

Howard Middle School Sports Program

Goal, Objectives, Roles & Responsibilities

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Contents

1. Atlanta Public School's (APS) Goal regarding Sports
2. Howard Middle School's PTO's (HMS) Goal
3. Objectives
4. Organization Chart
5. Sports by Area (APS, PTO, Intramurals)
6. Description of and Responsibilities by Role
7. Escalation Path

APS' Goal regarding Sports

“It is our goal that all of our students get involved in our athletic program. There are so many lessons that can be gained from being a part of something bigger than yourself. There is a place for everyone. The qualities that can be learned include teamwork, dedication, desire, hard work and accomplishing things one never thought they could accomplish. Our responsibility to each of you is to provide the very best we can for each of our student-athletes.”

<https://www.atlantapublicschools.us/domain/216>

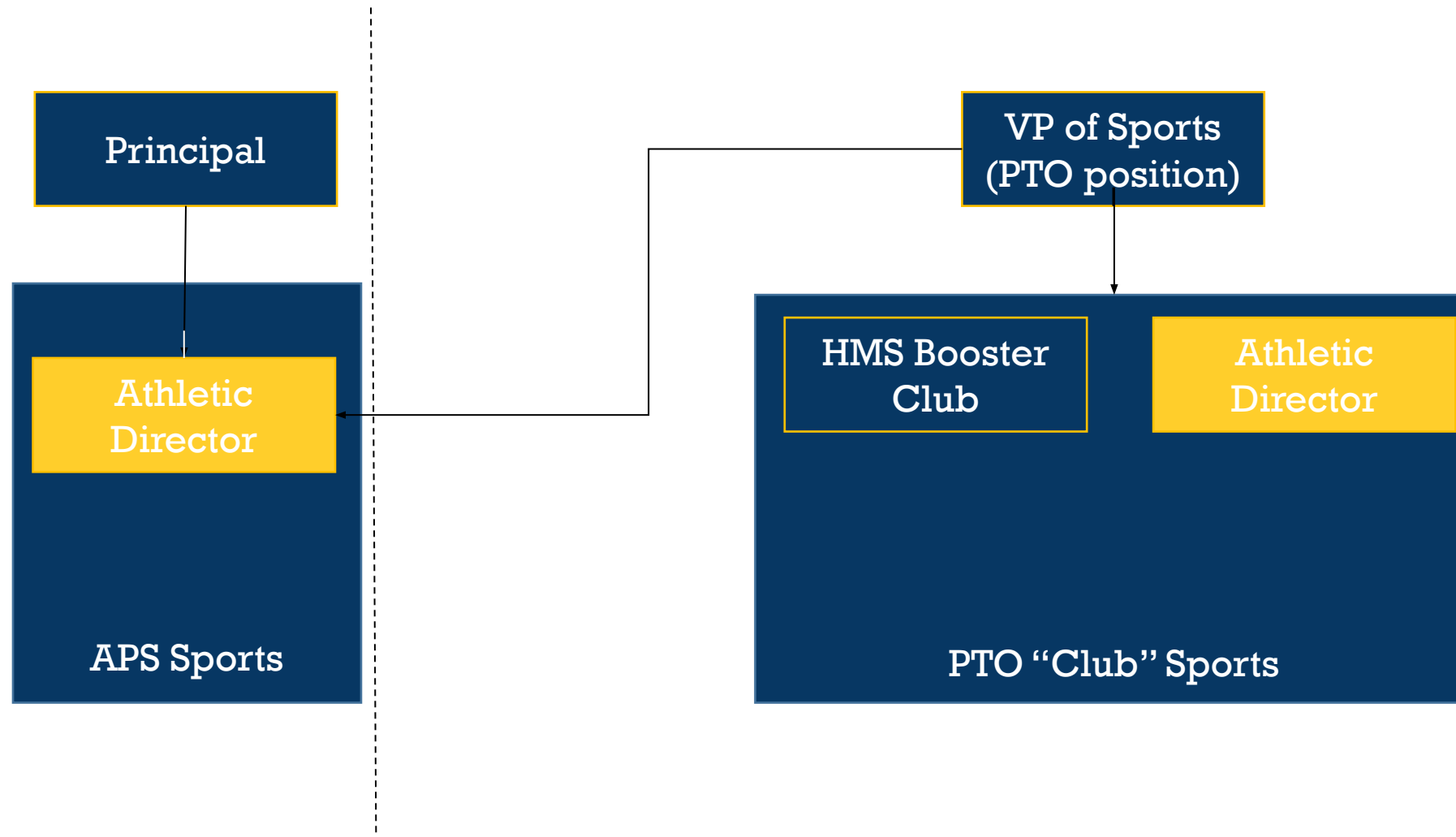
HMS PTO's Mission

- To support and speak on behalf of children and youth in the schools, the community, and before governmental bodies and other organizations that make decisions affecting children
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement in the public schools of this nation

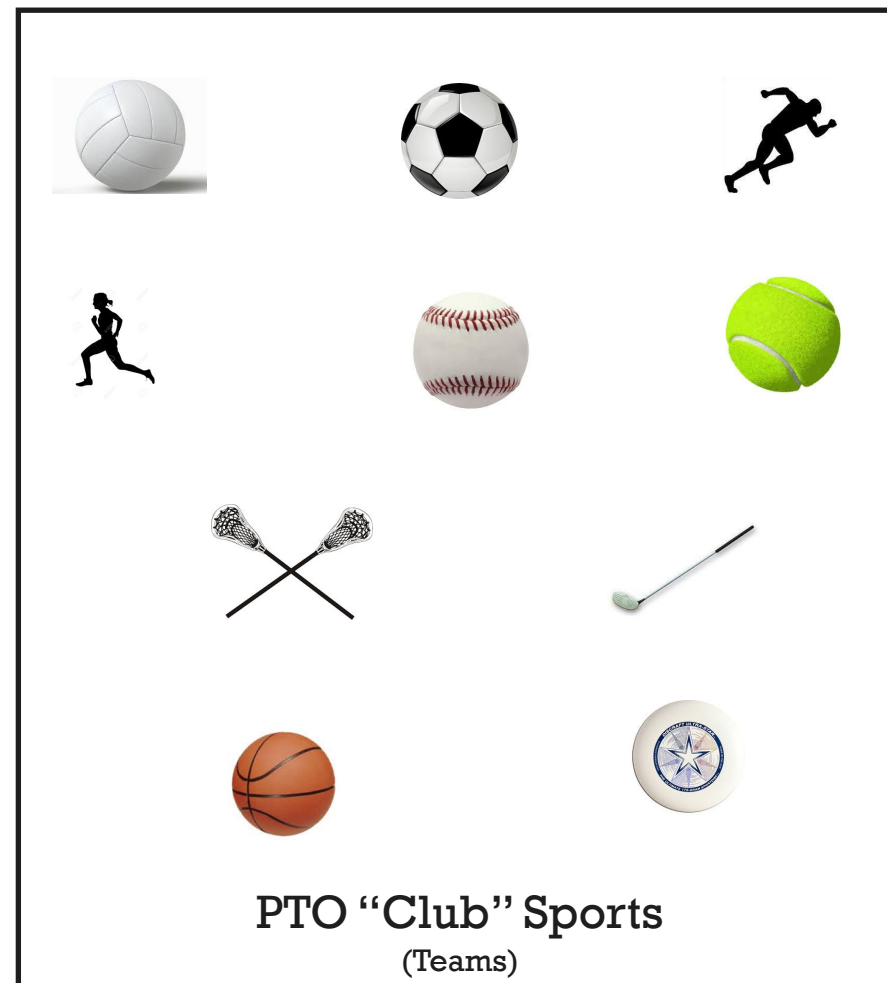
Objectives

1. To create a sense of belonging and character development for all students
2. To demonstrate a stronger athletic presence/reputation in the community
3. To allow for individual skill development
4. To strive for continuity between Howard Middle School and Midtown High School sports
5. To allow for as many students as possible to represent Howard competitively

Organization Chart



Sports by Area (2021-2022)



APS Sports – Administrator for Athletics

This role can be held by the Principal of Howard or delegated by the principal to another administrator and is responsible for the following:

- Resolving any issues escalated by the APS Athletic Director.
- Providing oversight as it relates to partnerships.
- Providing oversight as it relates to facility usage.
- Ensuring consistency across APS and PTO sports.
- Supporting the APS AD however needed.
- Ensuring fiscal responsibility for APS sports.
- Providing guidance for and feedback into the overall sports program.
- Assuring all coaches have met background check and other compliance requirements.
- Assuring administrative coverage at sports events as required.

APS Sports – Athletic Director (AD)

This is the Howard staff member hired by APS to run the athletic department for APS sports at Howard Middle School. In addition to the roles and duties of running the APS sports, this person will be the liaison to PTO sports in order to ensure consistency and adherence to school policies across the entire sports program. Liaison duties are as follows:

- Communications
 - Implement a **regular meeting cadence** between the APS and PTO sports leadership positions (ADs, VP, Booster club)
 - Ensure all coaches and team parents are utilizing Team Snap as their primary method of communication (i.e. rosters, schedules, changes in schedule, etc).
 - Expectations must be communicated to coaches through a coaches meeting (individual or groups of coaches).
 - Field questions from parents and coaches.
- Scheduling
 - Create and **communicate the master schedule** of all APS sports tryout dates to the PTO in the spring for the upcoming school year. Develop in conjunction with the VP of Sports and Booster club. Include team photo dates.
 - Create and **communicate the master schedule** of practices and games to the PTO. Develop in conjunction with the VP of Sports and Booster Club.
 - **Communicate schedule changes** to coaches, team parents, parent liaison and front office.
- Field Space - **Manage field space/facilities** at both campuses and coordinate with the PTO AD to ensure field space is provided to the following sports/teams in this order of priority: (1) APS sports/teams, (2) PTO sports/teams, (3) 3rd Parties Note: For 3rd parties, work with the PTO to secure donations (monetary or in-kind) for usage of facilities)
- Forms
 - Require every student trying out for a sport to provide a copy of a **physical and permission slip**. Require these with every tryout rather than relying on those already on file. While the physicals may be consolidated for APS and PTO Sports, the PTO AD is still responsible for ensuring every student that plays a PTO sport has a physical on file.
 - Ensure all community coaches have a **current APS background check** completed prior to the start of the season.
 - Complete **facility use form** for each sport.
- Financials - Require all coaches and team parents to communicate the **fee** to the PTO (\$ as of 2021-22 school year) for each APS sport played. Address any scholarship needs.
- Coaches
 - Recruit coaches and ensure coaches complete a **coach's agreement**.
 - Ensure coaches **fulfill their duties** before stipends are paid.
 - Ensure coaches **turn in all balls, equipment and uniforms** before stipends are paid.
- Other
 - Work with PTO VP of Sports to resolve any issues escalated by the ADs. Ensure the PTO AD is aware of school policies and changes to them.
 - Field questions from coaches and parents, and last but not least, plan an end-of-year banquet in partnership with PTO AD and VP of Sports.

PTO Sports - Athletic Director

This person is hired by the PTO and is paid a stipend to run ALL PTO sports offered at Howard. This person coordinates with the APS Athletic Director to ensure consistency across all sports.. This PTO Athletic Director will adhere to all timelines and policies laid out in the Howard Sports Handbook in addition to performing the following duties:

- Communications
 - Implement a **regular meeting cadence** between the APS and PTO sports leadership positions (ADs, VP, Chairs)
 - Expectations must be communicated to coaches through a coaches meeting (individual or groups of coaches).
- Scheduling
 - **Hire coaches** for the PTO sponsored sports teams .
 - **Create and communicate the master schedule** of all PTO sports tryout dates in the spring for the upcoming school year. Develop in conjunction with the VP of Sports and Booster Club. Include team photo dates.
 - **Create and communicate the master schedule** of practices and games. Be on call for games and practices. Develop in conjunction with the VP of Sports and Booster Club.
 - **Obtain all necessary referees, umpires, etc.** and communicate with them if inclement weather cancels an event.
 - Work with the APS AD to secure and manage **field space/facilities** for all PTO sports/teams. Get building access for coaches that need it.
- Forms
 - Require every student trying out for a sport to provide a copy of a **physical and permission slip**. Require these with every tryout rather than relying on those already on file. Collect and submit these required athlete documents to the APS AD within 2 weeks of the activity's start.
 - Ensure all community coaches have a **current APS background check** completed prior to the start of the season. Also, ensure they **submit a W-9**.
 - Submit Facility Use Form for all teams.
 - Check for students' academic eligibility for participation in sports at Sutton.
- Financials
 - Submit the budgets (planned stipends, expenses and revenue) for all PTO sponsored sports to the PTO in the spring of the year preceding the next school year. All expenses (i.e. uniforms, league fees, equipment, assistant coach stipends, background checks, etc) should be offset by team fees. Parties/end of season celebrations should not be handled by the PTO.
 - At the start of each sport season, verify that the coaches have setup TeamSnap (rosters, schedule, etc) as the method of communication during the season.
 - If after 10 days after the team is announced a player still has not paid dues, communicate with the parent to either receive payment or to apply for a scholarship. If the parent does not pay or apply, notify the parent and coach that the player will be benched.
 - At the conclusion of the season, verify that the coaches have done the following: Performed his/her duties as coach successfully, Attended regularly scheduled practices and games, Returned all uniforms and equipment, and reported the condition of all sports equipment and uniforms to the Athletic Director in case new items are needed. Reported results.
- Other
 - Order any team t-shirts/uniforms that are included in the activity fee.
 - Escalate unresolved issues to the APS AD and/or VP of Sports.
 - Schedule team photos.
 - Along with the VP of Sports and the Booster club, evaluate requests for new sports and/or teams. Note: Must have one semester notice for a new sport and/or team. Recommend decision to Booster Club board.

VP of Sports

The VP of Sports position is a self and/or peer nominated position that is ultimately voted on and confirmed into the position via the PTO at a general meeting. The responsibilities of the VP of Sports are as follows:

- Communications:
 - Implement a **regular meeting cadence** between the APS and PTO sports leadership positions (ADs, VP, Chairs)
 - Ensure the **Howard website is kept up-to-date**
- Financials
 - With support from the PTO AD, chairs and coaches, **prepare budgets** (estimated stipends, expenses and revenue by team) for all PTO sports in the spring prior to the upcoming school year.
 - Require all coaches and team parents to communicate and collect fees for each sport played. Funds should all be collected online via the use of the Booster Club [online link](#).
 - On a monthly basis, **review revenue and expenditures by team**. Where deviations from budget exist, work with the AD, chairs, coaches and team parents to resolve.
 - At the end of each semester, conduct a budget review.
 - Request stipend payments upon successful completion of the season and upon receipt of summary of season (i.e. # of games played, results, etc).
 - Work with the APS and PTO AD to review and revise where necessary donations (monetary and/or in kind) and donations by 3rd parties.
 - Secure group insurance where needed
- Other
 - Ensure all of the PTO sports positions (ADs, Co-Chairs/Chairs, Coaches, Team Parents) are **performing their responsibilities** and are abiding by the Howard Sports Handbook.
 - **Ensure consistency** across all sports/teams.
 - Where appropriate, **incorporate partnerships** into the program.
 - **Coordinate with the Midtown High School Sports Program** to ensure consistency and to identify synergies between the programs.
 - **Communicate opportunities and results to feeder elementary schools**. Expose parents and students at feeder schools to sports opportunities at Howard.
 - Evaluate requests for new (or retiring) sports and/or teams along with the PTO AD and the Sports Co-Chairs and present recommendation to the Howard Booster Club for approval.
 - Evaluate and provide a recommendation to the PTO board on any policy changes.
 - Promote sports at applicable school events.
 - In conjunction with the PTO AD, plan and execute an end-of-year banquet.

Coach

- Can be a qualified teacher (from Howard or from another school), parent or community coach.
- Is potentially paid a stipend amount at the end of each season.
- Is required to be at all games and practices.
- Is required to find a backup coach in the event of an illness/absence from a game or practice.
- Ideally should have knowledge of the sport and/or previous coaching experience. However, applicants who have not coached before but are interested and show desire to learn a sport and/or coaching of a sport will be considered.
- Is required to utilize Team Snap for all communications.
- Must have a background check through APS. The school secretary is responsible for coordinating the background check. The cost of this background check is reimbursable by the Booster Club.
- Tryouts
 - Tryouts may last no longer than two weeks.
 - Makeup tryouts should be scheduled in the event that any player misses tryouts.
 - Do not announce the team until regular and makeup tryouts have been held. Note: May need to make an exception in one case, which is if a player is playing on another Howard sport cannot make regular or makeup tryouts due to a commitment to that sport (i.e. basketball team makes the playoffs and a player is unable to try out for baseball during normal tryout dates or the makeup date).
 - Do not cut players, but instead, announce who made the team. Thank and encourage those who did not make the team.
 - **Always have players bring a copy of their physical and permission slip**, regardless of whether or not they've already played a sport at Howard. Those forms must be turned into your AD.
 - Ensure all angles of game are evaluated before selecting a team (i.e. for baseball, running the bases, fielding, hitting, pitching, catching, etc).
- Ideally, hold a team meeting to communicate details of the season to the parents and players. This can be done electronically if preferred.
- If a player does not pay fees or indicate a need for a scholarship within 10 days of being announced as part of the team, the AD(s) will communicate to the Coach that the player must be benched. The coach is responsible for ensuring that player remains benched until payment is received or a scholarship is applied for.

Team Parent

- Team Setup
 - As soon as the team is set, obtain a full roster from the coach to create a communication list and reach out to the parents of the team introducing yourself as the Team Parent. Student's contact information will be on the forms they turned in for tryouts.
 - Make sure that you have all coaches' cell phone numbers and they have yours.
- Communications
 - Assist the coaches in communicating to the parents. This could include reminders, changes to games or practices, bringing snacks or drinks for the kids, arranging rides to away games for PTO sports, etc. ALL communications to the parents and players should be done through TeamSnap. Include the ADs, VP of Sports, Chairs and the Parent Liaison in Team Snap.
 - Team parents are required to communicate weekly via the Rams Report. Include the appropriate AD (PTO or APS) in your communication.
 - Send a blurb with a brief update about each game, including the final scores and noteworthy plays, to the Rams Report ([Rams report content submission](#)). The deadline for content to be published in the Rams report on Sunday is the Thursday prior at 5pm. If there are pictures available of the team, please submit those as well.
- Financials
 - Ensure each players pays fees via through Team Snap. Notify the appropriate AD of any players that do not pay within 10 days of the announcement of a team roster.
- Photos
 - Send all pictures to both the Rams Report email and to the yearbook editor. Please note that the deadline for submission of pictures for the yearbook is usually in early March. If you are assisting with a spring sport, please make sure you submit some candid photos very early in the season.
 - Send a few candid shots of the team playing to the Howard yearbook or ask another parent to submit photos. Trying to get candid yearbook shots in March for a fall sport is very difficult.
- Other
 - Coordinate carpooling to away practices and games.
- Note: At least 1 Team Parent is required for each team.