

Inter-Lakes Athletic Committee
Meeting: 6/9/08 6:30 to 7:45 pm

Attendance: Bill Irwin, Patti Kennelly, Everett Bennett, Tom Allen, Bill West, Jim Durkee, Kathleen Burke, Anne Galligan, John Garneau, Mary Lowthe, Carol Swedberg, Tony Candage, Carrie Roberge, Patte Morrow

Discussion:

1. Athletic Director Job Description
 - a. A proposed job description for the Athletic Director positions at Inter-Lakes was prepared based on the current job description in place, as well as examples provided from other school districts.
 - b. The committee reviewed the job description, discussed the qualifications and responsibilities listed and proposed adjustments. Those adjustments will be made and the updated document will be emailed out to the committee.
 - c. Evaluation of sports programs and coach's was discussed
 - i. Current coach evaluations are based on end of season surveys and evaluations conducted by the Athletic Director and reviewed with the coach and Principals.
 - ii. How are the programs evaluated? How do we measure this?
 1. Participation rates
 2. Win/Loss Records
 3. Other items/details to be discussed and determined
 - iii. Team Collaboration Model for each sports program to ensure continuity through all levels (Varsity/JV/Junior High)
 1. Varsity Coach should be in the leadership position for the program
 2. Collaborative feedback sessions should occur at the end of the season for each sport to discuss what the strengths and weaknesses are, what could be improved etc.
 - a. Minutes of these sessions will be distributed to all the coach's, Athletic Director and Principals.
2. Athletic Director Position
 - a. Do we feel Inter-Lakes needs a full-time Athletic Director?
 - b. Are all the performance responsibilities identified in the Athletic Director job description discussed at this meeting currently being fulfilled with a part-time position?
 - c. What other alternatives can be examined to ensure all responsibilities are performed in order to meet a higher-level of success for the sports programs, athletes and school community?
 - d. Referred to meeting minutes/discussion from 6-3-08 and items discussed
 - e. Additional discussion to be held at a future Athletic Committee meeting

3. Other subjects to be discussed in further detail at future meetings
 - a. Hiring of coaches and the process of advertising open positions
 - b. Mentoring program for the coaches
 - c. Colleges recruiting our athletes – are we proactive with this?
 - d. Athlete awards and recognition
 - i. Determine what kind(s) of recognition to we want
 - ii. A process must be established and clearly communicated to coach's for consistency in application to all sports at all levels
 - iii. Also see meeting minutes from 6-3-08 for other items previously discussed

Program Based Reports – all committee members to bring the reports compiled from the coaches and/or athlete interviews they have conducted for the sport assigned at the last meeting. Please email your summary to Bill Irwin prior to the next meeting at billirwin@irwinmarine.com.

Next Meeting: Monday, June 16, 2008 7:30 pm in the Inter-Lakes High School Library (meeting to following presentation to parents and athletes being held out near the football field/track area).