

Onboarding Athletic Staff

Compliance, Operations & Leadership

December 14, 2025

NADC

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**It's Your Job As the
Athletic Administrator
To Make Sure Coaches
Are Prepared**

State Association Rules

- 1) Academic rules
- 2) School zone/Transfer rules
- 3) Age requirements
- 4) Outside participation/summer rules
- 5) Required coaches courses
- 6) NIL/Recruiting
- 7) Required paperwork
- 8) Weather
- 9) EAP



School Expectations

- 1) Background checks
- 2) Additional courses other than state association required
- 3) Certain GPA
- 4) How to handle parent issues
- 5) Behavior
- 6) Practices (plans, times, weekend, etc)
- 7) Social media
- 8) Travel (overnight trips/age in rooms, cost)
- 9) Parent meetings
- 10) End of year meeting with players
- 11) Youth summer camp (required ?)
- 12) How you handle absences from practice/games



Compliance Wrap up

Pair & Share

- What issues have you seen the most that coaches have a hard time with in regards to compliance
- When you began coaching, what do you wish someone would have told you regarding compliance?



Operations

Operations

Orientation to the Athletic Department

- Why do you coach? What is our purpose?
- Tour of facilities
 - Athletic office, practice/competition spaces, weight room, locker rooms, athletic training room, coaches offices
- Meet key personnel
 - Athletic administrative assistant; grounds staff, custodial staff, athletic trainer
- Review department policies
 - Athlete handbook, coaching handbook
- School policies
 - Academic eligibility, attendance policies

Communication & Program Management

- Building your staff
 - Assistants/volunteers - district policies
- Program expectations
 - Team philosophy, goals
 - Developing student/parent handbook
 - Off season/summer expectations
 - Team selection process
 - Pre-season parent meeting
- Communication
 - Weekly check-ins with AD
 - Communication with students/families - in season/out of season
 - Media
 - Chain of command
- Coaches Association/Clinics/Professional Development

ATHLETE/PARENT/COACH COMMUNICATION

- ❖ Appropriate issues to discuss with the coach:
 - ways to help your child improve
 - concerns about your child's behavior
- ❖ Inappropriate issues to discuss with the coach:
 - playing time
 - starting positions
 - team strategy
 - play calling
 - other athletes
- ❖ It is NEVER ok to approach a coach after practice or competition to discuss any of the above. Please refrain and call the next day.

Facilities & Equipment

- Access procedures - keys/swipe cards/fobs
- Scheduling process
- Inventory - equipment, uniforms
 - Checkout, return
- Locker rooms - locks, access, supervision
- Process for new equipment/repairs
- Building security



eventlink staff East Lansing High School

Nikki Norris nicolenorris

Events Athletics Athletes Messaging Hall Pass Facilities Workers Transportation Pay Tickets Kiosks Registrations Fundraising Sites Socials Store Users & Permissions

December 2025

Day Day List Week Week List Month

< Today > Print + Create New Event

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	10a Baseball meeting	2p After School program	2p After School program	2p After School program	2p After School program	3p 9th Boys Basketball Practice	3p 9th Boys Basketball Practice
15		2:35p Ceniad Deadlines	2:30p Varsity Boys Bowling - Waverly Senior High School (H)	2:35p Ceniad Deadlines	2:45p Latinx Club	3p JV Boys Basketball Practice	3p 9th Boys Basketball Practice
16		2:45p Stomp & Shake	2:30p Varsity Girls Bowling - Waverly Senior High School (H)	2:45p Asian Student Union	3p Boys Basketball - Film Room	3p JV Boys Basketball	3p 9th Boys Basketball Practice
17		3p 9th Boys Basketball Practice	3:30p Gymnastics Practice	3p 9th Boys Basketball Practice	3p Track Conditioning	5p 9th Girls Basketball Practice	5p 9th Girls Basketball Practice
18		3p JV Boys Basketball Practice	4p Basketball officials	3p JV Boys Basketball Practice	3p JV Girls Basketball Practice	5p Wrestling Practice	5p Wrestling Practice
19		3p JV Girls Basketball Practice	4p 9th Girls Basketball - Charlotte Senior High School (H)	3p Track Conditioning	3:30p Gymnastics Practice	5:30p Middle school swim practice	5:30p Middle school swim practice
20		3p Track Conditioning	4p Basketball Boys Freshmen - Grand Ridge High School (H)	5p 9th Girls Basketball Practice	4p Basketball officials	5:30p JV girls Basketball - Waverly Senior High School (A)	5:30p JV girls Basketball - Waverly Senior High School (A)
21		3:30p Gymnastics Practice	5p Wrestling Practice	5p JV Girls Basketball Practice	4p Basketball Boys Freshmen - Waverly Senior High School	7p Varsity Boys Basketball Practice	7p Varsity Boys Basketball Practice

Master Calendar

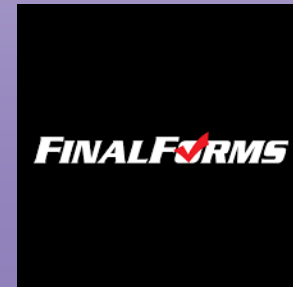
- East Lansing High School
- Baseball Freshmen
- Baseball Freshmen Pract...
- Baseball JV
- Baseball Practice JV
- Baseball Varsity
- Baseball Varsity Practice

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Technology

- Computer access/login
- School email & policies
- Access to athletic management platforms
 - HUDL, Eventlink, Big Teams, Final Forms, etc
- Pixellot/Hudl cameras
- Team communication tools
 - Email, SportsYou, Remind, BAND,
- Social media guidelines - for staff, for students



- Practice schedules
- Practice plans - short term and season planning
- Contest schedule
- Game day operations
 - Facility set up
 - Event personnel - clock operators, table staff, ticket staff
 - Travel procedures - bus requests, travel waivers, district policies
 - Game day attire



Safety & Risk Management

- Review & rehearse EAPs for each facility
 - AED location, address of competition space, nearest door/gate
- Role of Athletic Trainer
 - Training room hours, event coverage
- Weather-related protocols
- Injury reporting/incident reports



Budget, Purchasing, Fundraising

- Review program budget, purchasing process
- Equipment, supplies, uniform rotation
- Fundraising process



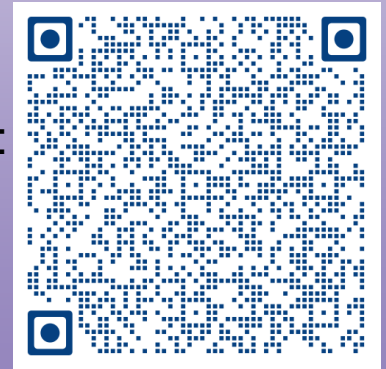
Wrapping up Operations....

Pair & Share

- What challenges do you see most frequently with new coaches regarding operations?
- What are some best practices in your school, department and staff that help new coaches manage these challenges?



Onboarding checklist:



Leadership & Culture

Leadership & Culture

“Good leaders build products. Great leaders build cultures. Good leaders deliver results. Great leaders develop people. Good leaders have vision. Great leaders have values. Good leaders are role models at work. Great leaders are role models in life.”

Adam Grant

Things to consider:

Hiring Process & New Staff - On Boarding

Seasonal Coaches/Staff - On Boarding

Athletic Director - new or veteran



Alignment of the following:

Philosophy

Mission

Vision

Goals

Purpose of your program and the role of athletics at your school.

Define Your..

Leadership and Culture expectations

Core Values

Evaluation Process

Ways to seek support

Communication Expectations

What does accountability look like?

Ideas that work

Mentorship

Scenario Based trainings

Structure & Unstructured Meetings

Team & Program Shared Values

Leadership Development

Ideas that work

Promote a growth mindset

Observing, Coaching, & Evaluations- Feedback Loops

How does it connect.

- Seasonal

- By Sport

- By Level

- Entire Coaching Staff and Support Staff

Leadership and Culture Wrap Up

Pair & Share

- What issues have you seen the most that coaches/staff have a hard time with in regards to leadership & culture
- What are some best practices in your school, department and staff that work ?

Questions

Questions, Comments & Wonderings



Thank you!!!!



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