

# **Sample Athletic Staff Meeting Agenda**

This is a sample agenda provided by the Catholic League for your use within your own Athletic Department. It is an attempt at providing as many areas as possible for you to consider when preparing your own staff meeting. It should be modified or revised for your situation.

## **I. Departmental Communication**

- among fellow coaches, A.D. (common posting area, mailboxes)
- coach to team
- follow the chain of command (Principal, AD, Coach)
- Athletic Director should call Catholic League before MHSAA

## **II. Catholic School Identity**

- zero tolerance for poor sportsmanship
  - League & MHSAA regulations, policies, procedures, PROGRAMS
- pray, attend Mass as a team
- remember where you are from

## **III. Total Responsibility Concept**

- is athlete's behavior/attitude a reflection of their coach
- responsibility encompasses every aspect of athletes and their use of the facility while they're with you

## **IV. Building and Facility**

- upkeep and care of gym, fields, meeting rooms, weight room, locker rooms, offices
- KEYS (issue, use by students, return)
- at the end of practice: lights off, building locked, equipment put away
- SECURITY (offices, locker rooms)

## **V. Equipment, Budget Considerations**

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

## **VI. Transportation**

- department policy on transportation to and from contests
- transportation requests
- policy on volunteer drivers

## **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 league meetings

## **IX. Consistency Among Staff**

- policies on attendance, discipline, etc.
- realistic rules; all sports are not the same

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## **Staff Meeting Agenda - page 2**

### **X. Public Relations**

- media (calling newspapers)
- parent/booster clubs (presence at meetings or functions)
- officials
- school-wide programs

### **XI. Pre-Season Considerations**

- OSHA personell file, employee vaccinations and/or forms in place
- parents meeting or some communication home
- additional personnel: managers, trainers, scorekeepers, timers, stats
- work with A.D. on scheduling
- distribute staff wear

### **XII. Practices**

- post schedule, have a plan, use time wisely
- adhere to starting and ending times

### **XIII. Medical Procedures & OSHA Standard on Bloodborne Pathogens**

- universal precautions, work practice controls
- knowledge of first aid and use of supplies
- correct forms on file and accessible
- Injury Report Form: always follow-up on injury with at least a phone call home

### **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 underqualified or unqualified individuals. This includes a team captain and could include an assistant coach or volunteer.

### **XVI. Program Enhancement**

- encouraging participation in more than one sport
- policy on non school sports
- promoting your sport in the community (prospective students)

### **XVIII. Eligibility**

- State and League; academic progress

### **XVII. Sportsmanship**

- fighting, ejection from game
- teach and insist on sportsmanship skills

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## **Staff Meeting Agenda - page 3**

### **XIX. Educational Philosophy**

- role of athletics and academics in the total development of students at \_\_\_\_\_  
High School

### **XX. Coaches and College Bound Athletes**

- be informed, be honest, have realistic expectations and know what is required of you as the coach

### **XXI. Post-Season Responsibilities**

- uniforms, banquets, inventory equipment
- end of season report (scores and records)
- awards
- paychecks upon completion of post season responsibilities

### **XXII. Out-of-Season Programs**

- Non school sports vs promoting in school participation
- A.D. to approve program in advance
- compare to other sports so as not to monopolize or cause conflict.
- what effect on other programs, specialization