CSRF 6326 COACHING ADMINISTRATION

Dr. Veronica Snow

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Required Texts:
Michael D. Sabock, Ralph J. Sabock  Coaching: A Realistic Perspective

Author: VandenBos, G. R. (Ed.). Copyright Year: 2010 Publisher: American Psychological Association.

Required Read: A Sport Specific “X-O” book of choice (to be formally outlined and used for your coaching clinic video)

Course Description: This course provides an extensive overview of responsibilities, duties, and behaviors within the coaching profession. It addresses competencies necessary for administration and management in coaching. The course will provide the study of both X-O’s and the non-X-O components required of most sport coaching positions.

Student Learning Outcomes:
Upon completion of this course, students will be able to:

1. Exchange thoughts and opinions relating to the practical, intellectual, philosophical, and moral issues involved in coaching.
2. Think critically, identify and resolve problems that will benefit in future career path;
3. Apply professional attributes in future careers.
4. Utilize research and class discussions to understand components of coaching administration and to improve writing and speaking skills.

Graduate Institutional Learning Goals:
1. Master Knowledge and Skills
   Students will:
   · Demonstrate advanced knowledge, skills, and values appropriate to the discipline.
   · Demonstrate the ability to work as individual researchers/scholars as well as in collaboration with others.
   · Demonstrate the ability to be creative, critical thinkers with the ability to apply new technologies as appropriate to the discipline.

2. Master Communication and Dissemination
   Students will:
   · Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.
   · Demonstrate global perspectives appropriate to the discipline.

3. Master Leadership and Social Responsibility
   Students will:
   · Comprehend and practice the ethical principles appropriate to the discipline.
   · Understand and value individual differences and have the skills for working effectively in a diverse, changing world.
Course Requirements:

- Class Discussions = 19% of grade
  - Each student will be expected to participate in ALL class discussions.

- Develop a **Professional Resource Manual** (35% of grade) which must include:

  1. Administrative Coaches Notebook
     a. Agenda for Parent Meeting
     b. Recruiting Plan
     c. Cutting Policy
     d. Job Descriptions Head Coach Assistant Coaches Managers Student Assistants Filmers
     e. Purchase Equipment Plan
     f. Schedule for Season Games including scrimmages
     g. Budget for one sport including equipment/travel to games/meals/recruiting/etc.
     h. Plans for three different ideas for fundraising for team need or additional travel opportunities.
     i. Any additional items you decide need to be in a Player’s Notebook

  2. Player Notebook
     a. Coaching Philosophy
     b. Rules/Guidelines for Team
     c. Academic Guidelines/Expectations
     d. Contact Information
     e. Social Media expectations
     f. Practice Guidelines
     g. Game Day Guidelines
     h. Travel/hotel/eating out expectations
     i. Motivation material
     j. Three (3) non-“X-O” articles related to coaching administration (i.e.: recruiting, booster club oversight, etc.). No more than two articles on any one issue.
     k. Any additional items you decide need to be in a Player’s Notebook

  3. Coaches Notebook
     a. Season Practice Plan outline with details for at least 1 week of practices
     b. Write a **book outline of chosen sport “X-O”** book.
     c. Develop a **3-5 minute video** of instruction.
        Post in YouTube and place URL and short description on paper.
     d. Three (3) available clinics and workshops
     e. Three (3) additional “X-O” sport specific books
     f. Three (3) non-“X-O” coaching books each covering a specific coaching issues (i.e.: equipment management, turf management, sport fundraising, etc.)
     g. Three (3) sport related theses/dissertations
     h. Three (3) related sport research journals
     i. Three (3) related coaching associations
     j. A list of three (3) short video clips from movies which you could use to provide inspiration or make a point related to a teachable moment with your team. Include a full APA format citation for this clip and a link in which one may click to access it. Write a short (200 word) blurb about the clip and for what situation you believe it could best be used.
     k. Any additional items you decide need to be in your coaches notebook

  ✓ **3d-i:** Each section items must be explained as to their relevance to coaching education, follow APA guideline procedures in listing the citation, and include a short summary explaining each.

  ✓ **2j:** Copies of each article, for 2j, are to be saved as a pdf, with a cover page, a listing of the APA formatted citation, and a short summary of the article.

  ✓ **December 6** - All three Notebooks are due.
Labs: 25 % of Grade:
- Work a minimum of 6 events (must be at least two different sports) this semester as assigned.
  A. Friday night football games (Friday 2-3 games end each Friday, September 8 and 15 and October 13 and 27 and November 10.
  B. Basketball tournament Research and work(tentative Dec 1-3) (work begins in September)
  C. Other as assigned or requested.

Professional Development
Grade 11%: Must attend a professional development activity and complete community service to receive this grade. Documentation in writing explaining what you did and learned from the experience required to be in your portfolio for credit.

Portfolio
Grade 10%  Due December 7, 2017. Complete with all work from class.
Portfolio Should Include:
1. Cover Page
2. Table of Contents
3. Syllabus
4. Time Management Plan
5. Class Discussion Handouts
6. Handouts from Professor
7. Lab Experience Reflection
8. Professional Development Reflection

Grading Policy
Professional Development: 11%
Class Assignments/Discussions 19%
Labs 25%
Resource Manual 35%
Portfolio 10%

Late work will automatically drop your letter grade before being graded.

Refer to Graduate Learner Contract for additional Information.

Attendance Policy
Unexcused absences will result in a drop in one full letter grade. Arriving to class late will result in a 20 point deduction from the professional development point total (for each infraction).

University Policies:

Academic Honesty
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Department of Kinesiology and Coaching, Sport, Recreation and Fitness Program adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/content/files/17358-university-honor-code. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

Plagiarism
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center [http://www.angelo.edu/dept/writing_center/academic_honesty.php](http://www.angelo.edu/dept/writing_center/academic_honesty.php).

**Students with Disabilities**

1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

**Student Absence for Observation of Religious Holy Days**

“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.”

**Incomplete Grade Policy (OP 10.11 Grading Procedures)**

ASU policy is that incomplete grades be reserved for student illness or personal misfortune. Please contact me if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.
# CSRF 6326 Time Line (tentative)

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<th>Date</th>
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<th>Topic</th>
<th>Assignments/Activities/DUE Dates</th>
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| August 30  | 1   | Course Orientation         | Review Course Syllabus and ASU Honor Code. Select “Mark Reviewed” to agree to terms of the course and ASU’s policies and access course content.  
- Sign up for teams for Applied Events Experiences.  
- Football, Cross Country, Basketball, Soccer, Volleyball, etc.  
- Sign up for research for tournament program development |
| September 6| 2   | Read Ch 1-2                | DUE Sept 6  
- Read Chapters 1-2: Create drafts of the following: personal coaching philosophy, and non-sport specific books. |
| September 13| 3   | Read Ch 3-4                | DUE September 13  
- Read Chapters 3-4: Create drafts of the following: Statements of ethical standard for coaches and players, 3 coaches associations, 3 research journals, and 3 research articles non “X-O” |
| September 20| 4   | Read Ch 4-5                | DUE September 20  
- Read Chapters 4-5: Create drafts of the following: goals for a season, motivational ideas, team building ideas, year plan as a coach (when does what need to be done by?) |
| September 27| 5   | Read Ch 6-7                | DUE October 5  
- Read Chapters 6-7: Drafts of the following: Job descriptions for you and your staff (Head, Assistants, Graduate Assistants (HS), Student Assistants, Mgrs, etc.), 3 workshops/clinics, 3 “X-O” books, 3 Non “X-O” books. |
| October 4  | 6   | Read Ch 8                  | DUE October 12  
- Read Chapters 8: Create drafts of the following: Recruiting Plan |
| October 11 | 7   | Read Ch 9                  | DUE October 11  
- Read Chapters 9: Create drafts of the following: Off Season Plan, Calendar (months) showing overview and Equipment Purchase Plan |
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<th>Module 8</th>
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<th>DUE October 18</th>
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<tr>
<td>October 18</td>
<td>8</td>
<td>Read Ch 9</td>
<td>• Read Chapters 10: Create drafts of the following: Plans for Media needs, and Preseason Practice plans (overview and detail for 3 days).</td>
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<th>Module 9</th>
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<th>DUE October 25</th>
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<td>October 25</td>
<td>9</td>
<td>Read Ch 10</td>
<td>• Read Chapters 11: Create drafts of the following: Final preparations plan for season, first meeting with athletes, detailed practice plans (1 wk. min.), Practice procedures and policies, and pregame and postgame procedures.</td>
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<th>CONNECT SHOWCASE (TBD Date)</th>
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<td>November 1</td>
<td>10</td>
<td>Read Ch 10</td>
<td>Regional VB Tournament SAISD</td>
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<td>DUE November 1</td>
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<td>• Read Chapters 10: Create drafts of the following: motivation – theme for season, discipline plan and cutting plan.</td>
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<th>Module 11</th>
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<th>DUE November 8</th>
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<td>November 8</td>
<td>11</td>
<td>Read Ch 11</td>
<td>• Read Chapters 11: Create drafts of the following: Parent Letter, parent meeting agenda, official’s plan, rules regarding drugs, hazing, etc., and social media plan.</td>
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<th>DUE November 15</th>
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<td>November 15</td>
<td>12</td>
<td>Read Ch 12</td>
<td>• Complete IDEA</td>
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<td>• Read Chapters 12: Create drafts of the following: Coaching points for staff, “XO” book outline, you tube video of you instructing.</td>
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| Module 13         |          |          | NO Class Thanksgiving HOLIDAY                      |

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<td>14</td>
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<td>• Complete IDEA</td>
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<td>December 13</td>
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<td>• Portfolios Returned</td>
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<td>• Attendance at Thursday night’s Seminar</td>
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