

WORKING WITH AND PREPARING ATHLETIC SECRETARIES/ ASSISTANTS

Breakout 1-D

Stark Porter

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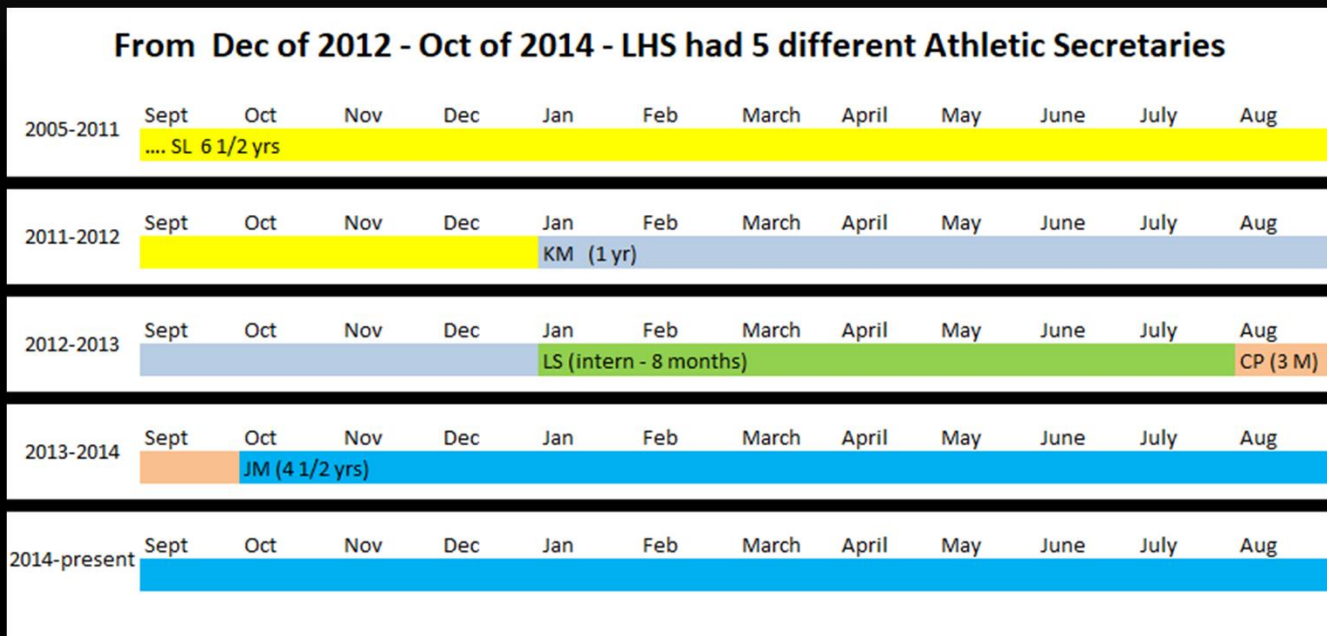
(206) 276-1446

- My background
 - What am I doing now
 - Why am I speaking on this topic
- Big Picture -
 - Valuing your AAD
 - You master your skill when you have to know it well enough to teach others.
 - AD duties vs AAD duties
- Details – Nuts & Bolts
 - Pre-Season
 - In-Season
 - Post-Season
- Content

MY BACKGROUND

- Stay at home Dad – (4 & 6 yrs old) Stark Porter Services (small business owner) Husband
- WIAA – Wrestling State Manager
- WIAA – Wrestling Weight Assessment Supervisor
- Current WSSAAA Web Manger & IT Support
- 23 yrs in Education
 - Athletic Director – 10 yrs, Liberty HS (Issaquah)
 - Teacher - 12 yrs – Issaquah (8 yrs), FW (4yrs)
 - Coach – Wrestling, Track & Field, Football
- Teamster – 13 yrs Summer employment
- Operations Supervisor – Union Pacific Railroad
- United State Naval Reserves

WHY I AM SPEAKING ON THIS TOPIC



VALUE – MY ASSISTANT AD

Understand your position and how your position differs from those around you. This will make you a better employee, colleague and leader.

Value –

All employees have equal value. Treat people that way. Have the same respect for the custodial staff, facilities manager, c team assistant coach, and your boss.

Responsibilities –

Responsibilities & accountability are different. Lead, Listen, Give direction, or be subordinate appropriately .

Just don't forget – We all have VALUE. Make sure you make everyone around you feel VALUED.

(This is why I refer to my secretary / assistant as the Assistant Athletic Director (AAD).

HOW DO YOU GO ABOUT THE TRAINING?

Share Big picture while training on the operational details.

- Philosophy of AD?
 - Share your philosophy and why you do what you do. Your Assistant AD (AAD) will better understand the reasoning behind your actions and be more effective in assisting with those actions and delivering your message.
 - The AAD is often on the front line intercepting parents at her window, etc. She can assist in sharing
 - Partnership – AAD is an extension of AD when we are not in the building / at our desk.
 - Explain WHY you made that decision.

BE APPROACHABLE

My office was in direct proximity to my secretary –

THIS IS NOT AN ACCIDENT

AD DUTIES VS AAD DUTIES

- We've all heard the saying "Praise in public, criticize in private".

Similarly:

- Empower, when appropriate, your building AAD to do some positive tasks (have the AAD call a student-athlete down and give them the student-of-the-month honors)
- But – NEVER give your AAD duties that are above their paygrade (Discipline, calling parents about something negative, dealing with an angry parent, or coach. The AAD should simply state that they will inform the AD.

You get paid the big buck, you have big shoulders, you deal with those administrative items!

OPERATIONS – MOST VITAL ROLE OF ASST. AD

- We both understand the need to double check and triple check each other's work (schedules / officials / facilities/ eligibility)
 - Schedules
 - Officials
 - Facilities
 - Transportation
 - Eligibility
- AD Operations is a position of Mastery. We are human, but we do not have room for human-error.

MASTER YOUR CRAFT

Learn the skills you expect your AAD to know

- Are you more reliant on your AAD for clerical / data duties?
- Does your AAD manage your building reader boards, but you don't know how to update or post content yourself?
- Do you ask your AAD to print the eligibility reports, because you forgot how?
- Do you know how to mail-merge the end of season certificates, or is this the responsibility of the AAD? Could you do it?

MASTER YOUR CRAFT (CONT'D)

If you are put in the position I was in, where you have to “TRAIN”, there may not be another person in your building with your skill set.

TOO often, the answer is “I don’t know, ask one of the other office assistants if they know”, or “Call the other district AAD, she might know”.

These are not acceptable solutions!

MASTER YOUR CRAFT

OPERATIONAL TRAINING DAY-TO-DAY ACTIVITIES

- What is your Skill Set?
 - Teacher – Coach – Admin – Supervisor
 - No matter what the position – you are a teacher of people (students / coaches / assistant).
- What do you have to 'teach' / train ?
 - Seasonal
 - Pre-season
 - Registration
 - Eligibility
 - Schedules
 - Officials
 - Transportation
 - Supervision

OPERATIONAL TRAINING – DAY TO DAY ACTIVITIES (CONT'D)

- In Season
 - Game Management (assist in securing workers, officials, ticket takers, law enforcement, at times an on-site physician, etc.)
 - Assisting with Academic Grade Checks data (NOT speaking with deficient student-athletes)
 - Assisting with rain-out logistics
- Post Season
 - Letter Award Certificates
 - Academic Awards
 - Assisting with Fine / Fee paperwork from coaches
 - WIAA Academic Awards
 - Securing Banquet Venue

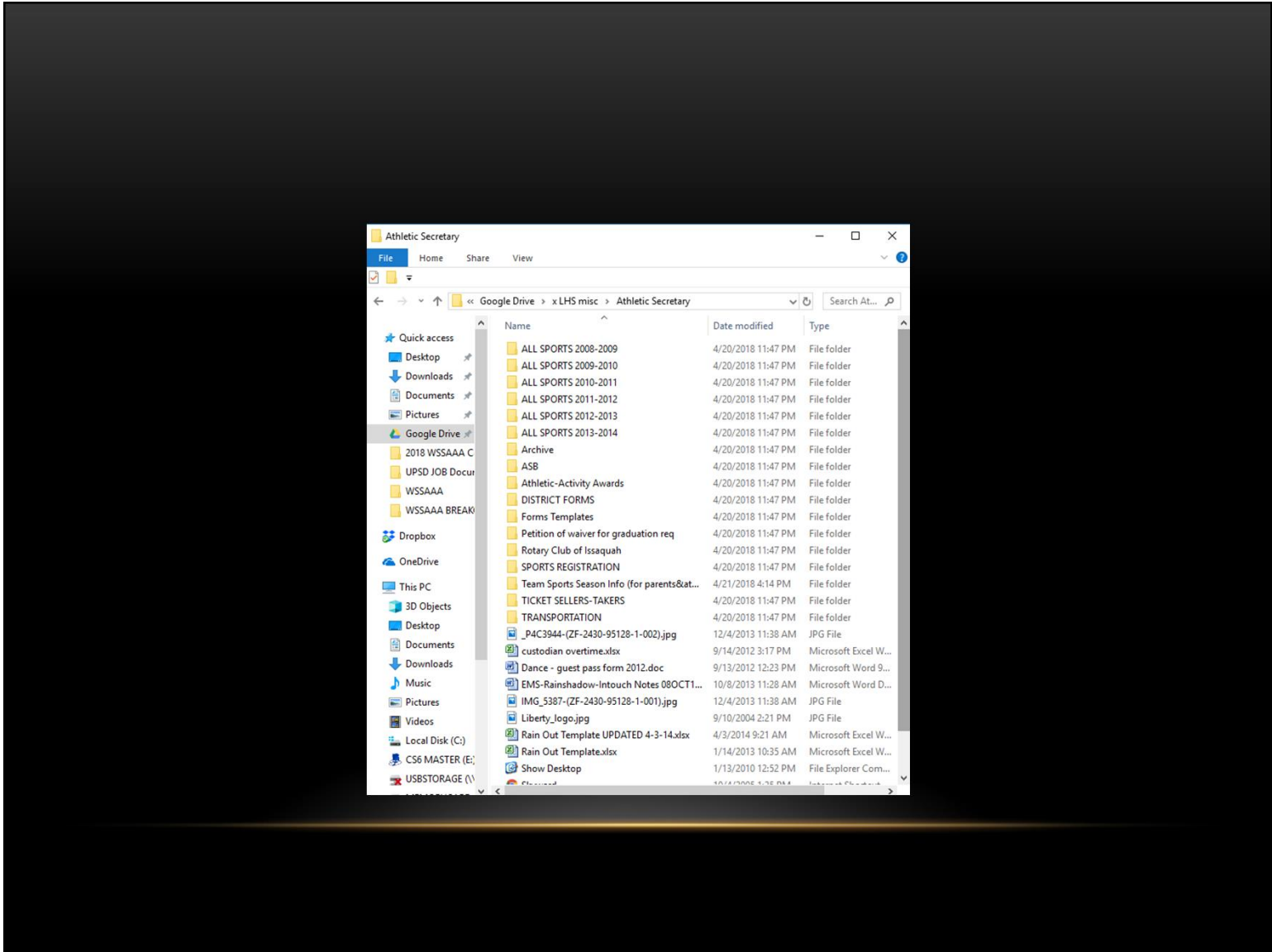
COMPUTER SOFTWARE

- Microsoft Suite –
 - Word, Excel, Powerpoint, Outlook
 - Adobe Acrobat Pro
 - Family Access / Skyward / WSIPC
 - Online Scheduling Software
 - Online Registration Software
 - School Reader-board
 - School In-building TV Display Monitor Software
 - Awards Certificates
 - Update School Website (Athletics / Activity)

CHECKLISTS

- It is worth your weight in gold to sit down and write out checklists.
 - Steps involved and personnel to contact when securing a space / field
 - How to list for pulling grades for grade check
 - How to checklist for how to handle a rain out when the AD is not in the building (or when you ask for help because you are in a meeting)

MON - TUE - WED - THU - FRI - SAT				DATE:				
	Is game still on?	If NO ==>	If no / rescheduled or canceled?	Contact other school	If Away, Transportation Contacted ?	If home, Ref / Officials canceled/resch'd?	Coaches / Game personnel contacted (Admin, Martin, Hartman, Salokas)?	If reschedule, what are team plans (practice, send athletes home??)
Baseball								
Varsity	yes / no	If NO ==>	Cancel or Resch'd for: _____	yes / no	yes / no	yes / no	yes / no	_____
JV	yes / no	If NO ==>	Cancel or Resch'd for: _____	yes / no	yes / no	yes / no	yes / no	_____
C	yes / no	If NO ==>	Cancel or Resch'd for: _____	yes / no	yes / no	yes / no	yes / no	_____
Fastpitch								
Varsity	yes / no	If NO ==>	Cancel or Resch'd for: _____	yes / no	yes / no	yes / no	yes / no	_____
JV	yes / no	If NO ==>	Cancel or Resch'd for: _____	yes / no	yes / no	yes / no	yes / no	_____



LEAGUE CONNECTIONS.

- Organize a League Secretary Luncheon.
 - All Secretaries get to put a face to the name (they speak to each other throughout the year).
 - They get an opportunity to network with each other and share best practices.
 - They are appreciative and will feel valued.

SHARE.....

- Suggestions you have that would benefit this breakout for colleagues.
- Best practices that would help in the development of your AAD

MENTORSHIP

- If you have questions, need to bounce a concern off of a colleague, reach out to:
 - In District AD mentor (if you have one)
 - District Director (they are their to assist)
 - WSSAAA Mentors
 - Stark Porter
 - (206) 276-1446
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