowledge of lacrosse in order to incorporate new ideas/drills into our practices.
-
- **5. To develop personal leadership.**
- -It was my goal to lead by example and be consistent with our message that we will be competitive each game, that hustled was critical to success, and that we would improve each game and play with class.
- **Self-Assessment-** I believe that the team exhibited the above mentioned goals and that the coaches set the example for the players to follow.
- **6. Goal (chosen by coach, approved by athletic director).**
- **-Goal-** The Maple Hill Boys Varsity Lacrosse team will be competitive in each game, display proper sportsmanship and show improvement in each game.
-
- **List the ways you plan to develop and strengthen your program.**
- Summer lacrosse leagues for returning players.
- Top Form summer program.
- Fall lacrosse & tournaments.
- Winter lacrosse leagues.
-
- Review of Performance. (Athletic Director)
-
-
- Coach's Signature _____
- Athletic Director's Signature _____
- Date _____

Press Release end of Season

- End-of-Season
- Always Prepare a final year end press release with highlights
- Sectional Winners
- Sectional Place Finishers
- Team Accomplishments
- School Records
- Post Season Recognition
- All-Stars
- Sportsmanship
- Academic Awards

End of Season Recognition

- Bulletin Boards
- Posters
- Announcements
- Letters
- Awards
- Pep Rallies
- New Traditions
- Perpetual Plaques

Budgeting

Coach as the Businessman

- Budgeting (prioritize)
- Purchasing (quality bids)
- Record Keeping (awards, records, injuries..)
- Maintenance of equipment (3 year cycle)
- Collecting and reconditioning equipment
 - Last competition or scheduled meeting
 - 100% accountable for all equipment
 - Check out form beginning of season
 - Check out form end of season

Positive Coaching = Positive Budgets

- Positive coaching can influence your budget
- As a coach we are “on stage”
- What we do and say influences parents, players & community
- Positive coaching affects the overall program-players, parents & community

Represent your program in a positive manner-go the extra yard

- ----- Forwarded message -----
From: **Sprague, Brian P.** <BrianP.Sprague@energizer.com>
Date: Wed, Apr 23, 2014 at 8:25 AM
Subject: Lacrosse Game
To: "mbubniak@schodack.k12.ny.us" <mbubniak@schodack.k12.ny.us>
Cc: "marquartm@hoosickfallscsd.org" <marquartm@hoosickfallscsd.org>

Mark,

- My name is Brian Sprague and I am an assistant lacrosse coach with Hoosick Falls program. On behalf of HFCS we want to thank you and your staff as well as the school for hosting yesterday's game. Your school by far was the most hospitable and respectable team we have played. As soon as we got off the bus we were greeted by a player (#9) and shown the bathroom/ locker room to change. After leaving the locker room and stepping onto the field we were greeted by the head coach Kyle Randall who is a true gentleman. During the game all players remained in control and played hard. After the game the parents were generous enough to cook some hot dogs and provide some water. I only wish the weather good have been better so that we could have mingled with the players and coaches at the end. I can only say that this is a reflection of the community, school and children and you all should be proud of.

-
- Sincerely,
- Brian Sprague
-

Community Service & School Budgets



Booster Clubs and Support Groups

- “Parents as Partners”
- Establishing parameters and assign duties
- Fundraising and booster clubs
- Role of the booster club
- Coaches role in the booster club

Positive Public Relations = Positive Budgets

- **Don't ever forget how important this actually is!**
- Media
- Community
- Youth Groups
- Rotary Clubs, etc.
- Booster Clubs
- School Based Groups

Youth Program

- Role of the youth group in the program
- Fundraising
- Coaches role in the youth program-youth clinics/camps
- High School coaches-coaching youth teams
- Positive youth program
- Connection between youth program & high school program

Youth Summer Camp

Wildcat Lacrosse Camp Program 2014
June 23 – June 27, 2014

Maple Hill Lacrosse Foundation will be holding an evening Summer Youth Camp that will allow players to continue to learn and develop the fundamental skills required for the sport of lacrosse. This will be accomplished through individual skill development, team drills, and game play. All aspects of the game of lacrosse will be taught including face offs, ground balls, passing and catching, shooting, offensive and defensive strategies, and goal tending. The program will be run by coaches of the Maple Hill Varsity Lacrosse Team and other guest coaches. **All Coaches are volunteers and all camp fees go directly towards supporting the Maple Hill Varsity Lacrosse Team.**

Camp will run each night from 6:00 – 8:00 pm. Registration is open to students who will be entering grades 3 through 10 of the Schodack School District and surrounding communities; new players are welcome to attend.

Full safety gear is required. **Campers must be registered members of US Lacrosse.** US Lacrosse Memberships can be done at USLacrosse.org. Cost for the program is **\$50.00** per registrant. Payment and completed paperwork required prior to registrant participation. Checks made out to Maple Hill Lacrosse Foundation & consent to treat forms can be mailed to MHL Foundation P.O. Box 65 Castleton, NY 12033 or handed in prior to start of camp. Camp will be held on the Maple Hill High School track field or Maple Hill Middle School soccer field.

Questions can be directed to Kyle Randall email: randalky@egcsd.org or phone 331-3498

Player Name _____ DOB _____ Entering Grade _____

Parent/Guardian Name _____ Relationship _____

Address _____

Home Phone _____ Cell _____ email _____

In case of emergency contact _____

Prior MHYL participant Yes / No US Lacrosse member Yes / No

Registration fee _____

Participation Consent: I give permission for my child to participate in the Maple Hill Lacrosse Camp Program for the dates and times specified above. I understand that in order to participate in the Maple Hill Lacrosse Camp, my child needs to be registered with US Lacrosse. I verify that I fully understand and accept that the conditions required to be registered with US Lacrosse and Maple Hill Youth Lacrosse is the same.

Guardian name (print) _____ Date _____

Signature _____

Registrar Use: USLAX Consent to Treat PIF

Maple Hill Lacrosse Program

- Creation of program-history
- Financing of program
- Board presentation
- Role of Maple Hill Lacrosse Foundation/Adirondack Lacrosse
- See handouts

Record Keeping

End of Season Media Reports

- Reports to athletic director
- Media and records releases
- Awards programs/Criteria for awards
- Banquets
- Evaluations
- Recommendations

Recognition

- Bulletin Boards
- Posters
- Announcements
- Letters
- Awards
- New Traditions
- Perpetual Plaques

Press Release

- End-of-Season
- Always Prepare a final year end press release with highlights
- Sectional Winners
- Sectional Place Finishers
- Team Accomplishments
- School Records
- Post Season Recognition
- All-Stars
- Sportsmanship
- Academic Awards
- Scholarships

Purchasing, Maintenance
and reconditioning of
equipment/end of season

End of Season Equipment Needs

- Establish equipment and supply needs for next season
- Prepare for ordering process

61 CHURCH ST, PO Box 940
 CANAAN, CT 06018
 T:800-708-0059
 F:800-708-0060

INVOICE # 60798



billing@stadiumsystem.net

Invoice Date: November 22, 2013
 Payment Due: December 22, 2013

FULL-SERVICE ATHLETIC EQUIPMENT DEALER & RECONDITIONER SINCE 1948

MAPLE HILL LAX FOUNDATION
 KYLE RANDALL
 STIMPSON AVENUE
 CASTLETON, NY 12033

Ship To:
 MAPLE HILL LAX FOUNDATION
 C/O KYLE RANDALL
 11 STIMPSON AVENUE
 CASTLETON, NY 12033

EMAIL ADDRESS: RANDALLKY@EGCSD.ORG

M	CAT	P.O. Number	School #	Order #	Sport	Terms	Payment Due Date
S	2		4402	220371	MIS	30	December 22, 2013

Quantity	Description	Unit Price	Amount
	CASCADE LACROSSE HELMETS RECONDITIONED AND RECERTIFIED	15.00	300.00
	CPX MASK BLACK	41.95	41.95
	CPRO/CPX TOP SPIDER WITH VELCRO	10.50	10.50
	SHORT T NUTS/SNAPS	0.45	1.35

Equipment

- Issue equipment/Sign-out forms
- Collection
- Care of equipment/Responsibility
- Washing
- Mending

Equipment

- Have an equipment sign-out policy/procedure
- Create or “borrow” an equipment sign-out and return sheet with a list of all equipment given with dates, athletes name, grade, home address, home phone number, parent(s) name and place to mark off when equipment is returned
- Have the athletes sign the sheet and then keep all of the equipment sheets in a safe and accessible location

Inventory Equipment and Supplies

- Know what you have
- Know what you will need
- Know your budget
- How much?
- What forms should you use when ordering, purchasing or requesting
- Where to order
- When it is due
- Number of quotes necessary
- No substitutions?????

Equipment, Ordering and Budgets

- Understand the value and importance of Long Range Planning – LOOK AHEAD – What will you be needing in a year, two years, etc.
- Plan Accordingly
- Where can you store your equipment
- Can you access it when needed?
- Will it be safe
- Theft
- damage

Equipment (logistics)

- Do you want to collect equipment after each event and then reassign it for the following contest?
- Protect and care for your equipment but try to make your life manageable!
- Does your school have a washer and dryer available for you to use?
- Could you have team managers wash and handle equipment responsibilities?

Professional Development

- Continued self improvement
- NYSPHSAA Sport Specific Clinics
- Workshops
- Seminars
- Literature
- Professional organizations and memberships
- NYSPHSAA and other accredited websites