

Bromley & Giruzzi

Physical Education, Health & Athletic Department

Consulting Services

Michael D. Bromley, CAA | Michael P. Giruzzi, CAA

To assist with bi-weekly meetings, we have organized talking points based on the established Varsity Head Coach responsibilities and evaluation criteria.

You could take one area and talking point for each touch base with the coach.

1. Program Leadership & 7-12 Alignment

Use these points to ensure the coach is maintaining the program's vision across all levels:

- **7-12 Program Oversight:** How is the program vision being implemented from modified to varsity levels? Are sub-varsity programs learning the required "exit skills"?
- **Coach Visibility:** Are you maintaining presence and visibility at all levels, including attendance at sub-varsity games and practices?
- **Culture & Philosophy:** Reviewing the team's culture—are they actively practicing "championship program" behaviors like scouting, off-season preparation, and modeling appropriate body language and sportsmanship?

2. Communication & Relationships

Communication is a "crucial area of concern" for program success.

- **Stakeholder Engagement:** Are parents and athletes receiving clear, consistent communication? Review the current effectiveness of the team's social media and communication usage.
- **Concern Resolution:** Are you following the "chain of command" for problem-solving (player-to-coach first, then parent-to-coach)? Are there any unresolved parent concerns that require my intervention?
- **Booster & Community Connection:** How are you leveraging your relationship with Sports Boosters for funding or support? How connected are you to the local youth feeder programs?

3. Administrative Compliance & Safety

These points ensure the program remains compliant with district and Section V regulations.

- **Eligibility & Paperwork:** Review academic eligibility reports and any pending paperwork (e.g., injury reports, roster updates, or recertification statuses in Arbiter).

Bromley & Giruzzi

Physical Education, Health & Athletic Department

Consulting Services

Michael D. Bromley, CAA | Michael P. Giruzzi, CAA

- **Safety Protocols:** Are all practice and game safety procedures being strictly followed, including appropriate athlete supervision, injury protocols, and equipment storage?
- **Rule Changes:** Ensure they are up to date on any new Section V, MCPSAC, or NYSPHSAA rule changes or interpretations that impact the current season.

4. Operations & Logistics

Focus on the practicalities of running the team.

- **Resource Management:** Are there issues with equipment/uniform inventory, storage, or collection
- **Contest & Practice Planning:** Discuss any upcoming scheduling conflicts, venue preparations, or specific administrative needs (vouchers, facility usage)

5. Staff Development & Feedback

- **Staff Performance:** Discuss the coaching staff's development, loyalty, and commitment to the program. This also includes the head coach's performance and development within their position.
- **Areas of Growth:** Based on the evaluation criteria, identify one specific "area of growth" for the program to focus on in the next two weeks.
- **Off-season Planning:** For long-term development, start discussing plans for off-season work, clinics, or open gym/field opportunities.

Bromley & Giruzzi
Physical Education, Health & Athletic Department
Consulting Services

Michael D. Bromley, CAA | Michael P. Giruzzi, CAA

Draft email

Dear [Coach Name],

To support the continued success of our [Sport] program, I would like to establish a bi-weekly meeting to touch base. These check-ins will provide a dedicated time for us to discuss program progress, address any immediate challenges, and ensure we are aligned to our departmental goals.

I value our partnership, and I want to ensure you have the support you need to lead the program effectively. During our sessions, we will touch upon the following key areas:

- **Program Leadership & 7-12 Alignment:** Reviewing the program vision, culture, and visibility across all levels (modified to varsity).
- **Communication & Relationships:** Stakeholder engagement, effective parent/community communication, and concern resolution.
- **Administrative Compliance & Safety:** Monitoring eligibility, paperwork, and ensuring all safety protocols are being strictly followed.
- **Operations & Logistics:** Managing equipment, scheduling, transportation, and facilities.
- **Staff Development & Future Growth:** Discussing coaching staff performance and long-term planning for the program.

I am looking forward to scheduling our first session during the week of [Date]. Please let me know if [Day of week/Time] works for your schedule or propose a time that is more convenient for you.

Thank you for your ongoing commitment to our student athletes.

Best regards,

Athletic Director