

- Become comfortable with our league's website. <http://eastsideal.org/home>
- Participation by every school at the league's Athletic Directors meetings is **MANDATORY**. Absences carry a **\$100.00 fine**. (Suggestion: Recruit one or two potential staff members to attend in your absence)
- League responsibilities are shared by all schools. The roles include Officers, Scheduling, tournament directors. etc. Every school should take their turn in these roles.
- **At the first AD meeting,** (The meetings are usually held in the staff room at the front of the school), league dues are established by the league Treasurer. The dues must be paid before the THIRD meeting. The league's AD contact list will be updated. Each school's participation in all sports is confirmed. Tournament directors are determined or confirmed. We will schedule the Cross Country and Softball seasons. Bring copies of last year's team schedules and your school calendar.
At the second AD meeting we will schedule all sports with the exception of Track and Field, which we will do early in the new year.

Bring copies of last year's team schedules and your school calendar. Refreshments will be provided. You will sit at a table with fellow members of the sports division. You will be provided documents about games/matches. (an example is included in the file).

Each school will come to an agreement on who is hosting game to game. Because of the changing sports divisions, you may have to move to a new group after that sport's scheduling is completed. After confirming dates for your league, you will then roam the room acquiring pre-season games/matches. After building your new game schedules, all Athletic Director must exchange copies of schedules with all opponents to avoid conflicts or mis communication. It is the Athletic Director responsibility to schedule officials for their own home game/matches and any playoff game you host. The officials must be from an organization. Greene sports is an organization which is highly used however it is NOT mandatory you procure you officials from this organization.

- On the next page is an example of what a scheduling document looks like. You will receive a similar looking document for every sport you school is participating in by division. Your division's participation may vary from sport to sport.

Central Volleyball SAMPLE

	19-Mar		Home/Away				28-Mar
	Adelante	Bridges					Adelante
	Herman	Davis					VC
	VC	Sylvandale					Sylvandale
	21-Mar						2-Apr
	Adelante	VC					Adelante
	Sylvandale	Herman					Davis
	Davis	Bridges					Bridges
	26-Mar						
	Adelante	Davis					Playoffs: April 9,10, & 11
	Bridges	Sylvandale					
	Herman	VC					

Yours, Mine and Ours

Preseason

Reserve facilities- Athletic Director

Hire coaches and verify their coaching Eligibility- Athletic Director

Order equipment and order uniforms -Athletic Director with input from coach. Special attention should be made to order uniforms, numbering, and lettering which adhere to the particular sports rules listed in the NFHS rules book. For example, basketball numbers front and back without using the numbers 6,7, 8 & 9.

Order First aid supplies-Athletic Director with input from the coach.

Develop game schedule -Athletic Director with input from coach.

Ordering officials; Assigning chaperones- Athletic Director; Arranging for gate and concessions- AD

Develop tryout fact sheet handout & arrange for tryout fact sheet meeting- Coach.

Producing a tryout schedule & Check for player's eligibility- Coach

Select teams' personnel -Coach, with input from the Athletic Director.

Organize Blue and White Parent's meeting- Coach with input from the Athletic Director.

GO OVER OUR ESAL SPORTS BYLAWS WITH COACH. We use the NFHS rules as our base but have specific league exceptions listed in the BYLAWS (you can find them in the league Constitution)

Recruit and train "score keeper"- Coach with input from the Athletic Director

Season

Recruit and train “Stat keepers”- Coach.

Recruiting and training a clock operator – Athletic Director

Produce practice schedules- Coach.

Establish away game procedures including transportation and safety.

Establish early release from class for away games. Coach/Athletic Director

Secure the facility and equipment at the end of practice- Coach...

Arrange for yearbook and team photographs- Coach VSN 408 683-9151

Keep team room and ballroom clean- ours

Set up scorer’s table (physical setup, personnel, score books which must be monitored by an adult- AD

Have a copy of the league sports bylaws at every game/match- Coach.

Weekly updates to opposing schools of games. game times, game sites-AD.

Double checking the assignment of referees through Arbiter- AD

Reporting of Scores- Initially the AD is linked to the website, however she/he can edit the website to have the coach receive the email prompt to report game results. (See next page)

Post Season

Reacquire uniforms at the end of the season- Coach/Athletic Director, especially if the coach is a walk-on.

Arrange for post season party/awards event. - Coach

*Arrange for post season party/awards event. – Coach**

Post-season debriefing meeting- Athletic Director with input from coach.

Assess future uniform needs- Coach/Athletic Director

*- Team party should be held within in two weeks of the conclusion of the season. All uniforms must be turned in before a party can be scheduled.

The definition of roles and responsibilities in this document is HIGHLY SPECIFIC to Britton Middle School and their AD's relationship with the coaching staff, including walk on coaches. Feel edit to it your style and your school's needs.

Login for NEW users only: visit www.eastsideal.org

- Once there you will click on Admin sign-in located in lower right-hand corner of screen
- Username is your email that is listed on our Contacts page. Contacts page is located by visiting www.eastsideal.org

- Hover over “League Info” and then click on “League Contacts.”
- Password is esal2018 * *you can change your password after you have logged in by clicking on your First and Last name at the top right of the screen.*

Login for RETURNING users: visit www.eastsideal.org

- Once there you will click on Admin sign in located in lower right-hand corner of screen
- Username is your email that is listed on our Contacts page. Contacts page is located by visiting www.eastsideal.org
 - Hover over “League Info” and then click on “League Contacts.”
- Click “Forgot password” and then enter the email that is listed on our Contacts page, and you will receive an automated password reset.

HOW TO EDIT THE CONTACT FOR A COACH THAT IS REPORTING SCORES

Once you are logged in and at the site admin map you will:

1. hover over “Schedules” and then click on “Leagues and Divisions.”
2. Find the Sport & Division you are looking for and click on the BLUE division name with the sport you are looking for: For example- I will click on “Central” under Boys Soccer Spring 2018 if that is my division.
3. Once there you will click on “2 Teams” and the list of schools will come up in your division.
4. Click on the little pencil in your school row and edit your coach’s name and Primary email and click save. (primary email is the email for reporting scores)

FINDING LEAGUE INFORMATION

League Info Tab: Contacts, League Meeting Dates.

Downloads Tab: By-Laws, Constitution, League Meeting Minutes

Schedules Tab: Current Division Schedules and Standings for in-season sports.