

Resources for New Assistant/Associate Directors

2022 NFHS Summer Meeting
San Antonio, Texas

HELLO!

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- Bowling
- KAY (Kansas Association for Youth
- Volleyball
- KSHSAA Hall of Fame
- Tennis
- Gymnastics

HELLO!

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- Esports
- CHSAA Hall of Fame
- Speech and Debate
- Sportsmanship
- Music
- Awards



Photo by Brad Cochi

**365 days
later, what
lessons
have we
learned?**

You don't know what you don't know!

- Identify the right mentor.
- Schedule meetings with your executive director
- Create trust circles in the different areas.
- Administrative Assistants are key to your success.

Something to think about...

Many times, AD's and/or parents are only advocating for what they care most about. Many times they do not (or refuse to) see the big picture.



NFHS as a Resource

- Introduce yourself to your NFHS sport director(s)
- Email/call them with questions
- Attend webinars/zoom meetings/stay connected

Things to keep in mind...

- One size does not fit all.
- Start with what you know.
- Asking questions is important.



- How do you communicate with your boss?
- How often do you communicate?
- What is most important to communicate?



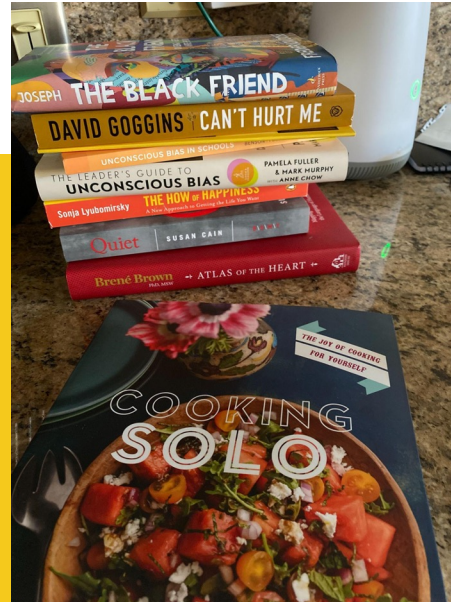
Are you invested in equity?

For many, perception is reality. In your assigned areas, look for areas where equity may appear to be off balance and work to bring things back to the center.



Organizational Systems

- Create what works best for you.
- Year - Month - Week - Daily
- Reflect and Evaluate



Mental Health

- Know when to take time away from work.
- Knowing how to take time away from work.
 - What do you like to do when time is not an issue? Do that!



Year One = Survival

- Listen and learn
- Make time for what is important in your personal life.
- Avoid procrastination

What I've learned, and what I need to be better at...



What do you do best?
Keep in mind that those characteristics got you to where you are. How can you leverage them to make your job easier?



Make up your own mind about people.
Create an environment that allows you to make that happen.



Know and understand the bylaws of your association and any state statutes.



Ask about the written and unwritten rules of your organization.

**THANK
YOU!**