



TEXAS HIGH SCHOOL ATHLETIC DIRECTORS ASSOCIATION

New and Aspiring Director of Athletics Transition Outline

The transition of implementing a central Director of Athletics for a specific ISD and aligned position responsibilities and expectations, is based on a one year-long cycle. It is imperative that the first-time Director of Athletics experience a full calendar year in order to install and detail Athletic Department policies and procedures that are effective and conducive to the ISD student-athletes, coaches, staff and Board policies. The first-year Director of Athletics calendar is broken down into four basic phases.

Phase One – Develop an understanding of ISD departments, events and expectations. Develop an understanding of the culture of extra-curricular activities in the ISD along with personalities, support groups, ISD policies/procedures and community. Methodology is as follows:

1. Set up a series of meetings with aligned departments, staff, coaches and administrators.
2. Utilize the summer months to process and develop policies and procedures.
3. Organize the August full-staff meeting agenda daily (grades 7-12) as required by Section 21-UIL. Coordinate with HR so that all staff can attend.
4. Organize and develop football stadium operations.
5. Work with police officers, coordinators, principals, and appropriate administration for a safe and secure plan for each athletic facility.
6. Establish an understanding for the district athletic budget.
7. Develop an understanding of summer programs-UIL/Recreation, etc.,
8. Develop duties for identified staff members.

Phase Two – Utilize the summer months to begin implementation of information from Phase One.

1. Develop Department of Athletics operations manual (utilize District staff).
2. Address topics that were discussed in meetings during Phase One.
3. Prepare procedures for start of pre-season athletic practice and start of school: parent calls, physicals, practice times/locations, staff availability. Prepare to minimize community questions/concerns.
4. New staff trainings, Head Coaches training, UIL training – Signatures.

Phase Three – Begin staff and event evaluation along with implementation of structured meetings.

1. Implement Athletic Department Calendar of Events.
2. Develop a UIL Eligibility Calendar for the district.



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3. Begin process of staff and event evaluations.
4. Continued development of policies/procedures and processes.

Phase Four – Phase Four will be utilized to package all information obtained through first 3 Phases. This phase is essential in establishing the foundations and operational structure of the Athletic Department.

1. Information gathered during previous phases can be utilized in budget development.
2. Information gathered from all phases will be utilized to establish future policies and procedures of Department of Athletics.