

Managing Coaching Standards

WSSAAA Conference
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11:15PM

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WIAA COACHING STANDARDS

- ◆ **Purpose:** The purpose of the WIAA Coaching Standards program is to enhance the training of student-athletes by assuring that their coaches maintain a certain level of professional development throughout their careers.

Purpose of Session

- ◆ Assist AD's in organizing and managing coaches clock hours
- ◆ Assist AD's in efficiently keeping your coaches up-to-date and informed about their submitted clock hours.

State Coaching Requirements

- ◆ Head Coach – 21 years of age
 - Attend / Pass Rules clinic
- ◆ Assistant Coach – 19 years of age
- ◆ All coaches
 - WA State Patrol Background Check
 - 1st Aid / CPR training
 - Concussion Awareness Training
 - OSPI Character/Fitness Supplement

How Many of you are familiar with Microsoft Excel?

- ◆ Specifically
 - Sorting?
 - Hyperlinks?
 - AutoSum?
- ◆ We will be using these functions to assist you in managing your coaches clock hours.
- ◆ This breakout session will be as much an excel lesson as a coaches clock hour lesson.

State Coaching Requirements (cont'd)

- ◆ Meet Coaching Standards
 - Beginning Coaches:
 - ◆ Working toward Initial certification. Must be certified prior to the start of 3rd year of coaching.
 - ◆ 30 clock hours or attend an approved clinic (Coaches School, coaches school express, etc.)
 - Coaches who have met initial Certification:
 - ◆ Once initial certification has been met, 15 coaches clock hours must be earned in any 3 year period.

Managing Coaches Clock Hours

- ◆ WIAA Coaches Education and Coaches History Template
- ◆ Managing files (file names)
- ◆ Summary Sheet of all your coaches (this makes your life much easier than opening every one of your coaches files individually)
- ◆ A Lesson in Excel
- ◆ Linking each Coaching Standards sheet to Summary Sheet (upper level excel)

All Coaches Summary Sheet

- ◆ Assists AD with WIAA end of the year compliance report.

Coaching Standards Template

- ◆ WIAA Coaches Education & Coaches History
- ◆ Excel version (xls.template) of WIAA Coaches Education & Coaches History

A lesson in Excel:

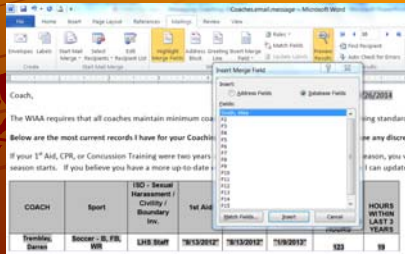
- Learn how to do functions –
 - ◆ Addition
 - ◆ Link to other pages
 - ◆ Current date function
 - ◆ Combining functions (auto add length of coaching career – current date – minus start date)
- Learn to Sort –
 - ◆ Sort by column
 - ◆ Sort by multiple columns

Managing Files

- ◆ Keep all Files in one folder
- ◆ Naming Files
 - Lastname.Firstname.coaches.clockhrs.xls
 - ◆ Gibson.Bernie.ClkHrs.xls
 - ◆ Porter.Stark.ClkHrs.xls
 - ◆ Smith.Mike.ClkHrs.xls
 - Use common named files to assist with sorting:
 - ◆ 07.FB.V.schedule.doc
 - ◆ 07.FB.C.schedule.doc
 - ◆ 07.Basketball.Boys.V.schedule.doc
 - ◆ 07.Basketball.Girls.C.schedule.doc
 - (EXAMPLE)

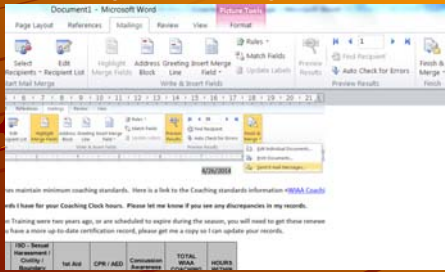
Linking Coaching Standards sheet to Summary Sheet

Email Merge – create email message



Email merge – Send to Email

- ✦ Select Column with emails addresses
- ✦ Select only those rows you wish to email



Questions?

If you would like me to email you the template:

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