

SMALL COLLEGE SPARTANS ATHLETICS
2016 – 2017 IMPORTANT DATES/TASKS
Athletic Director: Jonathan E. Small

Greetings Small College Spartans –

I hope you enjoyed your summer as you relaxed but also prepared to get your respective Small College Spartans’ squad ready for the upcoming season. I am eager to see the Spartans have fun and perform under your dynamic leadership and guidance.

This document outlines important dates that I would like you to mark on your calendars along with important tasks that I am going to have you perform to make sure that our athletic facilities and equipment are as safe as possible for our staff, student-athletes, and anyone who will come across our athletic program this year. Athletic administrative staff will input these dates into the Microsoft Outlook calendar so that you will have them electronically but please post this memo in a safe and visible place so that you will remember these dates and tasks.

I will address any questions/comments/concerns that you have at the mandatory pre-seasons meeting for all coaches on Monday 1st of August. Go Spartans!

Sincerely,

Jonathan E. Small
Athletic Director – Small College

AUGUST

WHEN?	WHAT?	WHO?	WHERE?
Monday, August 1st	Pre-season(s) Meeting	ALL COACHES and PERSONNEL involved in Athletics	Small College Athletic Office (Small Fieldhouse)

Agenda: We will review rules/procedures/protocols regarding safety and risk management focussing on changes/tweaks from the year before.

WHEN?	WHAT?	WHO?	WHERE?
Friday, August 5th (Plan on a ½ day of work)	Facilities Walk-Through & Equipment Check TASKS: Men’s Soccer: Catalog and organize equipment Coordinate with grounds crew and do a walk-through of the fields and locker rooms and identify any potential problems Women’s Volleyball: Catalog and organize equipment Coordinate with athletic training staff and do a walk-through of the fields and locker rooms and identify any potential problems Athletic Training Staff: Thoroughly inspect weight-room and training room	Men’s Soccer and Women’s Volleyball Coaching Staff; Athletic Training Staff; Grounds Crew; Athletic Director and staff	Men’s Soccer: Locker Room (Small Stadium) Game and Practice Fields (Small Stadium) Women’s Volleyball: Locker Room (Small Fieldhouse) Gymnasium (Small Fieldhouse) Athletic Training Staff: Training Room and Weight Room (Small Fieldhouse) Grounds Crew: Game and Practice Soccer Fields (Small Stadium)

Agenda: After performing assigned tasks, we will meet in the Small College Athletic Office and debrief discussing any issues found. We will also then review safety procedures/protocols/rules (Incident Reports and documentation, emergency protocols and action plans, etc.) and locations of safety equipment (AEDs, phones, First Aid kits, etc.).

WHEN?	WHAT?	WHO?	WHERE?
End of Week (Thurs./Fri./Sat.) Recurring starting end of Fall Preseason Friday, 8/12/2016	Sports Specific Visits	Athletic Director and Staff	All current season sports practices, facilities, and personnel

Agenda: Aside from impromptu visits, etc. my staff and I will come by at the end of each week to personally see how things are going for you and follow up with any concerns/issues you may have had. Please be prepared to answer questions about any issues with safety and general questions about your program.

WHEN?	WHAT?	WHO?	WHERE?
Friday, August 19th	FALL SPORTS Start of Season Prep Meeting	Athletic Director and Staff; Men's Soccer Coaching Staff; Women's Volleyball Coaching Staff	Small College Athletic Office (Small Fieldhouse)

Agenda: Finalize rosters, discuss communication protocols during season (within campus, with media, with parents/guardians of players, with fans), discuss rule changes (sport-specific), answer any final questions/comments concerns, go over athletic training coverage.

SEPTEMBER

WHEN?	WHAT?	WHO?	WHERE?
Friday, September 9th	SMALL COLLEGE SPORTS SAFETY COMMITTEE MEETING #1	Athletic Director and Staff; Women's Volleyball Head Coach; Men's Wrestling Assistant Coach; Men's and Women's Spring Track Head Coaches	Small College Athletic Office (Small Fieldhouse)

Agenda: Review current Risk Management Plans and all other campus specific protocol; review recent safety issues and discuss necessary action (revision of plans, etc.); discuss budget and plans to purchase

OCTOBER

WHEN?	WHAT?	WHO?	WHERE?
Friday, October 21st (Plan on a ½ day to accomplish tasks)	WINTER SPORTS Facilities Walk-Through & Equipment Check TASKS: Men's Wrestling/Women's Gymnastics: Catalog and organize equipment Coordinate with athletic training staff and do a walk-through of the facilities* and locker rooms and identify any potential problems Athletic Training Staff: Thoroughly inspect weight-room and training room *the focus will be on sport-specific equipment not the gymnasium itself	Men's Wrestling and Women's Gymnastics Coaching Staff; Athletic Training Staff; Grounds Crew; Athletic Director and staff	Men's Wrestling: Locker Room (Small Fieldhouse) Gymnasium (Small Stadium) Women's Gymnastics: Locker Room (Small Fieldhouse) Gymnasium (Small Fieldhouse) Athletic Training Staff: Training Room and Weight Room (Small Fieldhouse)

Agenda: After performing assigned tasks, we will meet in the Small College Athletic Office and debrief discussing any issues found. We will also then review safety procedures/protocols/rules (Incident Reports and documentation, emergency protocols and action plans, etc.) and locations of safety equipment (AEDs, phones, First Aid kits, etc.).

NOVEMBER

WHEN?	WHAT?	WHO?	WHERE?
Friday, November 11th * (Plan on ½ day to accomplish tasks) *Date definitely subject to change given the potential of Spartan post-season play!!!!!!!!!!!!	FALL SPORTS End of Season Meeting TASKS: Men's Soccer: Catalog and organize equipment Coordinate with grounds crew and do a walk-through of the fields and locker rooms and identify any potential problems Women's Volleyball: Catalog and organize equipment Coordinate with athletic training staff and do a walk-through of the fields and locker rooms and identify any potential problems Athletic Training Staff: Thoroughly inspect weight-room and training room	Men's Wrestling and Women's Gymnastics Coaching Staff; Athletic Training Staff; Grounds Crew; Athletic Director and staff	Men's Soccer: Locker Room (Small Stadium) Game and Practice Fields (Small Stadium) Women's Volleyball: Locker Room (Small Fieldhouse) Gymnasium (Small Fieldhouse) Athletic Training Staff: Training Room and Weight Room (Small Fieldhouse) Grounds Crew: Game and Practice Soccer Fields (Small Stadium)

Agenda: After the assigned tasks, we will meet and discuss the season sharing highlights and areas of growth. Discuss end of season checklist and communication (Women's Volleyball) with winter sports concerning gymnasium issues/concerns. Plan on giving your end of season budget requests at this time.

WHEN?	WHAT?	WHO?	WHERE?
Friday, November 18th	WINTER SPORTS Start of Season Prep Meeting	Athletic Director and Staff; Men's Wrestling Coaching Staff; Women's Gymnastics Coaching Staff	Small College Athletic Office (Small Fieldhouse)

Agenda: Finalize rosters, discuss communication protocols during season (within campus, with media, with parents/guardians of players, with fans), discuss rule changes (sport-specific), answer any final questions/comments concerns, go over athletic training coverage.

JANUARY

WHEN?	WHAT?	WHO?	WHERE?
Friday, January 6th (Plan of full day of work)	SMALL COLLEGE SPORTS SAFETY COMMITTEE MEETING #2 INSPECT ALL FACILITIES	Athletic Director and Staff; Women's Volleyball Head Coach; Men's Wrestling Assistant Coach; Men's and Women's Spring Track Head Coaches	Small College Athletic Office (Small Fieldhouse)

Agenda: Inspect all facilities thoroughly. Review current Risk Management Plans and all other campus specific protocol; review recent safety issues and discuss necessary action (revision of plans, etc.); discuss any questions/comments/concerns.

FEBRUARY

WHEN?	WHAT?	WHO?	WHERE?
<p>Friday, February 24th (Plan on a ½ day to accomplish tasks)</p>	<p align="center">SPRING SPORTS Facilities Walk-Through & Equipment Check</p> <p align="center">TASKS: <u>Men's Track/Women's Track:</u> Catalog and organize equipment Coordinate with athletic training staff and do a walk-through of the facilities* and locker rooms and identify any potential problems <u>Athletic Training Staff:</u> Thoroughly inspect weight-room and training room *the focus will be on sport-specific equipment not the gymnasium itself</p>	<p>Men's and Women's Track Coaching Staff Athletic Training Staff; Grounds Crew; Athletic Director and staff</p>	<p>Men's and Women's Track: Locker Room (Small Fieldhouse) Track (Small Stadium) Athletic Training Staff: Training Room and Weight Room (Small Fieldhouse)</p>

Agenda: After performing assigned tasks, we will meet in the Small College Athletic Office and debrief discussing any issues found. We will also then review safety procedures/protocols/rules (Incident Reports and documentation, emergency protocols and action plans, etc.) and locations of safety equipment (AEDs, phones, First Aid kits, etc.).

MARCH

WHEN?	WHAT?	WHO?	WHERE?
<p>Friday, March 3rd * (Plan on ½ day to accomplish tasks)</p> <p>*Date definitely subject to change given the potential of Spartan post-season play!!!!!!!!!!!!</p>	<p align="center">WINTER SPORTS End of Season Meeting</p> <p align="center">TASKS: <u>Men's Wrestling:</u> Catalog and organize equipment Coordinate with grounds crew and do a walk-through of the fields and locker rooms and identify any potential problems <u>Women's Gymnastics:</u> Catalog and organize equipment Coordinate with athletic training staff and do a walk-through of the fields and locker rooms and identify any potential problems Athletic Training Staff: Thoroughly inspect weight-room and training room</p>	<p>Men's Wrestling and Women's Gymnastics Coaching Staff; Athletic Training Staff; Grounds Crew; Athletic Director and staff</p>	<p>Men's Soccer: Locker Room (Small Stadium) Game and Practice Fields (Small Stadium) Women's Volleyball: Locker Room (Small Fieldhouse) Gymnasium (Small Fieldhouse) Athletic Training Staff: Training Room and Weight Room (Small Fieldhouse) Grounds Crew: Game and Practice Soccer Fields (Small Stadium)</p>

Agenda: After the assigned tasks, we will meet and discuss the season sharing highlights and areas of growth. Discuss end of season checklist and communication with spring sports concerning Fieldhouse issues/concerns. Plan on giving your end of season budget requests at this time.

APRIL

WHEN?	WHAT?	WHO?	WHERE?
Friday, April 7th	SMALL COLLEGE SPORTS SAFETY COMMITTEE MEETING #3	Athletic Director and Staff; Women's Volleyball Head Coach; Men's Wrestling Assistant Coach; Men's and Women's Spring Track Head Coaches	Small College Athletic Office (Small Fieldhouse)

Agenda: Review current Risk Management Plans and all other campus specific protocol; review recent safety issues and discuss necessary action (revision of plans, etc.); discuss any questions/comments/concerns. Finalize ordering/purchase of any budgetary items.

MAY

WHEN?	WHAT?	WHO?	WHERE?
<p style="text-align: center;">Friday, May 4th * (Plan on ½ day to accomplish tasks)</p> <p>*Date definitely subject to change given the potential of Spartan post-season play!!!!!!!!!!!!</p>	<p style="text-align: center;">SPRING SPORTS End of Season Meeting</p> <p style="text-align: center;">TASKS: <u>Men's Track/Women's Track:</u> Catalog and organize equipment Coordinate with athletic training staff and do a walk-through of the facilities* and locker rooms and identify any potential problems <u>Athletic Training Staff:</u> Thoroughly inspect weight-room and training room *the focus will be on sport-specific equipment not the gymnasium itself</p>	<p style="text-align: center;">Men's and Women's Track Coaching Staff Athletic Training Staff; Grounds Crew; Athletic Director and staff</p>	<p style="text-align: center;">Men's and Women's Track: Locker Room (Small Fieldhouse) Track (Small Stadium) Athletic Training Staff: Training Room and Weight Room (Small Fieldhouse)</p>

Agenda: After the assigned tasks, we will meet and discuss the season sharing highlights and areas of growth. Discuss end of season checklist and communication with spring sports concerning Fieldhouse issues/concerns. Plan on giving your end of season budget requests at this time.

WHEN?	WHAT?	WHO?	WHERE?
Friday, May 4th *	SMALL COLLEGE Athletics Banquet	ALL COACHES and PERSONNEL involved in Athletics	TBA* *somewhere cool :)
	TASKS: Give out athletic awards Celebrate seasons		

Agenda: Celebrate the year!