

Athletic Administration Toolbox AKIAAA

Agenda

- Introduction
- What is your mission?
- Treading Water
- The Price of Saying Yes
- Toolbox
- Tips and Tricks

What is Your Mission?

- Each day should have a purpose
 - Are we being proactive or reactive?
 - Have a list of things to accomplish
- Improve the School's Culture
 - The way athletics/activities are handled, can determine the school's culture.
 - Being innovative
 - Eligibility, discipline, and expectation

"The hardest part of coaching today isn't the X's and O's, it's managing people, expectations, and emotions." -Nick Saban

Treading Water

- Our job is 24/7, whether we like it or not
 - What are some ways we can manage availability?
 - Upfront communication and expectation to coaches, teachers, parents, etc.
 - Prioritizing your time and personal care.
- The importance of email and communication
 - One of the most challenging part of the job– email/phone calls
 - The most important part of the job–communication
 - Communicating with colleagues and the importance of doing it.

The Price of Saying Yes

- Everytime we say yes, it comes with a cost.
 - Energy, effort, time, sacrifice, etc
 - Why are we saying yes?
 - How does this affect others?
- Saying no, is usually the easy way out
 - Why are we saying no?

“We don’t lower the standard. We raise the people.”

-Curt Cignetti

Tips and Tricks

1. Don't take it personal
2. Test equipment before game day
3. Respond to other AD emails in a timely manner
4. Meet often with coaches during the season
5. Pre-season meeting with coaches- discuss tryouts
6. Praise publicly/redirect privately
7. Post-season meeting with coaches
8. Beginning of year meeting with all coaches
9. Require syllabus from coaches
10. Create text groups
11. Know your gameday team
12. Attend parent meetings
13. Get to know colleagues outside of work
14. Check calendar at the beginning of each week
15. Celebrate coaching accomplishments
16. Leave extra clothes in your office
17. Gift swag to staff and maintenance crew
18. Leave early every chance you can. Prioritize time
19. Delegate- don't do it all yourself
20. Give credit, take the blame
21. Show grace to others
22. Know your EAP and contacts
23. Always order extra
24. Treat everyone and every program with respect
25. Defend coaches when necessary

Toolbox

- Scheduling
 - [TeamUp](#)
 - [Google Calendar](#)
 - [Arbiter](#)
- Finance Management
 - [Addenda Management](#)
 - Panda Docs
- Coverage Management
 - [Coverage Calendar](#)
- Eligibility
 - [Big Teams](#)
- Support
 - [ChatGPT](#)
 - [Team Syllabus](#)

Contact Information

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“If you’re not making mistakes, you’re not doing anything.”

-John Wooden