

# ATHLETICS

## Athletic Supervisors Operations Manual

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The main initiative of this manual is to give our Athletic Supervisor's guidelines of how we would like for our athletic programs to function. This manual will outline the process to maximize your potential as an employee with Beaufort County, along with the steps to ensure we provide a quality program for our youth and adults. Below are the areas of focus:

### **Employee Duties**

- Work Schedule
- Appearance
- Communication
- PLT (Leave)
- Coverage
- Facility Checklists

### **Program Responsibilities**

- Registration
- BC Web
- Waiting List
- Coaches Meetings
- Ordering Uniforms
- Practice Schedule
- Game Schedule
- Equipment Inventory
- Equipment Storage

# Work Schedule

## **MONTHLY WORK SCHEDULES**

Monthly work schedules are to be turned in by staff, and are due the week before the new month begins. This is to ensure all employees are working an equal amount of nights and weekends, along with keeping co-workers and the public informed of when they will be in on a daily basis.

## **WEEKLY HOURS**

Athletic Supervisors are required to work a 40 hour work week. Overtime is not allowed unless pre-approved by their supervisor. Abuse of this policy will result in disciplinary action. During the time in which no sports programming is going on, a daily work schedule of Monday-Friday, 9:00am-6:00pm will be followed.

Daily work hours during the week are to be kept to 8 hours per day (with a one hour lunch). We understand this cannot always occur. If more than 8 hours are worked during a given day, athletic directors are to follow the example below:

- If they work from 11:00am – 9:00pm on Monday (9 hours), athletic supervisors are expected to work 1 hour less on Tuesday. For example, if they work 9 hours on Monday and they are supposed to work 9:00am – 6:00pm (8 hours) on Tuesday, their schedule for Tuesday will adjust to 10:00am – 6:00pm (7 hours). Athletic Directors will always inform their supervisor of any adjustments made to their work schedule.

Any adjustment to your schedule should be done on the front end of the day (leaving early is not an option). Communicating daily work schedules is extremely important to the efficiency of our department. Failure to consistently communicate adjustments to their work schedule will result in disciplinary action.

## **SPORT PROGRAMS COVERAGE**

Typical work week during seasons is Saturday – Friday. If staff works majority of the day on Saturday, they will take off a Wednesday or Friday of that week. The athletic supervisors should rotate those days (one should not only take off Fridays while the other never gets to).

During the athletic seasons where nightly coverage is required, full time athletic staff are expected to work the sport programs they oversee. Athletic Supervisors are also to assist each other in the coverage of all sport programs in a given season. If at any point only one sport is going on, both Athletic Supervisors will coordinate who covers a given night during the week (Ex. if only adult softball is going on, they should rotate coverage each night of the week). At no point will only one Athletic Supervisor be covering every night in a given

week. Also, Athletic Supervisors should coordinate with your co-workers to help with coverage.

## Appearance

### **DRESS**

Athletic Supervisors are to follow the department dress policy. They are to wear their Parks and Recreation issued collared shirts to work each day (unless the activity or event they're attending requires different attire).

## Communication

### **DAILY COMMUNICATION**

Athletic Supervisors are expected to effectively communicate on a daily basis. Being able to communicate with both their co-workers and supervisor are critical to the efficiency of the department. If leaving the office during the day, they should write on the board in the front office what time they expect to be back, and where they are going. During sport seasons, Athletic Supervisors must be able to keep the front office staff aware of what's going on daily. They must be aware of their work schedule, along with where to find roster information, coach's contact information, schedules, etc.

### **COMMUNICATING WORK SCHEDULES**

A monthly work schedule will be due before the first day of each month. Any changes to those schedules need to be communicated to their supervisor, and written on the board in the front office. Failure to consistently communicate changes in their work schedule will result in disciplinary action.

### **COMMUNICATING WITH COACHES AND THE PUBLIC**

Being able to give coaches and the public accurate information about our sports programs is extremely important. Athletic Supervisors have to be able to give the right information out for our department to be organized. Not only does the information need to be accurate, but it also needs to be given out in a timely manner.

Voicemails and emails need to be returned in the same day, unless additional information needs to be gathered before responding. A response should never take longer than 24 hours.

Athletic Supervisors must be organized and prepared in order to give out accurate information on a daily basis. Coaching applications, packets, schedules, etc. need to be given out to our coaches in a reasonable timeframe. Rainouts need to be posted immediately following the decision to cancel (information sent to marketing to post on social media and the hotline updated). They also need to be proactive in getting

information to their parents and coaches in situations of rain, emergencies, etc. This is an essential function of our department.

## PLT (Leave)

### **REQUESTING LEAVE**

Athletic Supervisors are required to ask for leave well in advance. Requesting leave the day before, or the same week that you need it is unacceptable. We understand that emergencies come up, but under reasonable circumstances, we expect leave to be given two weeks in advance (unless during sport seasons). Their supervisor must approve all leave requests.

### **LEAVE DURING SEASONS**

When a sport season gets going (games begin), Athletic Supervisors are not allowed leave unless for emergencies. They can request leave for extenuating circumstances, such as weddings, birth of their child, surgeries, etc. Those circumstances should be known months in advance, which is when the request should be immediately communicated to their supervisor.

## Coverage

### **FULL TIME COVERAGE**

Athletic Supervisors are expected to cover their sport, along with assisting the other Athletic Supervisors if they are need of coverage. Parks and Recreation expects full time staff to cover if they are available. At no time should a part time employee cover a sport when full time staff is available to cover.

## Facility Checklists

### **FILLING OUT FACILITY CHECKLISTS**

Athletic Supervisors will need to turn in facility checklists on a regular basis. If they visit a facility, and there are issues seen, it needs to be documented on the checklist and given to their supervisor.

Athletic Supervisors must pay attention to details when they are visiting facilities their teams practice/play games at. While covering games, Athletic Supervisors need to also check the facility for safety concerns. Along with anything that needs to be fixed because it's broken or has been vandalized.

## Registration

### **INFORMATION FLYERS**

It is the Athletic Supervisor's responsibility to get the information flyer prepared a week before registration begins. The flyer needs to be updated with specific information concerning evaluation dates, ages that can register, practice sites, when the season begins, etc. Changing an age range or age group for any sport must be approved by their supervisor first.

### **BEGINNING OF REGISTRATION**

Athletic Supervisors must make sure they are proactive in getting information out about the beginning of registration. They need to ensure an email blast is sent out to all participants from the previous season. Also, they need to always come up with new ideas to get information out to the public.

### **DURING REGISTRATION**

Athletic Supervisors must be monitoring their participation numbers throughout the entire registration process. This will allow you to stay cognizant of the possibility of extending regular registration, the number of coaches you may need to recruit, and/or your facility needs for practices/games. If numbers are low, they will be the ones to communicate to their supervisor on delaying late registration to extend regular registration. We do NOT accept requests made by parents for kids to play on certain teams based on transportation, coach, days of the week, etc.

## **BC Web**

### **POSTING INFORMATION ON BC WEB**

BC Web is the online portal where all pertinent information for the department can be found. Athletic Supervisors are to post all important information for the sports they cover, and all seasons of those individual sports.

### **WHAT INFORMATION TO POST ON BC WEB**

Each sport should have their own folder, with each individual season listed in those folders. The information below needs to be posted for each season:

- List of coaches and their contact information
- Schedules (both practice and games)
- Rosters
- Rules
- Evaluation information
- Equipment inventory
- Uniform orders (regular season and all stars)
- All star selection information
- Registration flyer
- Complaints

# Waiting List

## **IMPLEMENTING THE WAITING LIST**

The waiting list must be prepared and posted on BC Web prior to the ending of late registration. The front desk staff must be able to access the waiting list the very next morning after late registration ends. Failure to have this prepared could result in disciplinary action.

## **REGISTERING KIDS OFF THE WAITING LIST**

Athletic Supervisors must constantly check the waiting list prior to the draft to make sure we are adding kids appropriately. If we have the availability to add a kids, it is their job to do so prior to the draft. Our first responsibility is to get kids playing sports, so we must do all we can do to not leave kids on the waiting list.

# Coaches Meetings

## **SCHEDULING COACHES MEETINGS**

All sports need to have a pre-season coaches meeting before the season starts. A date needs to be set, and communicated to the coaches, at least two weeks in advance. Scheduling the coaches meeting to coincide with the draft is advised. Though we can't make the meeting mandatory, they need to be highly advised to attend.

## **COACH'S PACKETS**

All coaches should receive their packets before they begin practice. The most ideal time would be at the coaches meeting (held before the draft). Coach's packets should include the Youth Sports Coaching Manual, rules for their sport and/or age group, roster once the draft is complete, and sponsorship information. If packets are not given out at the coaches meetings, they need to be given out no later than three days after the draft. Once rosters are finalized, they need to be posted on BC Web and given to the front desk staff to put in the open binder.

## **CONDUCTING THE COACHES MEETING**

Athletic Supervisors need to make sure to have their rules updated and practice schedule ready prior to the meeting (major rule changes need to be approved by their supervisor).

During the meeting, they need to go over any important rules and/or talk about new rule changes. Coaches can give their input on the rule changes, but the Athletic Supervisor and their supervisor will have the final say in all rule changes.

They must communicate all pertinent information during the meeting. Including when schedules will be ready, where they will be practicing, a timeframe of when uniforms will be ready, any game day issues they may have, etc. Head coaches also need to be given

information on coach's credits. They will receive a \$40 coach's credit for each team they coach after the completion of the season, only after they turn in all issued equipment and player evaluations. Coach's credits should be turned into their supervisor no later than two weeks after the completion of the season.

## Ordering Uniforms

### **SELECTING UNIFORMS**

Athletic Supervisors must prepare well in advance for ordering uniforms. Selecting what uniforms and/or jersey they want for the sport can be done while registration is going on. Their supervisor will make the final decision on what uniforms to purchase.

### **WHEN TO ORDER UNIFORMS**

It is imperative that Athletic Supervisors have their uniform order ready immediately after the draft. The uniform order should be prepared no later than three days after the draft. If certain age groups, or an entire sport, does not have a draft, the order should be completed immediately after registration is complete. Uniform order forms, and/or numbers of jerseys to order needs to be given to their supervisor no later than three weeks before the season. This is to give the vendor enough time to get the order processed, prepared, and shipped.

### **RECYCLING UNIFORMS (IF APPLICABLE)**

Athletics Supervisors that have sports that re-use jerseys and/or uniforms need to always keep track of the inventory of those jerseys/uniforms. Inventory needs to be completed once everyone has turned their equipment in at the completion of the season. This needs to be documented so it is easily accessible.

## Schedules

### **PRACTICE SCHEDULE**

Athletic Supervisors should be preparing their individual sports practice schedules well in advance. They will have an idea of how many teams they will have at the end of regular registration. Though it won't need to be finalized until late registration is complete, it is never too early to get the practice schedule prepared.

Practice schedules should be available at the front desk before the coaches meeting. Front desk staff need to be shown how the practice schedule works so they can answer questions that coaches have.

### **GAME SCHEDULE**

Game schedules should be ready and given out two weeks prior to the start of the season. They must be approved by their supervisor before Athletic Supervisors send out their

schedules. All schedules should be emailed to coaches once approved, and given to the front desk staff to put in the open binder up front. They also need to be sent to the marketing coordinator to post on the website.

Any scheduling changes due to rainouts and/or other circumstances need to be prepared and sent out no later than two days after the cancellation. Any coaches that are making request for certain days to play games, must do so in writing. These requests are NEVER promised. Only definite accommodations will be made to coaches coaching multiple teams.

## **Equipment Inventory/Storage**

### **ORGANIZING EQUIPMENT**

Athletic Supervisors must be able to keep track of what equipment they have. Inventory needs to be kept up with before and after each season. This is to ensure they are always aware of what equipment may need to be ordered, be it because of wear and tear or that it was never turned in. Documenting their inventory will make it easy for everyone to access in case questions arise.

### **ORDERING EQUIPMENT**

Equipment needs should be communicated to their supervisor in a timely manner. Waiting to the last minute to order is unacceptable. Taking into account shipping time is extremely important. If there are equipment needs that are not ordinary every year purchases, Athletic Supervisors must be able to reasonably explain why they need the equipment.

### **STORING EQUIPMENT**

Athletic Supervisors should always be able to access their equipment. They need to make sure they store their equipment in the appropriate places. Having to look in two-three different places for specific equipment is unacceptable.