



NEW ATHLETIC
ADMINISTRATOR

SURVIVAL GUIDE



INTRODUCTION

Michael Duffy, CMAA

Supervisor of Athletics

Carroll County Public Schools, MD

Lauren McDaniel, CAA

Director of Athletics and Activities

Central Kitsap School District, WA



PURPOSE

Provide essential information, resources and tips for surviving the challenging and demanding role of Athletic Administration.

33% of Athletic Administrators do not make it beyond year 2.



The Power of

YET

I don't know ... YET

This doesn't work ... YET

I don't understand this ... YET

This doesn't make sense ... YET

I'm not good at this ... YET

I can't do this ... YET

BASIC SURVIVAL TOPICS

➔ Self Care

➔ Professional Development

➔ Growth Mindset

➔ Connections/ Relationships

TOPIC #1 SELF CARE



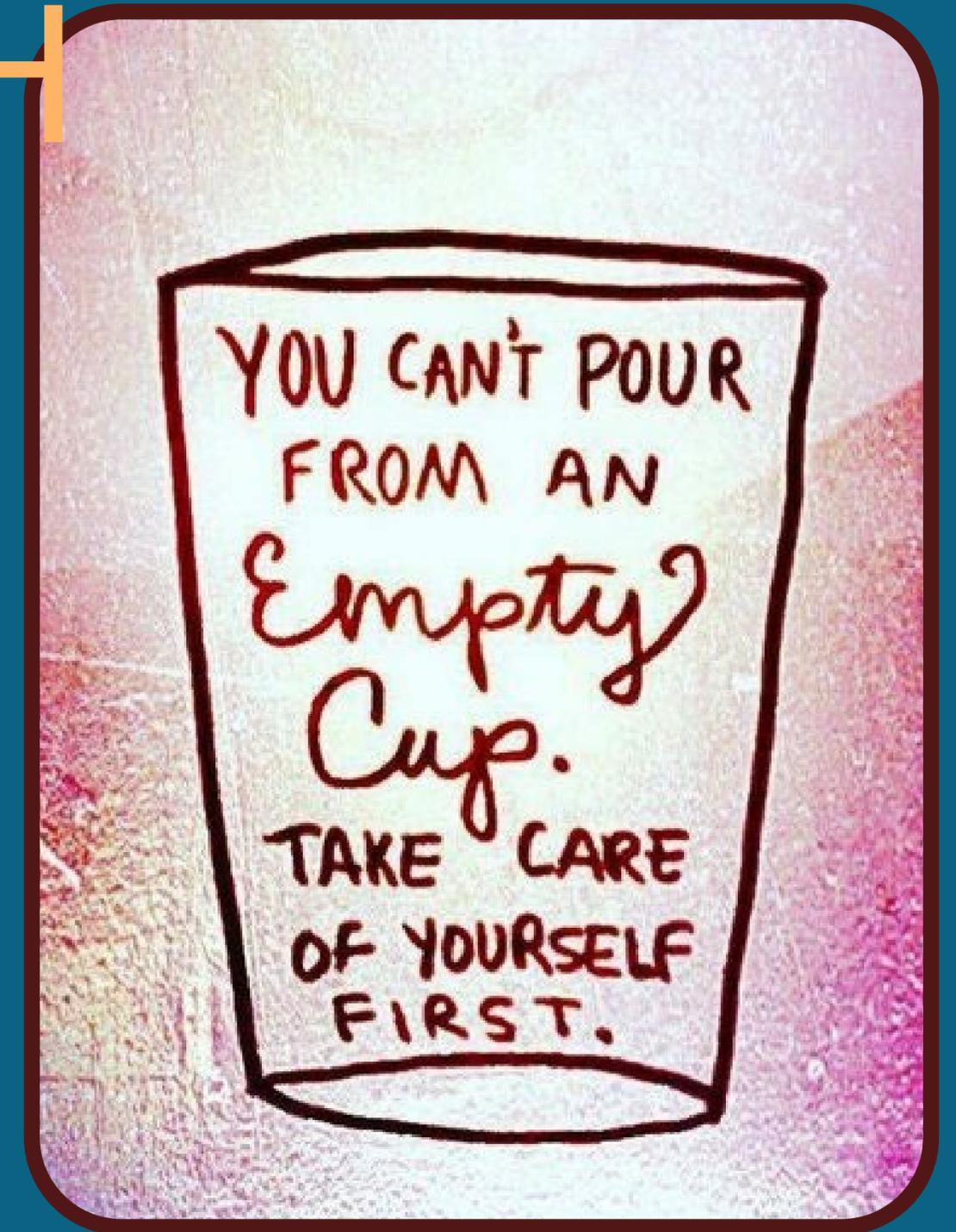
MENTAL HEALTH

You have to be #1

What is your Stress Relief?

“Never get so busy making a living, that you forget to make a life.”

[Why are Athletic Directors Leaving In Doves](#)



WORK LIFE BALANCE

“Exhausted leaders making
decisions are operating
from the lowest point of
who they are.”

-Arianna Huffington



PERSPECTIVE

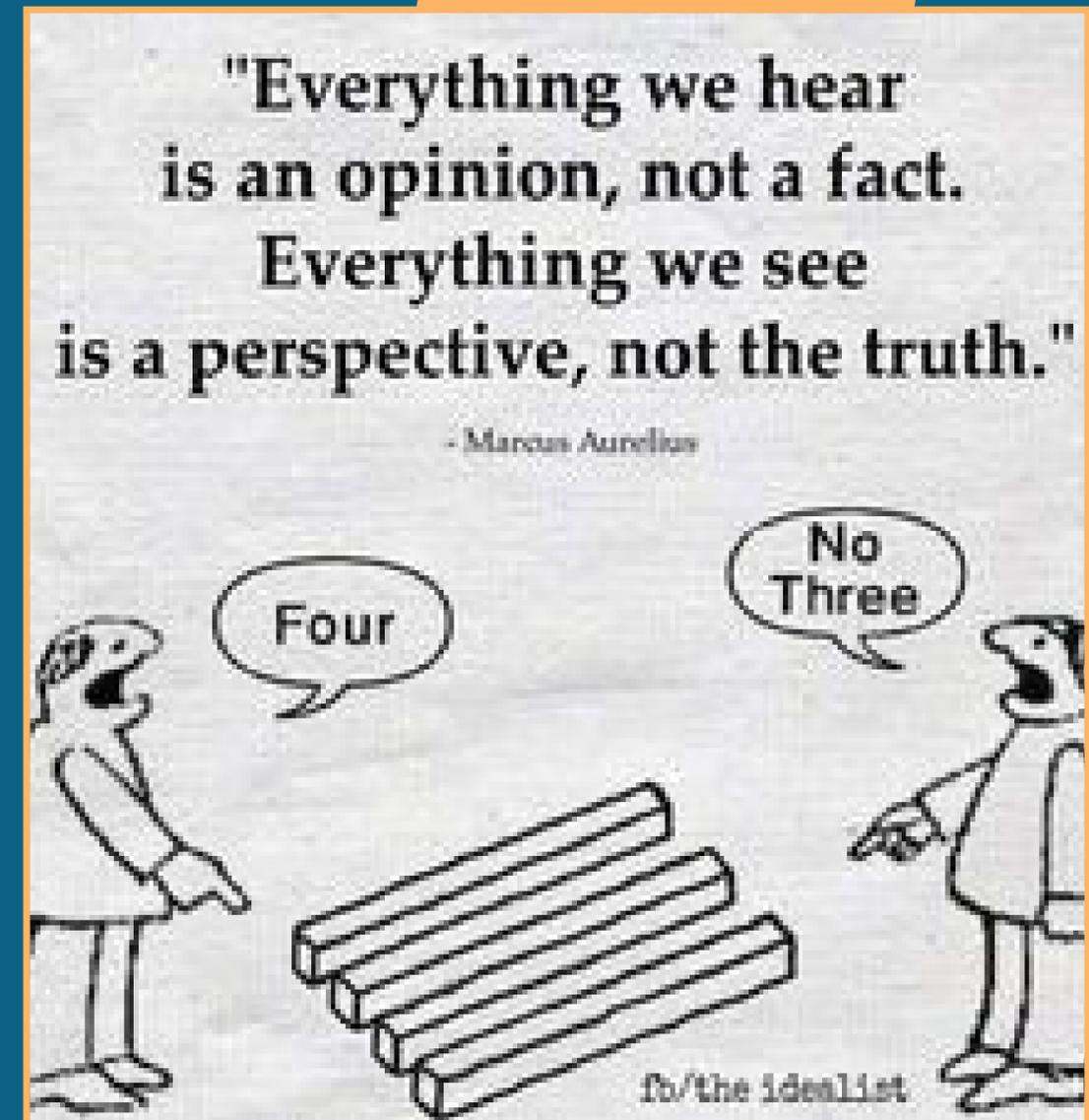
➔ The 80-10-10 Rule

**Remember to work for the 80%*

➔ Parents are Kid focused- “sprints”

AD’s are whole program focused- “marathons”

➔ Have FUN, create FUN, you LOVE what you do!



TOPIC # 2

PROFESSIONAL DEVELOPMENT



PROFESSIONAL DEVELOPMENT

- Be a lifelong learner
- Take advantage of state association and NIAAA
- Take LTCs
- Take workshops (even this one)



CONTINUING
PROFESSIONAL
DEVELOPMENT

MENTORS

➡ School

➡ School District

➡ League/Conference

➡ State Mentoring Program

➡ National Mentoring Program

sportsYou



TOPIC #3 GROWTH MINDSET





ESTABLISH YOUR VISION AND MISSION

Be willing to ask difficult questions of yourself:

- Why am I here?
- What do I want to do?
- What is my vision?
- What is my mission?

GOAL SETTING

What is success in this position? What does it look like?

Where do you want to be in a year? In 5? In 10?

Set short-term and long-term goals

GOALS:

1.

2.

JOURNALING

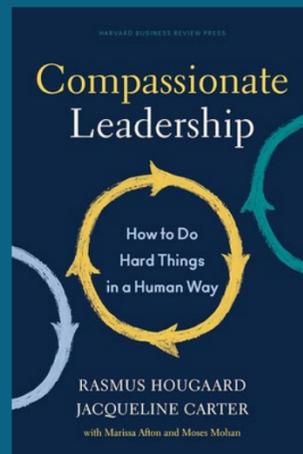
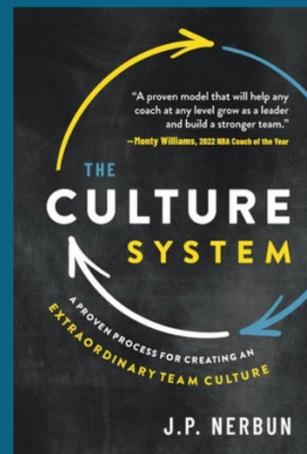
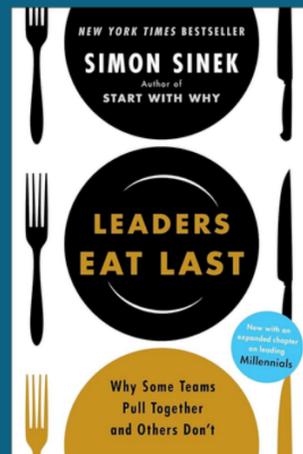
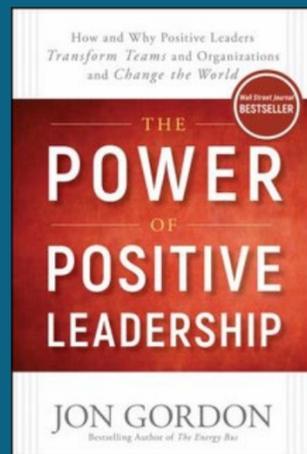
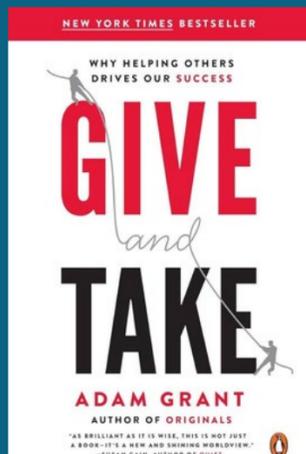
Take a few minutes each day for brief reflection.

- What worked?
- What didn't?
- Acknowledge victories
- Changes to be made



READ

- Lifelong learning (AGAIN)
- Reinforce and expand your views
- Share with others
- Create a learning community



TOPIC #4

CONNECTIONS/ RELATIONSHIPS





BUILD RELATIONSHIPS

- Do NOT live on an island
- Take an interest in those with whom you work
- Build an emotional bank account
- Open and honest communication

DELEGATION



⇒ **Communication** is our form of connection.

⇒ Communication, connecting and **delegating**:
create a supportive network and environment.

⇒ Build **trusting** relationships

⇒ Create your inner circle:
Athletic secretary, Game managers, Custodial, etc.

⇒ Know your strengths and embrace your weaknesses -
find others who can offset your weaknesses.

ASK FOR HELP



ASK questions now vs. asking for forgiveness later

There are **NO DUMB** questions

“Phone A Friend” - who is your go to person or
people?

There is always time to ask questions

Be intentional in asking for help

Utilize meetings (before/after)

** it's **OK** to **
ASK *for* **HELP**

RESOURCES

→ Share, Borrow, Steal Ideas

→ AD Tool Boxes

→ AD School Site Visits

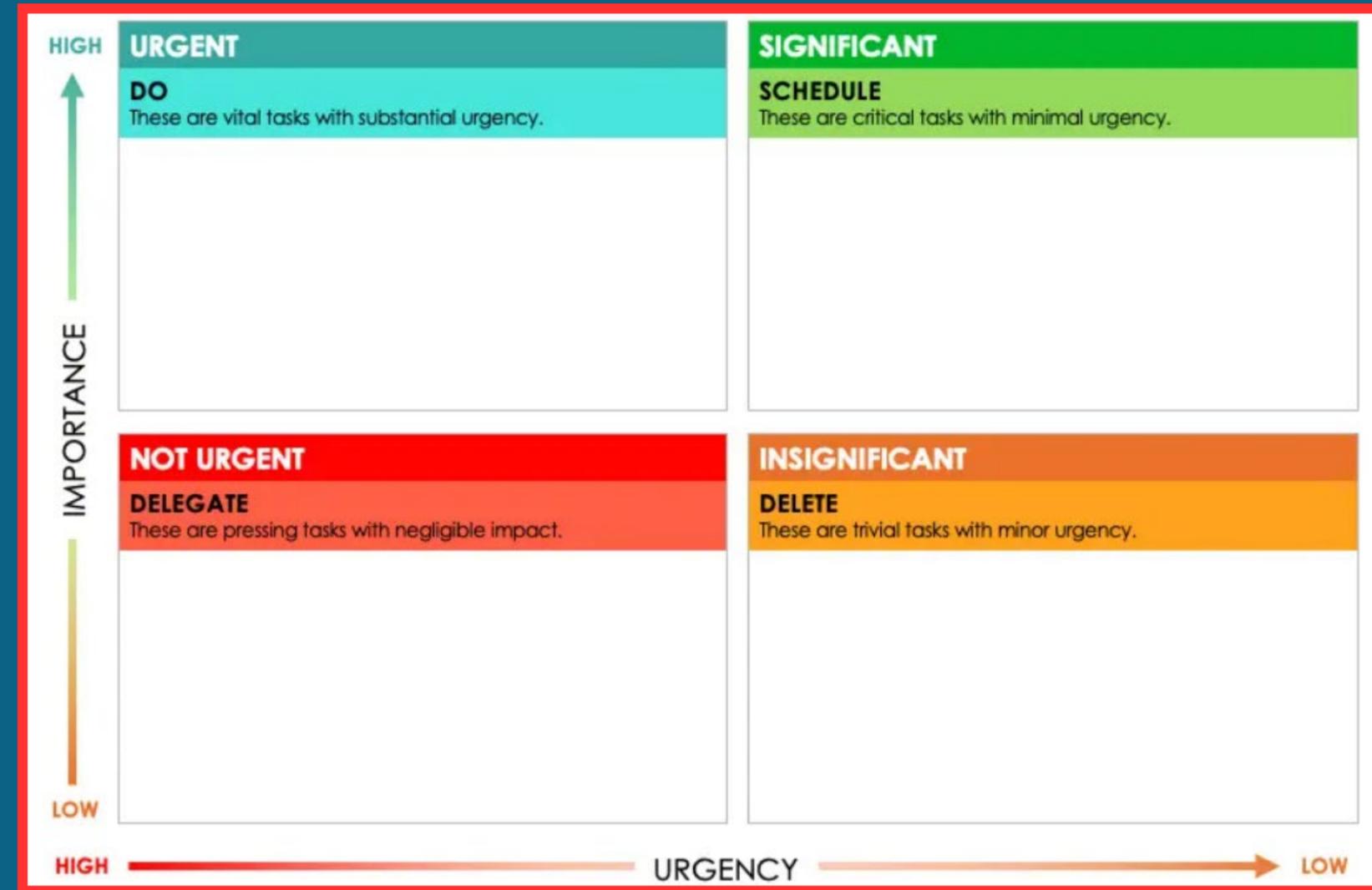
→ Systems

→ Eisenhower Matrix

Build momentum for
You/School

K - A = 0

Knowledge - Action = Nothing!



THANK YOU!

Scan for Presentation

