

AKIAAAA
ALASKA INTERSCHOLASTIC
ACTIVITY ADMINISTRATORS ASSOCIATION



Activity Director's Survival Guide

Interscholastic athletics and activities are vital to the positive social, physical, and educational development of students. The activity administrator is responsible for ensuring that the activity department functions as an integral part of the school.

New Activity Director:

Congratulations on accepting the position of Activity Director within your school district. As an activity director, you will face new experiences and rewards as well as great challenges. The basic role of the activity administrator is to provide leadership to the overall activity program, as well as to manage the details necessary for its successful day to day operation. The purpose of this manual is to provide direction and guidance as you learn the job of an Activity Director.

The following are several organizations you should become familiar with as they impact your duties of managing high school activities and athletics.

National Federation of State High School Associations (NFHS)

This organization is the national leader and advocate for high school athletics as well as fine and performing arts programs. Alaska is a member of the NFHS. Their website is www.nfhs.org

National Interscholastic Athletic Administrators Association (NIAAA)

The NIAAA preserves, enhances and promotes educational-based athletics through the professional development of interscholastic athletic administrators. As a recognized accredited educational institution committed to leadership programs, resources, and service opportunities, the association supports the athletic administrator's effort in providing quality athletic participation opportunities for students. Their website is www.niaaa.org.

Alaska Schools Activity Association (ASAA)

The Alaska School Activities Association is a statewide nonprofit organization established to direct, develop and support Alaska's high school interscholastic sports, academic and fine arts activities.

MISSION

Provide and promote opportunities through activities for all Alaska students.

VISION

Alaska students become lifelong learners who are engaged in their communities and active contributors in society. #winforlife

VALUES

Integrity, respect, perseverance, leadership, teamwork, inclusivity.

A copy of the ASAA Constitution, Bylaws, Procedures, a list of all member schools, and all important documentation can be found on their website at www.asaa.org

Best of luck with your new position,

Activity Director's Job Description

- Provide leadership for activities and athletics, placing an emphasis on education-based programs.
- Secure competent staff (advisors, coaches, assistant coaches etc.) for all programs.
- Annually review and update all manuals and documents that pertain to activities.
- Monitor student eligibility.
- Schedule events, athletic contests and practice times.
- Prepare, monitor and share a calendar of all activity events.
- Coordinate all facility use.
- Examine all equipment and facilities, coordinate their cleaning, care and repair.
- Schedule off site facilities when needed.
- Attend as many events and contests as possible, making sure all are supervised properly.
- Share all pertinent information from ASAA with administration, coaches and staff.
- Arrange transportation for all away events.
- Work with your region and conference for scheduling and tournament assignments.
- Secure all personnel for home events and contests.
- Promote and advertise your events through local sources and social media.
- Serve as financial manager for the activity department, monitoring spending and income.
- Provide a system to maintain pertinent and permanent records for each activity.
- Communicate and work directly with booster clubs.
- Assist coaches, booster clubs and administration with award programs.
- Order Rule books, scorebooks, case books and other manuals from ASAA.
- Determine the ability to hold a contest with respect to weather.
- Conduct parent informational meetings.
- Conduct pre-season coach/advisor meetings.
- Complete evaluations of coaches/advisors.
- Advise and provide mentorship to coaching staff.
- Prepare Emergency Action Plans (EAP) for all practices and events.
- Build relationships with community members, sponsors and other influential individuals that can provide support for your programs.

Specific Duties

Pruden Procedures

- Maintain student forms as required by ASAA and your district.
- Evaluate students academic eligibility at the end of each grading period.
- Practice and share EAP's.
- Maintain records of coaches certifications.
- Schedule inspection of facilities and keep maintenance records.
- Set a time to respond to phone calls and/or emails.
- Before registration for the first activities update activity forms and manual.
- Schedule a pre-season meeting to go over the updated coach/advisor manual.
- Update and monitor the activity portion of the school website.

In conjunction with the advisor/coach:

- Ensure all coaches have a copy of the rules and regulations for their activity.
- Complete participant eligibility list by the second week of each season
- Prepare programs/rosters.
- Require all advisors and coaches to attend a pre-season meeting.
- Finalize practice and event schedules and see that all stakeholders have a copy.
- Promote and advertise events.
- Procedure for issuing uniforms and equipment
- Schedule an evaluation meeting for the end of the season.

Home Events: (see event management)

- Prepare the facility – score board on, PA system tested, garbage cans available etc.
- Supervise the event or schedule another admin to supervise.
- Greet and escort visiting teams to their area (locker room, classroom etc.).
- Secure workers – announcer, scorekeepers, ticket takers, security, officials, concession, ushers.
- Secure medical coverage.
- Escort officials to their secure area.
- Inform local law enforcement of big games.
- Review security and EAP's with workers.
- Give announcement information to announcer.

Financial Manager

- Prepare budgets each year for all programs. Includes equipment and uniform purchases.
- Following district policy monitor all fund raising.
- Have procedures in place for event prices, ticket taking and depositing money.

SAMPLE SCHEDULE

July and August

- Order Supplies and Equipment (July 1)
- Service AEDs
- Field Maintenance – bleachers, field surface, goals, etc.
- Check scoreboards and PA systems
- Confirm advisors and coaches
- Finalize fall transportation
- Finalize facility requests
- Schedule student registration for fall activities
- Schedule fall pre-season coaches meeting (1 week before season starts)
- Schedule parent meeting for fall activities (1-2 weeks into the season)
- Invite all fall coaches to pre-season meeting
- Finalize and distribute Fall Calendar of Events
- Confirm and distribute practice schedules
- Invite parents to fall parent meeting
- Contact workers for home events
- Meet with Booster Clubs
- Review ASAA Updates
- Update website

September

- Review summer checklist for any carry-over items
- Attend region meeting
- Check student eligibility with coaches
- Confirm transportation (weekly)
- Confirm facilities/ facilities maintenance (weekly)
- Confirm practice schedules
- Set-Up Email distribution lists
- Advertise for vacant advisor/coach positions
- Cancel or Reschedule Events – update calendar
- Attend practices for evaluation purposes
- Schedule administrative coverage for events
- Check indoor facilities
- Check scoreboards and PA systems

October

- Review previous checklist for any carry-over items
- Schedule student registration for winter activities
- Schedule winter pre-season coaches meeting (1 week before season starts)
- Schedule parent meeting for winter activities (1-2 weeks into the season)
- Finalize and distribute Winter Calendar of Events
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Complete ASAA forms/ registrations for state tournaments
- Begin fall coaches evaluations

November

- Review previous checklist for any carry-over items
- Invite all winter coaches to pre-season meeting
- Invite parents to winter parent meeting
- Cancel or Reschedule Events – update calendar
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Complete fall coaches evaluations
- Contact workers for home events
- Review inclement weather policies with coaching staff
- Complete ASAA forms/ registrations for state tournaments

December

- Review previous checklist for any carry-over items
- Cancel or Reschedule Events – update calendar
- Check student eligibility with coaches
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Prepare winter break schedule for facility use
- Confirm workers for home events
- Meet with booster clubs
- Attend NIAAA conference
- Begin scheduling for next year
- Complete ASAA forms/ registrations for state tournaments

January

- Review previous checklist for any carry-over items
- Confirm spring advisors and coaches
- Attend Region/AKIAAA meetings
- Schedule student registration for spring activities
- Schedule spring pre-season coaches meeting (1 week before season starts)
- Schedule parent meeting for spring activities (1-2 weeks into the season)
- Cancel or Reschedule Events – update calendar
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Attend practice for evaluation purposes

February

- Review previous checklist for any carry-over items
- Finalize and distribute Spring Calendar of Events
- Submit work orders for field preparation for spring sports
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Develop inclement weather practice plan indoors for spring sports
- Invite all winter coaches to pre-season meeting
- Invite parents to winter parent meeting
- Complete ASAA forms/ registrations for state tournaments
- Begin winter coaches evaluations

March

- Review previous checklist for any carry-over items
- Check student eligibility with coaches
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Meet with booster clubs
- Complete ASAA forms/ registrations for state tournaments
- Complete winter coaches evaluations

April

- Review previous checklist for any carry-over items
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Attend practices for evaluation purposes
- Attend region meetings
- Review current year budget – order/spend

May

- Review previous checklist for any carry-over items
- Begin spring coaches evaluations
- Confirm transportation (weekly)
- Confirm facilities maintenance (weekly)
- Confirm practice schedules
- Prepare master calendar for next year
- Require coaches to submit inventory of uniforms and equipment
- Prepare work orders for summer repairs/field maintenance
- Hire advisors/coaches for next year
- Advertise coaching vacancies
- Complete ASAA forms/ registrations for state tournaments

June

- Reconcile all program budgets
- Continue working on master calendar for next year
- Begin ordering supplies for next year
- Begin scheduling transportation for next year
- Schedule physical exams for the upcoming year
- Complete Spring Coaches' evaluations
- Finalize changes in department policies
- Begin updating activity forms and manuals
- GET OUT OF THE OFFICE AND TAKE YOUR VACATION!!!!!!

As an activity director you oversee all aspects of the activity department. This schedule can be adapted to your situation. There will always be too much to do and not enough time to do it. So, surround yourself with good people and delegate.

MENTORS

These individuals are experienced Activity Directors that are willing to teach, answer questions or give advise.

ACTIVITY ADMINISTRATOR	SCHOOL	PHONE
Lynn Bernheim	Hutchison	907-479-2261
Jamie Cabral	Petersburg	877-526-7656
Dale Ewart	Colony	907-861-5500
Stacia Rustad	Wasilla	907-354-1960
Brett Slaathaug	Northwest Arctic	907-442-3472
Sandi Wagner	ASAA	907-563-3723
Steve Zanazzo	North Slope	907-322-9295