

LTC 502

- ☐ #1 Transportation Plans & Possible Issues to come up
- ☐ #2 Facility Scheduling
- ☐ #3 Contest Management Basics
- ☐ #4 Personnel Management - Hiring & Firing Process, Requirements, Staff Meetings
- ☐ #5 Eligibility - review any DIAA Questions
- ☐ #6 Review their Basic Budget Program with them
- ☐ #7 Legal Considerations
- ☐ #8 Equipment Management - from Rotation to Purchase to Storage
- ☐ #9 Emergency Planning (EAP)

Contest Management

Being aware of potential problems in crowd control at any of the athletic events each day should be a primary concern of athletic administrators. The importance of pre-planning and overseeing the management of all home contests is a necessity for those who wish to prevent problems rather than react to them. Athletic administrators should develop a written outline for all home contests which describe procedures to be followed. This outline should be provided to everyone involved with the management of a contest.

Terms to identify:

1. Regulations Posted - Public posting of notices, signs or citing various behavior expectations, or prohibitions. May include prohibitions against alcohol, tobacco products, loitering, blocking stadium or gymnasium aisles and exits. May also specify hours of operations. May also include signs and similar information in the contest program.
2. Restriction Signs - Notices to the public restricting access to certain areas including the competitive surface, coaches' offices, officials, and team dressing rooms.
3. Coaches Responsibilities - The control of player behaviors is ultimately the coaches' responsibility. That responsibility may also include one's own spectators when traveling. Other responsibilities include control of player interactions with opponents, opponent spectators, and contest officials.
4. Lavatory Availability - A series of management procedures to enhance patron comfort and to ensure legitimate use and access. Signs indicating access routes should be highly visible. Periodic inspection should be implemented to prevent smoking and other unacceptable or illegal conduct.
5. Spectator Exit Flow - Enhancing rapid and unhindered spectator traffic flow. May require stationing of supervisors, additional gates opened, and traffic directed to prevent overcrowding or interaction between spectators.
6. Supervision Positioning Assignments - Stationing of facility and security officials to facilitate entry and exit to monitor spectator conduct. This practice is often governed by the amount of space and illumination available and the proximity of streets, parking lots and driveways. Frictions between schools or student entities are a significant consideration. May require supervision by staff member from both schools.
7. Ejection Procedures - A necessary procedure to prevent disruptive, unsportsmanlike or dangerous actions. Should be accomplished in as quiet and inconspicuous manner as possible.
8. Program Announcements - Specification of approved and prohibited conduct. These announcements may be specified in the contest program and announced periodically during the contest.
9. Occupancy Relations - May include separation of spectator sections; prohibiting of no purposeful movement or wandering by students; standing or sitting in aisles and walkways.
10. Safety Checks - Any of a wide range of physical plant inspections to ensure spectator

safety. This procedure can include inspection of bleachers, supports, railways, walkways, aisles, lighting conditions, bathroom conditions, emergency plans, communications, and management plans for spectator control removal.

General Administration & Personnel Management

The athletic administrator must have knowledge of personnel management. It is necessary to understand all aspects of the employment of coaches including certification, qualifications, contracts, non-discrimination policies, job descriptions, evaluation policies, salary schedules and contract obligations for both coaches and athletic department support personnel.

Communications

The athletic administrator spends a great deal of time and effort on public relations. Distributing information through a variety of public relations techniques must be used to successfully market the athletic program. The athletic administrator must develop the ability to communicate not only with the media but also with the many groups within the school community. Improving participation and justifying the educational values of athletic programs are areas in which different public relations techniques may be used.

Terms to identify:

1. Open Door Policy - An invitation for any person to drop into the athletic administrator's office at any time. This may not be realistic as an ongoing practice.
2. Media Relationships - Must be open, honest and forthright. Special courtesies need not be extended in order to —get good press.
3. Internal Memorandum - A department level correspondence. May or may not be confidential.
4. Staff Newsletter - An excellent vehicle for keeping parents aware of needs, directions, and growth of athletic teams. Involves parents as partners.
5. Coaches Handbook - A comprehensive set of policies, standards and procedures that define the operational behavior of a coach throughout a sport season (pre/during/after).
6. Athletic Bulletin Board - A posting area for notices or announcements. An excellent method for reinforcement of verbal announcements.
7. Press Release Format - Who, What, When, Where, Why, How.
8. Parents Letters - Preseason, midseason, postseason - each have functions.

Budget

Many boards of education face varying degrees of financial crisis and must make policy decisions about how to allocate money. Few boards are willing to ask their constituents for more tax (or tuition) dollars. At the same time, all educational endeavors have increased in cost for labor, supplies, transportation, and other line items. The interscholastic athletic program is certainly, no exception. Within a school district, the interscholastic program faces competition from other programs that are vying for the district's limited resources.

Athletic administrators have been called upon to be adept at "selling" the interscholastic program to the school board. In order to do this effectively, the athletic administrator should be knowledgeable about such topics as needs assessments, inventories, revenue enhancement, gender equity, risk management and site-based decision-making. In addition, the athletic administrator must be able to develop an annual plan for allocating dollars to each sport in a way that meets minimum safety needs and does not exceed the resources available. The athletic administrator must be able to organize and prepare a complex budget and be able to articulate it to others in an easily understood format. The athletic administrator must be able to justify how that every dollar spent will meet the needs of their students.

Terms to identify:

1. Resource Utilization - Use of funds or equipment within the cost constraints, and consistent with long range plans and defined maintenance programs. The focus of this concept is on cost accountability.
2. Surplus Funds - Revenues or generated income that exceed athletic program budgets or costs. In some school districts, booster clubs or ticket revenues create surplus funds that exceed funds derived from the tax base.
3. Contingency Funds - Funds that are maintained, controlled and dispensed by the Board of Education for the purpose of responding to unforeseen emergencies (e.g.: gym roof leak, scoreboard replacement).
4. Cost Analysis - A practice wherein a statistical analysis of expenditures may be conducted according to gender costs, per capita costs, etc. Sports comparisons are common outgrowths.
5. Participation Fees - A pre-season cost assessment levied on families and/or athletes that can be used to offset some of the cost of an athletic program.

6. Accountable - For public funds and equipment, open records must be made available to citizens or contracted auditors, to document appropriate use and maintenance of resources.
7. Revenue - All sources of income including tax resources, ticket sales, item sales, booster club funding, donations and bequeathals.
8. Austerity - Fiscal or economic hardships or resource shortfall created by inflation, cost controls, economic recession, or increasing tax rates.
9. Purchase order - A financial document issued by a school district to order or requisition a product. Appropriate funding must support this document. As such, the document represents a promise to pay upon delivery of an acceptable product and appropriate invoicing.
10. Budget Padding - An unethical practice wherein funds are requested that are not directly tied to a long-range purchase plan or to the preceding year's budget proposal. This is usually done to ensure at least the same budget allocation as the preceding year.
11. Bidding - A process of specifying the desired qualities of a particular item to area vendors. Bids are required to acquire the most cost effective and durable equipment. Justification is usually required for NOT selecting the lowest bid.
12. General Fund - The overall operating budget from which the costs of non-capital supplies, materials, transportation, officials, maintenance, and cleaning/repair of equipment is paid.
13. Anticipated Income - Projection of revenues or funds available from various sources including the tax base, ticket revenues, school fund raising projects, and booster club contributions.
14. Zero-Based Budgeting - An annual exercise wherein the athletic administration is allowed no previous budget reference. All expenditures are specified and justified. Heavy scrutiny is given to existing inventories and long-range purchase plans.

Legal Considerations

Awareness of Possibilities for Complaints and/or Litigation

- ❖ Sports Injuries (LTI 504)
- ❖ Title IX - Equity (LTI 506 & 510)
- ❖ Sexual Harassment (LTI 506)
- ❖ ADA (LTI 508)
- ❖ Employment Law (LTI 508)
- ❖ Civil Rights (LTI 508 & 510)
- ❖ Hazing (LTI 508)

FOURTEEN LEGAL DUTIES FOR COACHES AND ADMINISTRATORS			
1	PLAN	8	CONDITION
2	SUPERVISE	9	WARN
3	ASSESS	10	INSURANCE
4	PLAYING CONDITIONS	11	EMERGENCY CARE
5	SAFE EQUIPMENT	12	EMERGENCY RESPONSE
6	INSTRUCT	13	SAFE TRANSPORTATION
7	MATCH ATHLETES	14	TRAIN COACHES

