



High School Athletics Department
District Athletic Director: Mike Miello



Site Coordinators:

Wayne Hills High School, Brad Smith

Wayne Valley High School, Erik Scott

Presentation Agenda

- **Wayne Township Public Schools Department of Athletics**
- **Primary Roles and Responsibilities**
- **Description of Structure**
- **Department Accomplishments**
- **What's Next?**

Financial Impact of New Structure

- At the July 19 board meeting, a motion was passed that included the following commitment:
 - That total salaries and stipends (associated with the creation of site coordinator position) will not exceed \$129,000
- In response, the board approved two employees for the position:
 - 1 new staff member at \$49,000
 - 1 existing staff member hired at \$83,500 who's previous annual teaching salary was \$82,052. This position was replaced with a new employee paid at \$49,500
 - Resulted in a net salary savings of \$29,052
- Furthermore, when considering the reassignment of administrative staff previously in the department of athletics in as part of the district's overall administrative reorganization, the district realized an additional savings of \$74,778

District Athletics Department

Mission Statement

- Athletics is an integral part of the education process; therefore, the mission of the district athletics department is to provide:
 - A positive experience for all student/athletes
 - A vehicle for our athletes to develop discipline, self-esteem, and self-confidence
 - An opportunity to emphasize strong values and moral character
 - Ability to make proper decisions in life
 - Develop physical abilities and improve skill levels to compete successfully within their sport
 - To respect each other's abilities and contributions to a team sport

2012 - 2013

GOALS AND OBJECTIVES

- **Review/Amendments – Code of Conduct**
 - Discipline Structure
 - Spectator Behavior
- **Coordinate District Policies/Procedures in both Schools**
 - Medical Examination/Parental Permission forms
 - NJSIAA Requirements
 - Disciplinary Actions
 - Budget Equity
 - Responsibilities of Student/Athletes, Parents/Guardians
- **Define Expectations/Responsibilities of Coaching Staff**
 - Pre-Season Meetings
 - Post-Season Evaluations
 - Out of Season Programs
 - College Placement Assistance
 - Professional Growth

2012 - 2013

GOALS AND OBJECTIVES

- **Review/Amend Policies related to Volunteer Coaches**
 - Guidelines/Responsibilities
 - Screening/Interview Process
 - Recommendation Procedure
- **Review/Amend/ Procedures related to Volunteer Coaches and Team Volunteers**
 - Guidelines/Responsibilities
 - Screening/Identifying/ Managing
- **Review Job Descriptions for Head/Assistant Coaches**
 - What qualities and expectations do we have for the coaching staff
 - What are the expectations of each program

DISTRICT ATHLETIC DIRECTOR'S **RESPONSIBILITIES**

- **Coordinate both High Schools in regard to district policy, procedure, program offerings and budget**
- **Evaluate the performance of coaching staff, volunteer and support staff and make recommendations accordingly.**
- **Interview coaching staff, volunteer and support staff and make recommendations accordingly.**
- **Constantly review and recommend any revisions or amend to district policies related to athletes.**
- **To evaluate all athletic facilities ensuring the safety of our student athletes.**

DISTRICT ATHLETIC DIRECTOR'S **RESPONSIBILITIES**

- **Monitor the academic eligibility of our student/athletes within the requirement of NJSIAA.**
- **Annually prepare and submit a budget that addresses the needs of every sport in our athletic department.**
- **To emphasize and maintain positive relations between both high schools, staff and spectators.**
- **To communicate with Site Coordinators, Principals, Assistant Superintendent and the Superintendent all athletic related matters.**

SITE COORDINATOR'S RESPONSIBILITIES

- **Promote Positive Relationships between High Schools**
 - Interaction of Student Athletes
 - Sportsmanship Seminars
 - Public Image

- **Day to Day Operations**
 - Schedule Changes
 - Confirmation of Officials for Games
 - Coordinate Transportation for Athletes
 - Site Supervision of Events
 - Liaison between Staff/Ad/Parents
 - Distribution/Collection of required forms
 - Coordinate Facility use between the District/Outside Groups

SITE COORDINATOR'S RESPONSIBILITIES

- **AD/Site Coordinator**
 - Weekly Meetings
 - Crisis Management
 - Budget Preparation
 - Policy Review/Amendment Recommendations
 - Daily “Heads Up”

ACCOMPLISHMENTS TO DATE

- **Staff Recommendations**
 - Interviews/Recommendation (2) Site Coordinators
 - Interview/Recommend Staff Positions:
8 Head Coaches, 10 Assistant Coaches and all Fall & Winter Volunteers
 - Expected Requirements for Coaching Positions
- **Participation in “Hero’s & Cool Kids” Program**
 - 51 Students from Wayne Hills & Wayne Valley involved
- **Standardize Recognition of Honor Students/Athletes for both High Schools “Minds & Motions”.**
- **Post-Season Athletic Honors**
 - Post-Season Tournament Participation
 - Individual Student/Coaches Honors

ACCOMPLISHMENTS TO DATE

- **Coordinated and Standardized Operations of Athletic Department in both High Schools**
- **Established equitable practices/procedures for both High Schools Relative to Budget Requests**
- **Conducted post-Season evaluation meetings with all Fall Head Coaches**
- **Maintain Communicative Lines with Site Coordinators, Principals, Assistant Superintendent and Superintendent**
- **In the process of Interviews and Recommendations for the upcoming Spring Season**

What's Next?

- **Establish a Unified District Athletics Handbook for both High Schools**
- **Explore programs that will provide information on:**
 - Physical Fitness and Wellness
 - College Student/Athlete Recruiting Process
- **Coordinate Booster Club Support and involvement with District Athletic Programs**
- **Conduct Winter/Spring Sport Coaching Evaluations**
- **Plan for 2013-14 school year/sports season**
 - Develop budget
 - Re-post for positions
 - Recommend all positions in spring