

# **PROGRAM PHILOSOPHY**

NIC OLNEY

# Academic Progress Plan

- All freshman must report for 8 hours of study table each week. 4 of these hours are supervised by a member of the coaching staff in the library.
- Study table logs are checked each week by the coaching staff.
- All freshman must complete self-reported progress reports each Friday to gauge their current academic standing.
- Academic progress report #1 is completed for each class prior to midterms of each semester. We use these reports and the midterm GPA to identify student-athletes who are struggling. For those students who are identified, we set up weekly informal meetings with the student-athlete to discuss their classes and progress. Any student-athlete who has a D or F in a class, or below a 2.0 gpa, is required to go to the Academic Resource Center for some of their study table hours.
- Academic progress report #2 is completed 2 weeks prior to finals for those student-athletes who were identified as “at-risk” on report #1. Any student who has a D or F in a class is required to visit the Academic Resource Center for finals preparation.
- Any sophomore, junior, or senior who has below a 2.75 gpa at the end of any semester is required to complete the following:
  - 8 hours of study table
    - 4 on their own
    - 4 mandatory supervised
  - Weekly Progress Reports
- Any student-athlete who has below a 2.0 gpa at the end of any semester is required to complete the following:
  - 10 hours of study table per week:
    - 2 hours at the Academic Resource Center (have them email head coach to confirm hours)
    - 4 hours on their own
    - 4 hours mandatory supervised
  - Weekly Progress Reports
- An academic planner must be presented at mandatory study tables
- Have professors complete a grade check every 2 weeks.

# Academic Progress Plan

- We will and must consistently promote the importance of academics at all times.
- The goal of our program is to have 100% graduation rate and above a 3.3 gpa among our players
  - 100% Class attendance: Contact your instructor in advance if there is a problem.
  - Missed Class: If players are going to miss class because of a game, they must let their instructor know in advance so they can reschedule any tests or quizzes.
  - Players must not wait until the last minute.
  - Practice is not an excuse to miss any class or class-related activities.
  - In Class: Players must be attentive, respectful and participate in all of their classes. Players will sit at the front or towards the front of each class
  - Study Hall: If you are required to attend study hall, be prompt and prepared with work. If you are having difficulties with a class, see your instructor, advisor, or your head coach as soon as possible.
  - Students will be expected to use the on-campus resources.
  - All freshman must report for 8 hours of study table each week. 6 of these hours must be supervised by a member of the academic staff for athletes. Study table attendance logs are checked each week by the coaching staff.

# DEVELOPING A CULTURE

---

## Our Core Values:

---

1. **Commitment** : "How bad do you want it?" Commit to the Process and Program

---

2. **Together**: "Stay Together, Work Together, No Matter What." FAMILY!

---

3. **Discipline** : "It's not about what you feel like doing." It takes what it takes!

---

4. **Toughness** : "You have to be able to overcome hard."

---

5. **Attitude/Effort** : "You get out what you put in." -150 RULE

---

6. **Pride**: "Take pride in everything you do."

**IT'S NOT WHAT YOU DO, BUT HOW YOU DO IT!!**

# GET TO WORK— 1<sup>st</sup> 30-day plan

## WEEK 1

- Begin new hire paperwork & procedures.  
New Hire Orientation  
School ID, Parking Pass, Email, Computer, Video editing access, recruiting database
- Read the university employment manual & athletic department policies.
- Get acquainted with league by-laws, procedures, meeting schedule, officers, etc.
- Meet, get to know as many people in Athletics office as possible especially custodians and admin assistants
- Meet with program stakeholders
- Set up football office.
- Collect complete roster list & player's contact information.
- Meet within first week with Players – each class by grade level
- Meet with Assistant Coaches
- Begin to evaluate the coaching staff needs & create a support staff plan.
- Launch/re-launch or create social media accounts for program; become a large presence
- Begin analyzing previous season film
- Survey all stakeholders via SurveyMonkey.com
- Meet with Strength Coach if have one
- Begin assessing the team's recruiting needs.
- Budget meeting - Analyze and modify budget
- Plan and finalize AFCA trip

## WEEK 2

- Continue assessing the team's recruiting needs-returning depth charts
- RECRUIT, RECRUIT, RECRUIT!!
- Get print out to potential recruits
- Plan of action for coaching staff needs
- Plan of action for football office needs-CULTURE!!
- Tour and evaluate game and practice facilities; explore risk management issues
- Meet with Admissions/Financial Aid Departments to learn their process
- Meet, get to know as many employees as possible
- FILM, FILM, FILM!!
- Meet with Boosters/Alumni
- Evaluate equipment inventory; determine needs list for upcoming season
- Meet with Head Athletic Trainer.
- Meet with Assistant Coaches
- Send student-athletes questionnaire:  
Player information  
Equipment/apparel sizes  
Parent/guardian contact information
- Collect spring class schedule.
- Meet with the Athletic Director:  
Review previous season positives & what needs improved.  
Review general operations & expense accounts.
- Other clinics/spring ball
- FAMILY FRIDAY—have lunch/dinner with retained coaches and staff family's

# GET TO WORK—

## 1<sup>st</sup> 30-day plan

### WEEK 3

- RECRUIT, RECRUIT, RECRUIT!
- Action for coaching staff needs
- Meet with other coaches within the athletic department.
- First community event-high 5 Mondays
- Meet with academic office:
  - Check on returning players grades & eligibility.
  - Check on enrollment status of new incoming student-athletes.
- Meet with Boosters/Alumni
- Take a campus tour-hear what potential recruits hear
- FILM, FILM, FILM!!
- Finalize football office
- Develop Spring/Summer offseason calendar
- Begin gathering game film from past seasons
- Send out introduction email to student athletes' parents/guardians.
- Depending on timing- get out to each high school in area to meet Head Coach
- Meet with Head Athletic Trainer.
- Meet with Strength Coach.
- Finalize practice & game schedule for fall season.

### WEEK 4

- RECRUIT, RECRUIT, RECRUIT!
- Community event-high 5 Mondays
- Staff finalized-1<sup>st</sup> official full staff meeting-culture and expectations
- Begin gathering game film from past seasons.
  - Meet with Athletic Director about upcoming fall & spring schedule.
- FILM, FILM, FILM!!
- Meet with Head Athletic Trainer
- Meet with Director of Internal Operations:
  - Discuss spring & end of summer practice facility availability.
- Discuss fall camp locations
- Depending on timing- get out to each high school in area to meet Head Coach
- Evaluate Social Media Platforms.
- Get print out to potential recruits
- Review conference by-laws, procedures, meeting schedule, officers, etc.
- Begin planning first prospect camp.
- FAMILY FRIDAY—have lunch/dinner with complete coaches and staff family's

# PLAYER'S EXPECTATIONS

## **General:**

- Refrain from inappropriate language.
- Absolutely no hazing of any kind.
- If there is any question, don't do it.
- Be respectful of others when they are talking.
- Positive body language and positive self-talk.

## **Timeliness:**

- Be on time or earlier for all of your classes.
- Be on time or earlier for all football functions.
- We will have itineraries for all practices, games, and travel.
- If you will be late, it is your responsibility to let a coach know as early as possible.
- Your participation in all team functions, including meetings, practices, conditioning sessions, and games is expected unless previously excused by a coach.
- Do not tell someone else to cover for you.
- Take care of any training room issues BEFORE practices and workouts—do not use this as an excuse for being late.
- If you do not have time to visit the training room between classes and practice/workouts, please advise the coaching staff ahead of time.

## **Facilities:**

- Leave places better than when you got there.
- Keep the locker room as clean as possible.
- Pick up any trash in locker room, the field, or any facility we use.
- This pertains to the facilities that we visit as well.

## **Personal Responsibility:**

- Accept personal responsibility for all of your actions and behaviors.
- Do not place blame on others or settle for making excuses.

## **In the Classroom:**

- Be on time or earlier for all of your classes.
- Be a positive contributor to the classroom environment.
- Sit at or near the front of the classroom.
- Set a positive example for your peers.
- Interact with your teachers frequently.
- Student first, athlete second.
- Class attendance is expected.
- Contact your professor in advance if there is a problem.
- If you are having difficulties with a class, see your instructor, advisor, or your head coach as soon as possible.
- If you are going to miss a class because of a game, remind your professor a couple of days in advance.
- If you are going to miss a quiz or test because of a game, let your professor know in advance so that it can be rescheduled.
- Practice is not an excuse to miss any class or class-related activities.
- You can make up your missed practice time on your own—see the head coach.
- Do not skip classes, group projects, or study sessions for practice.

## **Equipment Care:**

- The equipment that is issued to you is your responsibility.
- It is essential that you take excellent care of your equipment through proper cleaning and security.
- You are responsible for it and will be required to pay for it if it is lost, stolen, or damaged.
- Never wear the gear for anything except for the event for which it is intended.
- Being well dressed for practices and games is part of the pride we want to carry as a program.
- Respect the belongings of your teammates.

# PLAYER'S EXPECTATIONS

## **At Practice:**

- Dress in team issued apparel.
- Everybody dresses the same.
- Unless you have class or are excused ahead of time, you should be ready to practice at designated time.
- If you are going to be late you need to let a coach know before practice, do not rely on someone else to relay the message.
- Make sure you are helping with set up & tear down of practice.
- Make sure that all equipment needed for practice is out and ready.
- Practice like you are going to play: be intense.
- Start FAST!!
- Be a good teammate-be physical but watch out for each other!
- No less than 100% from start of practice to the end
- - practice time is FOOTBALL time!
- Communication is key – talk to your teammates.
- Be coachable.
- Do not give up on a drill.
- Always hustle, do not walk on the field or in between drills.
- Leave all outside distractions in the locker room.
- Be positive and uplifting to teammates.
- Compete in everything we do.

## **Travel:**

- Make sure your assigned equipment is loaded prior to leaving campus and prior to leaving opponents facility.
- Do not rely on someone else to take care of your responsibility.
- Always represent the program, the university, and yourself in a positive manner.

## **On the Field:**

- Respect the game.
- Show great sportsmanship.
- Never argue with an official.
- Refrain from drawing negative attention to yourself.
- Do not show up your opponents.
- Win/Lose with class!
- Keep your composure at all times.

## **In the Community:**

- Refrain from inappropriate language and behavior.
- Be on time everywhere you go.
- Always represent the program, the university, and yourself in a positive manner.
- Respect the history of the program: Every member of the program should have high expectations for themselves and the team-take pride in who we are.
- The tradition that you are being asked to uphold here is the same tradition that your predecessors have worked so hard to create.
- Respect what others who have come before you have built and continue the tradition by leaving a positive legacy.

## **Alcohol and Drug Use:**

- All policies outlined in the athletic department code of conduct will be followed.

## **Social Media:**

- Keep all social media posts, whether private or public, appropriate at all times.



## Practice Expectations:

---

- We have 1 speed when we play and that is FULL SPEED 4-6 seconds of attack mode
- Will not allow anyone to take a play off any time at practice or a game, Team Standards
- We are always getting reps at practice physical or mental; at no point do we tune out
- Wear the exact gear that is required for that practice
- Run on the field from drill to drill and never walk during practice; that begins with stretching and continues to the last rep of practice
- Bring uncommon focus to practice to understand the what, how, and why of reps; "Physical Classroom"
- We meet with **purpose** and we engage in the classroom and walk thru's to be prepared to practice with elite effort
- Get ready with a sense of urgency between meeting and practice; no one should have to wait on you because you did not plan ahead
- We compete the entire time of practice mostly with ourselves; Our teammates know we must make each other better through competition
- Our coaches coach and never should be standing around. Lazy coaches will not be tolerated
- You will get coached. We will enjoy success when it is done right and point out corrections when it is done wrong
- We always know the tempo in our practice. There is no excuse for this and we will never put a teammate in harm's way by doing our own thing. Pissed off is not permission.
- Special teams' period should bring out the best in our team and those involved
- Understand if you do not do these things Coaches will not practice you and ultimately will not play you
- At the end of practice we will listen with intention and focus; no one should be a distraction
- In the locker room after practice give yourself five minutes away from distraction to give yourself a chance to reflect and absorb the practice. Great players make time to think about their game.
- Never allow yourself to lose because of subpar practice habits and standards. This will fall on the shoulders of every one of us. Elite is uncommon and elite is rare.
- Great practice teams become great playing teams. Take complete joy in the process.

**NEVER LET YOUR OPPOSITION DICTATE YOUR PREPARATION**

# Program Goals

- ❖ Academic success – 100% graduation rate, improve academic performance
  - ❖ (team GPA >3.3).
- ❖ Increase Retention Percentage
- ❖ Improvement in recruiting success.
- ❖ Promote mental, emotional, intellectual, social, and spiritual growth of the student-athlete.
- ❖ Increase team involvement in community and university related affairs and events.
- ❖ Keep athletes healthy and injury free.
- ❖ Emphasis on strength & conditioning program.
- ❖ Emphasis on overall player improvement and development: physically, mentally, spiritually.
- ❖ Emphasis on Preparation.
- ❖ Increase winning percentage every year.
- ❖ Improvements and contributions in fundraising efforts.
- ❖ Maintain and improve practice fields, stadium, weight room, and any other football facilities.
- ❖ HAVE FUN!!

# KEYS TO SUCCESS

- 100% class attendance, study tables (if needed).
- Pride in everything we do!!
- Extra effort on and off the field by all involved with the program.
- Strong recruiting effort by all involved in the program.
- Represent the individual, the team, the program, and the university in a professional and classy manner, both on and off the field.
- Increase football knowledge.
- Prepare for opponents through detailed scouting reports and film breakdown.
- Get involved in university and community affairs.
- Commitment to the program.
- Commitment and strong effort in the weight room.
- Take care of yourself: eat healthy, rest, treatments, study.
- Ask yourself every day, “What have I learned and what have I done to improve myself and the team.”
- Set personal and team goals and have a plan to ensure that those goals become realities.
- Build strong relationships with each player.
- Efficient and organized practices.
- Emphasize extra work outside of practice.
- Build relationships with area and regional coaches (youth, HS, other colleges).

# COACHING STAFF EXPECTATIONS/ ROLES

The coaching staff is an important part of the football program. Members of the coaching staff will contribute their knowledge and skills in helping develop the players, as well as aiding the head coach in building a championship-caliber football program. It is imperative that the coaching staff has passion for coaching. If a coach isn't passionate about what they do, they will not reach their full potential. The staff must also be loyal, not only to the head coach, but the team and the university. They must be open-minded, professional, enthusiastic, and have integrity.

## **Head Coach and Coaching staff Musts:**

Loyalty - no exceptions.

Loyalty to the school, administration and each other.

Be the culture driver!!

We have to keep this a place they WANT to be

Coaches must build relationships

Deal with all coaching situations with honor and integrity

Never be outworked

Have both short-term and long-term goals for the program that everybody knows and understands so that everyone can work towards those goals

Plan and organize each day's activities.

Be prepared and early for every meeting, drill, practice.

Follow the practice schedule

Make the experience memorable for the players and everyone involved with the program.

Drive and maintain a positive atmosphere that is conducive to success.

Open door policy

Listen to assistant coaches/administration's suggestions and philosophies.

Treat ALL members of the program and university with dignity and respect.

- Be extremely loyal to the assistant coaches and do everything possible to help them grow professionally.
- Communicate all decisions with assistant coaches and keep them fully informed.
- Always keep assistant coaches and their families above all else.
- Love, serve, and care for the players and assistants as if they were your own family.
- Keep the well-being of the players as the most upmost importance.
- Be active and involved with: other teams within the athletic department; the faculty; other university events; the community, football alumni.
- Don't expect anything less than perfection in every aspect of the program. Perfection is unattainable, but we should continue to strive for it.
- Do everything you can do to develop a winning attitude.
- Study and work hard to make yourself a great coach. Educational growth is a must for any coach in order to maintain, sustain and develop new innovative ways of coaching, new teaching techniques, and better ways to improve teaching.
- Be professional in attitude, responses, work/personal appearance.
- Be sincerely interested in the success of our players and other members of the coaching staff.
- Never give up on a player.
- Be positive and never doubt that we will be successful.
- Be creative and have the ability to think on your own and apply gained knowledge of the game.
- Never take your disagreements to practice.
- Don't get complacent as the season goes on. Don't let the little things slide in the discipline of our players; this will lead to poor habits.
- Strive to make your group the best on the field, take pride in your work.
- Never lose your poise or confidence, coach those things that you know how to fix.
- Players must perform on the practice field with a sense of urgency, hustle is the key ingredient. Continue to remind them of the standard.
- Gain the respect from your players, don't demand respect, you must earn it.
- Talk to your athletes about the importance of classroom demeanor, doing well in class, staying current on all classroom assignments and homework.
- Develop the character of the players you coach. In order to do so, you must provide a positive example.
- Have a presence after practices. Make sure every player leaves with a positive feeling about the day. Never try to be the first one out the door.
- Be yourself. Be consistent. Be fair. Be firm. Be available.
- Accept nothing less than 100% effort.

# COACHING STAFF EXPECTATIONS/ ROLES CONT.

- Provide a safe, inclusive, and welcoming environment for all participants.
- Use positive coaching strategies to motivate student athletes.
- Create an environment where mistakes are viewed as learning opportunities.
- Be honest with all athletes about their abilities and short comings.
- Develop practices where players can learn and are engaged at all times.
- Develop a competitive environment that allows the players to develop and improve.
- Remember to have fun and be human.
- Be prepared for practice and drills before hitting the field.
- Coaches are servant leaders and responsible role models.
- We should always be striving to develop deep relationships with our players. However, coaches should always maintain a relationship that is professional. In nature. We are their coaches, not their friends.
- Provide discipline and structure for each player and help them mature and grow as young men.
- Be firm, fair and consistent regarding discipline.
- Embrace the new ideas and philosophies and accept change (conceptual, not just physical acceptance).
- Always use appropriate language.
- Be sincerely interested in the success of our players and other members of the coaching staff.
- Constantly focus on the little things.
- Take pride in your positional group and the work they do.
- Each coach must be completely committed to the program and must maintain unwavering support of the program in public and in front of the team.
- The players have to trust us and know that we are there to support them in their journey toward becoming good people. We must have genuine care and concern for the young people we are responsible for

# COACHING STAFF EXPECTATIONS/ ROLES

## 10 STEPS TO SUCCESS IN COACHING

The following 10 steps have been adapted from the book, Winning Every Day, written by Lou Holtz, former head football coach at Notre Dame, Arkansas, Minnesota, and S. Carolina.

### **The Power of Attitude**

Your talent determines what you are capable of doing, your motivation determines what you do, but your ATTITUDE determines how well you do it!

Don't underestimate the power of attitude. If you believe we will be successful, our kids will sense it and will begin to believe themselves. Be positive. Don't lose the game before it is ever played!

### **Tackle Adversity**

Throughout the course of game, and certainly a season, things are going to go bad. How we respond to this adversity will determine how successful we will be. Expect adversity and be prepared to attack it. Reacting positively to adversity will make us stronger and better off than we were before we ever faced it.

### **Have a Sense of Purpose**

Understand what you are trying to accomplish and communicate this to your team. Once this is done, stay completely focused on your purpose and do not allow yourself or your team to become sidetracked from this mission.

### **Make Sacrifice Your Ally**

Success does not come without sacrifice. If you examine any losing organization, you will find it filled with people who complain about their work's difficulties. These people drain the energy and enthusiasm from the organization. Take pride in being a coach who sacrifices themselves for the good of the program.

### **Adapt or Die**

Things change. Kids change. Games change. Embrace the fact that your life and career are always in transition. Unlike colleges and private schools, we cannot recruit players to fit our schemes. Thus, we must fit our schemes to the players we have. Flexibility is essential for success in Texas high school athletics.

### **Chase Your Dreams**

All great accomplishments start with dreams. These dreams should fuel our work everyday. We must also remember that each of our student athletes has dreams of their own and we must do everything possible to help them realize these dreams.

### **Nurture Your Self-Image**

A positive self-image grows out of having strong character. To be trustworthy, committed to excellence, and show care for others are the underpinnings of a successful person.

### **Foster Trust**

All relationships are based on trust. Coaching is the building and maintenance of relationships; relationships with administration, faculty, fellow coaches, and players. Do what you feel is right regardless of peer pressure or personal desires; success and confidence will not be far behind.

### **Commit to Excellence**

Do everything to the best of your ability; no exceptions. Everybody wants to be associated with people who set and maintain high standards. When you lower standards, you only invite mediocrity.

### **Trust-Care-Commitment**

We must know that we can Trust our players, that our players Care and that they are Committed. Our players must also know that they can Trust us, that we Care, and that we are Committed.

# Staff Leadership Responsibilities

## Coordinators

- ☐ Organize Practice and make scripts
- ☐ Scout opponent
- ☐ Self-Scout our team
- ☐ Review practice video/relay adjustments, concerns
- ☐ Compile annual evaluation
- ☐ Stay on cutting edge of new methods and schemes

## Director of Football Operations

- ☐ Compile Information for Current Player Data
- ☐ Manage the support staff (managers, filmers, etc)
- ☐ Check grades and provide academic support
- ☐ Program promotion
- ☐ Awards/Appreciations
- ☐ Boosters/Alumni events
- ☐ Game Day Logistics (Travel, etc)
- ☐ Sponsorships
- ☐ Social Media

## Technology Coordinator

- ☐ Load practices/games into Hudl/DVS
- ☐ Create videos for program promotion through year (highlights, etc)
- ☐ Organize cameras, towers, headsets, software, etc.
- ☐ Relay needed equipment to the Head Coach
- ☐ Complete Technology inventory annually

## Recruiting Coordinator

- ☐ Gather information for prospect database
- ✓ Host/organize recruiting events  
(EXCEPTIONAL KNOWLEDGE OF COMPLIANCE & RECRUITING)
- ✓ Work with prospects to educate them on the process, ACT/SAT, etc
- ✓ Constant evaluation of recruiting strategies

## Strength & Conditioning Director

- ☐ Coordinate everything involving off-season and in-season strength & conditioning program
- ☐ Make all workouts/take charge of workouts
- ☐ Organize staff to help as needed
- ☐ Stay on cutting edge of new methods and ideas

# Support Staff Responsibilities

<b>Managers</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set up water for practice</li> <li><input type="checkbox"/> Distribute water in practice</li> <li><input type="checkbox"/> Water cleanup post-practice</li> <li><input type="checkbox"/> In-game organization of water</li> <li><input type="checkbox"/> Post-game water clean up</li> <li><input type="checkbox"/> Manage Practice times/horn</li> <li><input type="checkbox"/> Water Supplies Cleanliness</li> <li><input type="checkbox"/> Hang Sponsorship Signs</li> <li><input type="checkbox"/> Help Stock Concessions</li> </ul>	<b>Athletic Training</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist the Athletic Trainer</li> <li><input type="checkbox"/> Work with Rehabilitation</li> <li><input type="checkbox"/> Organize Med Supplies</li> <li><input type="checkbox"/> Organize Training Room</li> <li><input type="checkbox"/> Help In-Game Injuries</li> <li><input type="checkbox"/> Prepare Medical Kit</li> <li><input type="checkbox"/> Injury Prevention</li> </ul>	<b>Technology &amp; Marketing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Media</li> <li><input type="checkbox"/> Hype Videos</li> <li><input type="checkbox"/> Scoreboard</li> <li><input type="checkbox"/> In-Game Twitter Updates</li> <li><input type="checkbox"/> Photo Shop/Edits</li> <li><input type="checkbox"/> Recruiting Videos</li> <li><input type="checkbox"/> Assist Technology Director</li> </ul>
<b>Office &amp; Marketing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Media Promotion</li> <li><input type="checkbox"/> Organize Hudl player files</li> <li><input type="checkbox"/> Organize Coach Office</li> <li><input type="checkbox"/> Contact Sponsors</li> <li><input type="checkbox"/> Inventory and equipment needs</li> <li><input type="checkbox"/> Assist Academic Director</li> <li><input type="checkbox"/> Assist Dir. Football Operations</li> </ul>	<b>Video Crew</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Video Set Up practices &amp; games</li> <li><input type="checkbox"/> Video Practices</li> <li><input type="checkbox"/> Video Games (Back/Side)</li> <li><input type="checkbox"/> Put video on Hudl</li> <li><input type="checkbox"/> In-Game live tag on Hudl</li> </ul>	<b>Student-Coach</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist the Coach of your group</li> <li><input type="checkbox"/> Plan ahead drills</li> <li><input type="checkbox"/> Participate in drills</li> <li><input type="checkbox"/> Enter data in Hudl</li> <li><input type="checkbox"/> Spot ball, etc as needed</li> <li><input type="checkbox"/> Technology in-game</li> <li><input type="checkbox"/> Scheme/Scout reports in-game</li> </ul>
<b>Managers at Practice</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Video Crew</b> – will be responsible for all video in practice. They should have a practice plan and understand what has to be filmed. This group does not have to all be videoing at the same time but they will be responsible for all video set up, production, and clean up.</li> <li><input type="checkbox"/> <b>Managers</b> – <i>Will be divided into these groups and can rotate at the discretion of the DFO.</i> Stay with the group for the practice and make sure their water bottles stay filled and any player or coach that has a need is addressed. <ul style="list-style-type: none"> <li>o <b>Off. Skill Group</b></li> <li>o <b>Def. Skill Group</b></li> <li>o <b>Off. Line Group</b></li> <li>o <b>Def. Line Group</b></li> </ul> </li> <li><input type="checkbox"/> <b>Office/Inside Group</b> – responsible for working on equipment room management, laundry, office work, cleanliness, program promotion or any other miscellaneous job of the day</li> <li><input type="checkbox"/> <b>Student Coaches</b> – will be assigned to a position coach and will be responsible for helping that coach in all drills and portions of the practice.</li> </ul>	<b>Managers at Games</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Video Crew</b> – will be responsible for all video of the game. This is the most important aspect to improvement and recruiting and they should take tremendous pride in how they perform these jobs. <ul style="list-style-type: none"> <li>o <i>Pre-Game</i> – Video Set Up</li> <li>o <i>In-Game</i> – film from end zone, film from press box, film/tag for Sideline, and in-game live tag on Hudl</li> <li>o <i>Post-Game</i> – Video Clean Up</li> </ul> </li> <li><input type="checkbox"/> <b>Managers</b> <ul style="list-style-type: none"> <li>o <i>Pre-Game</i> – Sideline Set Up, Hang U.S. Flag (home games)</li> <li>o <i>In-Game</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sideline Water</li> <li><input type="checkbox"/> Bench Water</li> <li><input type="checkbox"/> Athletic Training Assistance</li> <li><input type="checkbox"/> Social Media Updates</li> </ul> </li> <li>o <i>Post-Game</i> – Sideline Clean Up</li> </ul> </li> <li><input type="checkbox"/> <b>Student Coaches</b> <ul style="list-style-type: none"> <li>o <i>Pre-Game</i> – Sideline Set Up and Field Set Up</li> <li>o <i>In-Game</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> iPad organization</li> <li><input type="checkbox"/> Sideline Control</li> <li><input type="checkbox"/> Self-Scout Reports</li> </ul> </li> <li>o <i>Post-Game</i> – Sideline Clean Up</li> </ul> </li> </ul>	



# **Staff Responsibilities (TO BE ADJUSTED BASED UPON HIRES)**

## **Nic Olney – Head Football Coach**

- Reports to Athletic Director
- Responsible for day-to-day operations and the overall success of the Football Program
- Must adhere to the Mission Statement of the Institution
- Supervision of all Staff Members (on and off the field assignments- Loyalty/Trust)
- Supervision of all Recruiting Activities and Procedures
  1. Recruiting Organization (ARMS)
  2. Recruiting Strategies
  3. Recruiting Assignments
  4. Recruiting Calendar
  5. Communication
  6. Evaluation
- Budget Manager
- Responsible for Fund Raisers and Boosters Activities
- Adhere to Compliance of Institution, Conference and NCAA
- Establish a consistent Relationship with Admissions
- Respect Chain of Command
- Media Liaison (Must clear everything through me)
- Responsible for Scheduling
- Responsible for all Summer Camps Procedures
- Responsible for all Walk-on Procedures
- Practice Organization
- Special Teams Coordinator (All Special Teams, \*Punt Ret)
- Follow Philosophy, Loyalty, Values, and Principles of the Program
- Responsible for the overall development of Players (Track to Success)
- Adhere to all Policies and Rules within the Program
  1. Academics
  2. Disciplinary Issues
  3. Strength and Conditioning
  4. Training Room Procedures
  5. Dress Code
  6. Community Service
  7. Team Travel

# **Staff Responsibilities (TO BE ADJUSTED BASED UPON HIRES)**

## **TBD – Assistant Head Coach/DCO – Defense**

- Reports to Head Coach
- Assist Head Coach with day-to-day operations of the football program
- Supervision of day to day operations of defense
- Supervision of Defensive Staff
- Strength & Conditioning Liaison
- Conference Planning Coordinator (Room Reservations)
- Assist with Special Teams (\*Punt, \*PAT/FG DEF., KO, KOR, PR)
- Co-Academic Coordinator
- Assist with Managers
- JV Coordinator (Scheduling, Visiting Locker Room, Officials, Trainers, Meals)
- Food Service Liaison (Travel for Coaches/Players)
- Fund Raising Liaison
- Summer Camp Coordinator
- #Recruiting (See below)

## **TBD - Football Intern/GA – Assistant Coach – Quality Control**

- Reports to Head Coach and Assistant Head Coach - Defense
- Assist Head Coach with day-to-day operations of football program
- Assist Head Coach - Defense with day-to-day operations of defense
- Assist with Special Teams (PAT/FG DEF, KOR, Scout Punt & Punt Return)
- Assist with Strength & Conditioning
- Assist with Ticket List
- Visiting Team Liaison
- Game Day Program Liaison
- #Recruiting (See below)
- \*Assist with pre and postgame (Video & Headsets)
- Assist JV and Special Teams
- Assist with Fund Raising

## **TBD – Assistant Coach Defense LB's/P/K's/LS's**

- Reports to Head Coach and Assistant Head Coach - Defense
- Assist Head Coach with day-to-day operations of football program
- Assist Head Coach - Defense with day-to-day operations of defense
- Assist with Special Teams (\*Kickers, \*Punters, \*LS, PAT/FG/DEF, Punt, KO & Scout)
- #Recruiting (See below)
- \*Assist with pre and postgame (Kicking Net)
- JV ILB/K/P/LS
- Assist with Fund Raising

# **Staff Responsibilities (TO BE ADJUSTED BASED UPON HIRES)**

## **TBD – Assistant Coach Defense – DB's**

- Reports to Head Coach and Assistant Head Coach - Defense
- Assist Head Coach with day-to-day operations of the football program
- Assist Assistant Head Coach - Defense with day-to-day operations of defense
- Assist with Special Teams (Punt, Punt Return, KOR, PAT/FG Blk)
- \*Assist with pre and postgame
- Community Service Liaison
- Social Media
- JV DC and Special Teams
- #Recruiting (**See below**)
- Assist Fund Raising

## **TBD– Assistant Coach Defense – DL**

- Reports to Head Coach and Assistant Head Coach - Defense
- Assist Head Coach with day-to-day operations of the football program
- Assist Assistant Head Coach - Defense with day-to-day operations of the defense
- Assist with Special Teams (PAT/FG Block)
- Team Stretch Coordinator
- \*Assist with pre and postgame (whiteboards, coaches' chairs, equip. bags, towels, etc.)
- Assist with Locker Room
- Assist with Game Day Programs
- Assist Community Service Liaison
- #Recruiting (**See below**)
- Assist with JV
- Assist with Fund Raising

# **Staff Responsibilities (TO BE ADJUSTED BASED UPON HIRES)**

## **TBD – Assistant Head Coach – OCO / Operations**

- Reports to Head Coach
- Assist Head Coach with day-to-day operations of the football program
- Supervision of day-to-day operations of the offense
- Supervision of Offensive Staff
- Supervision of Video Exchange and Editing
- Roster Management – ARMS, Hudl, NJAC
- Coach/Player Apparel Coordinator
- Preseason Liaison
- Co-Academic Coordinator
- Coordinate Travel (Buses/Vans/Hotels/Meals)
- Assist with Special Teams (\* KO, \*ONSIDE, \*PAT/FG, Punt)
- Assist Head Coach with Eligibility List and overall Compliance Issues
- Assist with Summer Camps
- Assist with Fundraising
- #Recruiting (**See below**)

## **TBD– OL/Recruiting Coordinator**

- Reports to Head Coach and Assistant Head Coach - Offense
- Assist Head Coach with day-to-day operations of the football program
- Assist Assistant Head Coach - Offense with day-to-day operations of offense
- Total Control of all Recruiting Procedures
- Assist with Recruiting Brochures
- Transfer/Walk-on Liaison
- Assist with Eligibility
- Assist with Special Teams (\*KOR, PAT & FG)
- Monitor Recruiting Software
- Assist with Summer Camps
- Assist with Fund Raising

## **TBD - Football GA / TE's**

- Reports to Head Coach and Assistant Head Coach - Offense
- Assist Head Coach with day-to-day operations of the football program
- Assist Assistant Head Coach - Offense with day-to-day operations of the offense
- Assist with Special Teams (Punt Return, KOR/Scout)
- Liaison for Officials (Locker Room, Halftime video, etc.)
- Social Media
- Assist Visiting Team Liaison
- \*Assist with Pre and Postgame
- #Recruiting (**See below**)
- Assist with JV (TE)
- Assist with Fund Raising

# **Staff Responsibilities (TO BE ADJUSTED BASED UPON HIRES)**

## **TBD - Assistant Coach WR's**

- Reports to Head Coach and Assistant HC- Offense
- Assist Head Coach with day-to-day operations of the football program
- Assist Assistant Head Coach - Offense with day-to-day operations of the Offense
- Assist with Special Teams (KOR)
- \*Assist with Pre and Postgame
- #Recruiting (**See below**)
- Assist with JV WR's
- Assist with Fund Raising

**#RECRUITING: All Coaches are responsible for recruiting a specific area as well as attending showcases and campus recruiting days. See One Drive for Assignments.**

• **\*NOTE: All Coaches are to assist with Pre-Game Set-up, Postgame breakdown in which includes, Trainers, Footballs, Headsets, Equipment, Towels, Drinks, Coolers, Meals, Boards, Chairs, loading and unloading.**

**All Coaches / Staff must maintain a Professional and Clean Office Environment**

# RECRUITING

In order to compete on a yearly basis, we must recruit outstanding student-athletes. To fund applicants with a top financial aid package, we must recruit high academic student-athletes. There is strong competition for the top prospects, so it is important to contact a large number of candidates in order to increase our chances of yielding a solid recruiting class.

## **RECRUITING WILL BE OUR HIGHEST PRIORITY**

The key to yielding top prospects will be the implementation of an organized system that will allow us to uncover as many prospects as possible. Our goal should be to never play against a quality player in the conference who we were actively recruiting. Another goal is to bring in 25-30 quality student-athletes each year. We will always focus on building relationships with the recruit and their parents—this is the most vital component of finding student-athletes who are a fit for our program and our philosophies. We must always be articulate, honest, and enthusiastic person so that we can leave a strong impression on the recruit and their parents. The recruiter must understand and be able to convey the advantages of an education at our institution. They must also be able to sell the football experience as an integral part of the educational process.

## **WHERE WILL WE RECRUIT?**

Focus on nationwide recruiting scale—will focus on specific close states as well. We must also recruit the top prospects at the national level to continue to improve the overall quality of our program. Further, we will recruit schools who run a similar offense.

## **WHO DO WE RECRUIT?**

We want to recruit quality young men, who are high caliber athletes who meet the university's minimum requirements for SAT and ACT scores, GPA, and class rank. They MUST fit within the mission/culture of the university. We want to recruit athletes who feel that football and academics are very important and are committed to working hard to improve the program. Above all, we want to recruit students who are winners in all aspects of their lives! It is crucial that both education and football are important aspects in the prospect's decision-making process. We will collect unofficial transcripts at each visit to schools of potential prospects to evaluate where they stand academically before the process goes any further.

# RECRUITING

## COACH CONTACT

Once potential prospects have been identified through personal observation or student-initiated means, the recruiter should contact the high school or junior college coaches to gather more information about the prospect's playing ability and who they are, as permitted by NCAA rules.

Relationships with coaches is crucial to our recruiting success.

## COACH RELATIONSHIPS

Building relationships with coaches is very important. We will attend clinics to present/speak as well as build relationships. We will host a summer team camp inviting high school teams from all across the state and neighboring states. We will also host a coaches clinic in the spring of each year to get to know coaches better, build relationships, and advertise who we are.

## CAMPUS VISIT

Be highly organized and prepared with information about the prospect. · Match prospect with the "right" member of our squad. · Know what things are important to the recruit and emphasize those things. · Set up admissions and financial aid appointment, campus tour, and meal. · Give the prospect and their parents a lot of attention. Make them seem important, even if they aren't a top prospect. · Prep coaching staff and squad members with info regarding the prospect. · Prepare an itinerary and informational packet for the prospect. · Be sure to contact the prospect soon after the visit to see what they thought about the experience.

## PROSPECT CAMPS

We will host a couple dates over the summer to look at potential prospects. This will allow us the chance to evaluate in person the skills and athletic abilities of prospects as well as get a chance to talk to them face to face.

## CORRESPONDANCE

Develop a contact system as permitted by NCAA regulations. Phone calls, text messages, hand-written letters, and personal emails. Stay in touch with top prospects on a weekly basis. Verify all academic information. Encourage prospects to take the ACT/SAT early and often. Also encourage them to apply to the school and fill out all necessary financial aid forms. Explain application and financial aid procedures.

## SOCIAL MEDIA PRESENCE

We must have a continuous presence on all social media platforms. This means posting regular updates of activities in our program, as well as following and engaging with the accounts of clinics, combines, coaches, and our top prospects.

## VIDEO EVALUATIONS

Encourage prospects to send in a video highlighting all aspects of their game. Fill out an evaluation of the film. Film is more important than stats. Film proves his level of play, stats show his competition.

# **RECRUITING**

## **IN-SEASON RECRUITING**

It is very important that we stay in contact with recruits during the season. Be sure to ask them how their season is going. Try to obtain news reports on their seasons. Invite recruits to attend one of our home games if possible. Also, we should try to attend games of any local top recruits to not only evaluate their talent, but to also promote our program.

## **SPRING/SUMMER RECRUITING**

In order to get an early start on underclassmen, we should go to as many combines and recruiting events as possible. Again, this will be important in evaluating potential prospects and promoting our program. At the beginning of the spring and summer recruiting periods, the coaching staff will meet to lay out a plan for where we will recruit. At the completion of each event that we attend, we must update our recruiting database accordingly.

## **APPLICATION PROCESS**

Encourage prospects to apply for admission as early as possible. Be sure that all parts are completed in full. Also make sure that test scores and transcripts are forwarded to the school. Remind prospects of all deadline dates.

## **FINANCIAL AID**

Financial Aid is one of the most important aspects of recruiting at a small school. Be sure that prospects complete all necessary school forms and federal forms. Remind prospects of all deadline dates. Encourage prospects to apply for all scholarships that our institution offers. Have the parents become involved with the financial aid process. Speak with them if you call and the prospect is unavailable. Do not count on the prospect alone to complete all necessary documentation for financial aid and application to the school.

## **GENERAL NOTES**

Encourage every prospective athlete to fill out questionnaire so we can maintain and monitor our contact with them. Stay in contact with our top recruits at least once per week. Log all calls and visits in recruiting software. Check recruiting software to see activity by recruits with our emails and links.



# SAMPLE IN-SEASON WEEKLY PRACTICE SCHEDULE

**\*\*Position or Group Meetings Daily 2:30pm- IN season**

**Monday – Follow ARMS - COMMUNICATION**

***Sp. Teams, Lifting, Unit Film / 4:35 Stretch***

***Team Meeting***

**Tuesday – AM Treatments/Full Pads**  
**Lifting/Treatments/Full Pads**

**3:15 PM Stretch**

**3:25 PM Take-offs/TA**

**3:30 PM Punt**

**3:40 PM Indy**

**3:55 PM Group Run**

**4:10 PM Group Pass**

**4:25 PM KO**

**4:35 PM Team/Blitz**

**4:55 PM PAT/FG**

**5:00 PM Team Activity**

**5:10 PM All Up/Post Practice**

**Wednesday –**

**3:15 PM Stretch**

**3:25 PM Take-off/Drill**

**3:30 PM PR**

**3:40 PM Indy**

**3:55 PM Group Run**

**4:10 PM 2-Min/Pursuit**

**4:25 PM KOR**

**4:35 PM Team (Switch  
Ends/Home)**

**4:55 PM PAT/FG**

**5:10 PM All Up**

**5:50 PM PR Meet (Team  
Room)**

**Thursday - Video/Uppers**

**3:08 PM Specialist**

**3:15 PM Stretch**

**3:40 PM Punt**

**3:50 PM Group Run/Pass**

**4:05 PM KO**

**4:10 PM KOR**

**4:15 PM Team/Block**

**4:35 PM Punt Return**

**4:45 PM PAT/FG**

**Friday**

**NCAA Travel/Walk Through**

- **Spring Ball--We practice 4 days a week for 4 weeks during the spring semester from mid-February to mid- March.**
- **Lifting 3 days a week throughout the season.**