

LADY LION BASKETBALL STAFF RESPONSIBILITIES

Head Coach

- Responsible for Entire Program Management
- Develop offensive game plan for all games.
- Submit stats to NCCAA, NAIA, AAC
- Email professors about classes
- Design cafeteria table advertisements
- Plan Film Exchange
- Pass list for home games (day before game)
- Report scores and stats to SID.
- Game Management
 - Offensive Coordinator
 - Find faculty/staff to pray before games
- Practice
 - Post player development
 - Offensive Coordinator
 - Plan practice (Make 5 copies for each practice)
 - Form the practice squad
- Equipment
 - Inventory, ordering, maintenance, laundry
- Supervision of managers
 - Responsibilities, schedule, meetings, contacts, office work, practice, games
- Awards
 - Team banquet, player awards, senior day gifts
- Recruiting
 - Questionnaires, mailings, calendar, mailouts, admission packets, postcards, email, calls, visits, responsible for varsity and top recruits
- Travel Logistics
 - Reserve Bus for Union, Montreat, Milligan, UVA-Wise, Bluefield, Virginia Intermont.
 - Reserve 2-Vans for varsity games (Arrive 2 hours prior to game).
 - Coordinate with men's staff on bus trips
 - Reserve 1 van for JV games. (Arrive 1 hour prior to game).
 - Hotel reservations for Pensacola Trip (Saturday night).
 - Hotel reservations for Trevecca Nazarene Classic (Friday/Saturday night). (Rooms should be free through TNU).
 - Arrange pre-game meals

Assistant Coach

- Academics
 - Study Hall
 - JV Individual Meetings
 - Monitor student-athlete progress
- Junior Varsity Program
 - Recruit JV players and matrix kids
 - Junior Varsity Team's CEO
 - Attend JV practices
 - Junior varsity score table personnel (home games)
- Game Management
 - Defensive Coordinator
 - Observe game details/provide feedback
 - Player feedback when they come out of games
 - Post-Game Meals/Pre-Game Meals (home games)
 - Setup Benches (chairs, charts, boards)
 - Basketballs
 - Sweep floors
 - Have dry-erase board ready for timeouts
 - Keep track of halftime clock
 - Make sure the book is correct (players, numbers, etc...), our starters are in the book and we know their starters by the 10:00 minute mark before the game
 - Do stats after games that statistics aren't kept
- Scouting
 - Develop defensive game plan for all games
 - Make video edits
 - Get statistics for all opponents
 - Execute Film Exchange Plan
- Practice
 - Defensive Coordinator
 - Drills
 - Focus on defense during scrimmages
 - Perimeter player development
 - Set up any equipment or balls that are needed
- Miscellaneous
 - Assist in all aspects of program
 - Strength Training & Conditioning
 - Edit Video clips
 - Put table advertisements in cafeteria napkin dispensers
 - Make 2 DVD copies of each game for coaching staff
 - Attend Captain's meetings
 - Write a note to each player every third week (on the Bible Verse Notecards for that particular week).

Game Day Personnel

- Home Game Management:
 - Arrange for Shot clock Operator
 - Arrange for Scoreboard Operator
 - Home Game introductions
 - Game statistics
 - Play music
 - Keep score book in your possession
 - Bring halftime stats to locker room

Graduate Assistant

- Junior Varsity Program
 - Head game coach for junior varsity games
 - Plan junior varsity practices (in conjunction with Coach Crews)
- Varsity Game Management
 - Chart timeouts & fouls
 - Observe the bench
 - Compare timeouts/fouls with official book regularly.
 - Provide feedback during game, after game and at halftime.
 - Observe scoreboard (make sure score is right)
 - Player feedback when they come out of games
 - Supervise and encourage during pre-game warmup
 - Post-game encouragement to individual players after head coach leaves lockerroom.
 - Last one out of lockerroom for pre-game warmup and after halftime
 - Provide a game summary (feedback) on the game within 4 hours after a game, if absent from post-game film session.
- Practice
 - Practice squad (organize and participate)
 - Focus on defense during scrimmage situations
 - Help Coach Crews with perimeters
 - Drills
 - Organize 3-5 Minute Pre-Practice Devotional (*Player whose verse is being memorized—Monday; Wendy—Tuesday; Coach Crews—Wednesday; Captain 1—Thursday; Captain 2—Friday*)
- Miscellaneous
 - Assist Coach Bechler & Crews in any way needed, provided it doesn't interfere with your own studies.
 - Monitor online social networks
 - Off-court/Dorm Leadership
 - Supervise Study Hall once/week (Coach Crews does one, also)
 - Attend Captain's meetings
 - Write a note to each player every third week (on the Bible Verse Notecards for that particular week).

Manager 1

- Put laundry in locker room 45 minutes prior to practice. (Contact Coach Crews if unable to).
- Help trainer with water and/or anything else during games
- Possession chart during games (if no inactive players to do this).
- Responsible for uniforms and shooter shirts at all home & away games.
- Run clock at varsity practices
- All varsity laundry.
- Assist with post-game food
- Make sure bench is cleared after game and things are picked up and properly stored
- Assist Coaches as needed

Manager 2

- 6 Office Hours/week
 - Formatting and typing scouting reports
 - Assist Coach Bechler (or Coach Crews)
 - Miscellaneous Administrative tasks
- Help at varsity home games, if need be (will know a day or two in advance)
- Attend 1 varsity practice/week
 - Run clock at varsity practices
 - Write down observations from practice on the practice plan and submit to coaches at the end of the practice.

Manager 3

- Office Hours
 - Formatting and typing scouting reports
 - Assist Coach Bechler (or Coach Crews)
 - Miscellaneous Administrative tasks
- Videotape varsity home games (make sure DVD is finalized)
- Give DVD to opposing coach
- Attend 1 practice/week
 - Run clock at varsity practices
 - Write down observations from practice on the practice plan and submit to coaches at the end of the practice.

Manager 4

- Sing National Anthem
- Organize National Anthem singer schedule
- Scorebook at varsity home games

Injured/Inactive Players

- Possession chart for games
- Run clock during practices
- Assist in practice drills
- Encourage during pre-game warmups

Sports Information Director

- Set up camera and DVD equipment
- Pre-game music
- Game stories for internet and newspapers
- Send out articles to hometown newspapers
- Submit AAC, NAIA, NCCAA player of week nominations
- Game photographer
- Make sure opposing coach gets a DVD copy of our game

Athletic Department Administrative Ast.

- Gate workers
- Concession workers

Athletic Trainer

- Athletic Training issues
- Water for both benches during home games
- 8 towels on home bench during home games
- Adult female mentor to girls