**Braxton County Athletics**

**Athletic Director**

 **Dan Wilson**

# Communication Plan

Proper communication between the district, school principal, athletic director, coaches, parents and community is crucial in a successful athletic program. The following outline will be the communication plan for BCS athletic program.

## Administration/ Athletic Director/ Coach Communication

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| --- | --- | --- | --- | --- | --- |
| **Communication Description** | **Type** | **Audience** | **Delivery Method** | **Frequency** | **Responsible** |
| Coaching vacancy  | Personnel  | Athletic DirectorSchool Principal Superintendent | When coaching positions are vacant, the AD shall email school principal the written coach resignation and the school principal shall forward to superintendent and secretary asking to accept resignation and post position | As needed | Athletic DirectorSchool PrincipalSuperintendent |
| Coaching hire | Personnel  | Athletic Director | Upon hire approval from BOE the AD will schedule a meeting with newly hired coach to receive new coaching employee training packet.  | As needed | BOEAthletic DirectorCoach |
| School events/ calendar | Informational | Athletic Director Coaches | Each week an updated school event calendar will be shared by the Principal with the athletic director and AD will update Schedule Star for all coaches | Weekly | School Principal |
| Facilities usage calendar | Informational | School Principal Athletic Director Coaches | Each week an updated Schedule Star calendar will be updated for all stakeholders to schedule practices, games, and facility usage by the AD with input from Coaches and Principals. | Weekly | Athletic Director CoachesSchool Principal |
| WVVSAC Event Calendar | Informational | Athletic Director Coaches | Annually coaches will receive all WVSSAS event calendars to participate in required certification and rules clinics offered.  | Annually | Athletic Director Coaches |
| LKC template/ Scheduling  | Mandatory | Athletic Director Coaches | All schedules must follow the LKC scheduling template. The template will be shared with each coach upon AD’s receiving it form conference. The coach will then make a schedule outline and submit to AD for approval. The coach will contact other coaches and AD’s to schedule games and enter into WVSSAC website. The AD will verify all scheduled events on WVSSAC website. | Annually | Athletic Director Coaches |
| Practice Schedule/ Facility usage | Mandatory | CoachesAthletic Director Principal | All coaches will update BCHS facilities calendar as needed and make sure that AD and Principal approve of facility usage | As Needed | Athletic Director Coaches |
| WVSSAC Correspondence | Informational | Athletic Director Coaches | All WVSSAC correspondence will be communicated to coaches through email as soon as the AD receive proper communication, this same communication can also be posted to Office Team and the Band APP | As needed | Athletic Director Coaches |
| LKC Correspondence | Informational | Athletic Director Coaches | All LKC correspondence will be communicated to coaches through email as soon as the AD receive proper communication, this same communication can also be posted to Office Team and the Band APP | As needed | Athletic Director Coaches |
| Scores/ Schedules and WVSSAC Information  | Mandatory | Coaches | All rosters, scores, schedule updates and required WVSSAC information will be updated as needed by coaches to the WVSSAC website. AD shall verify website for accuracy | As needed | Athletic Director Coaches |
| Pre-Season Update | Mandatory | Athletic Director Coaches | Before each season the AD will hold an annual coaches meeting. All updates and requirements will be shared with coaches along with student athlete packet and parent information. This meeting will focus on Policy, Inventory, WVSSAC information, Certification LKC information and student and parent information | Annually | Athletic Director Coaches |
| Post season Meeting/ checkout | Mandatory | Athletic Director Coaches | Within 4 Weeks after each season the AD will hold an annual coaches meeting. This meeting will focus on a review of current season, policy updates needed, coaches inventory submitted and coaches’ evaluation. | Annually | Athletic Director Coaches |
| Community Schedule of events | Informational | Athletic Director | 4 Weeks prior to the current athletic season. The AD will meet with the BCS athletic Foundation and share the upcoming season calendar, events, information, and correspondence. | Annually | Athletic Director Coaches |
| Youth Outreach | Mandatory | Athletic DirectorCoaches |  Weeks prior to each season the athletic director with coaches will have a meeting with youth leagues representatives. During this meeting the coaches will share goals of the program, current skill gap deficiencies, playbooks, and relative information to youth leagues for overall improvement of athletic programs.  | Annually | Coaches/ Athletic Director |