

## **SECTION #5**

### **STAFF DEVELOPMENT & MANAGEMENT**

## Developing the Coaching Staff

**Commitment to Excellence-** Our staff will institute a commitment to excellence in everything that we do. We should perform each daily task to optimum efficiency to build the foundation for a league championship.

**Leadership-** Our coaching staff will serve as leaders both on and off the field. It is important that each member of the staff demonstrate leadership and poise daily in dealing with our players. In dealing with professional athletes we must earn the respect of each player through our knowledge, preparation, and attention to detail.

**Teaching Ability-** Coaches should have the ability to isolate the skills and techniques that are essential to each position, and be able to teach them in a clear manner to their position group. It is important to understand that players have different learning styles and each coach must work to maximize the potential of each individual player.

**Positive Attitude-** Our staff should maintain a positive attitude towards our program outlook and the process of developing our team for success each day.

**Daily Preparation -** Our staff is expected to be prepared daily. Each individual assistant coach will have daily practice and game-planning preparation duties that are necessary for our success. There must be no short-cuts in our preparation, and we will have the mindset that we are preparing each week as if it is a playoff game.

**Accountable-** Each member of the staff must be accountable to the Head Football Coach, Coaching Staff, Front Office, Ownership, and Team. If one area fails unfortunately our entire franchise fails. Coaches must make it a priority to be accountable for the inadequacies of their individual units and develop a plan to improve the deficient area.

**Flexibility-** Our coaches must be flexible in their teaching and position assignments. As the Head Coach I must make decisions in the best interest of our football program. This may require coaches to change levels or areas of responsibility if it will improve our overall teams success.

**Belief in our System-** We have a designed and proven system that we believe in. Our system and beliefs are flexible enough to allow for improvements and changes based on the individual game-plan and our personnel. All coaches will contribute to the development of our overall game-plan preparation each week and the opinion of each staff member is respected. All of our coaches must have a belief in our philosophy and systems for us to work in an efficient manner as a unit.

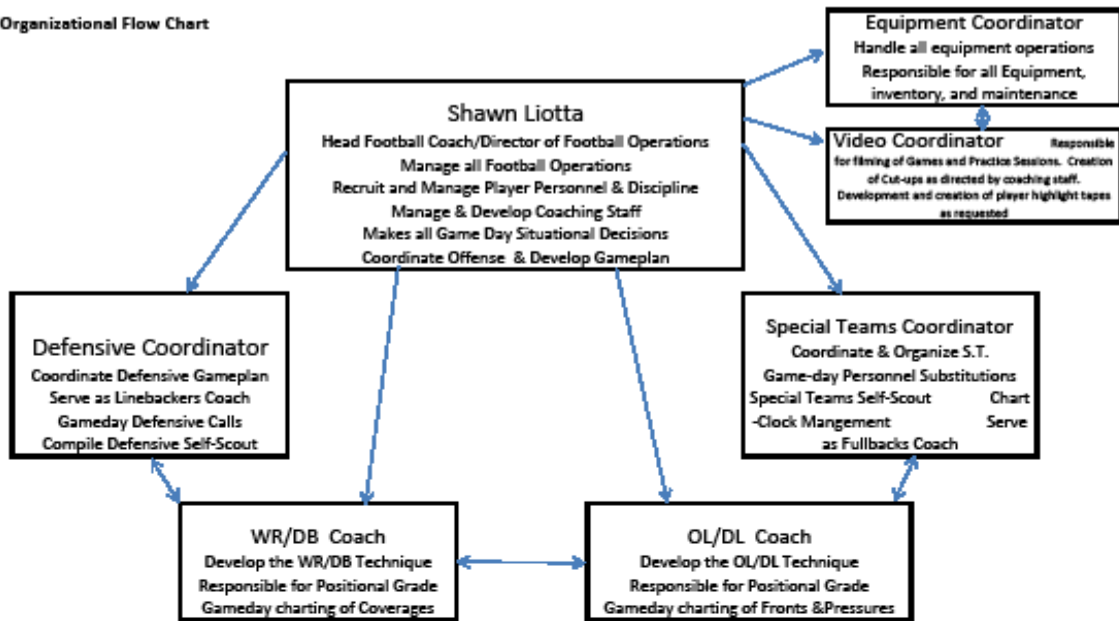
**Confidentiality-** Assistant coaches will be privy to confidential material regarding the operations of our franchise. At no time may an assistant coach divulge any confidential material to any media outlet, players, other coaches, fans, ext. Failure to adhere to this will result in termination of staff member.

					Liotta v.4.10
	<b>Coaching Staff - Responsibilities</b>				
	<b>Head Football Coach</b>	<b>Defensive Coordinator</b>	<b>Special Teams Coordinator</b>	<b>Asst. Coach - OL/DL</b>	<b>Asst. Coach- WR/DB</b>
Primary Responsibility	Direct all Football Operations				
	Coordinate Offense	Coordinate Defense	Coordinate Special Teams	Coach Offensive &	Coach Defensive Backs &
	Coach QB's	Coach Linebackers	Coach Fullbacks	Defensive Line	Wide Receivers
Meeting Responsibilities	Oversee Player Personnel			Primary Focus on Offense	Primary Focus on Defense
	Address Team			Pass Protection	Weekly Coverages
	Oversee All Meetings	Direct Defensive Meeting	Direct Special Teams Meeting		
Gameplanning Prep	Direct Offensive Meetings		Offensive- Pass Pro w/ FB		
	Gameplan Outline	Gameplan Outline	Special Teams Outline/Scout	Pass Protection	Defensive Coverages
	Offensive Script / Outline	Tendency Report	Contingency/ Clock Review	Run Game Review	vs. Opponent Offense
Practice	Approve Final Personnel	Defensive Personnel	Special Teams Personnel	Blitz/Coverage Tendencies	Tendencies by Field Zone
	Practice Schedule/Periods	Defensive Outline	Special Teams Script	Blitz Period/ Pass Pro	Defensive Skelly
	Offensive Script	Situational Defense	Situational	Inside Period	Special Teams Scout Team
Game Day	Overall Implementation		Contingency Script		
	Manage Overall Game				
	Offensive Play-Calling	Defensive Play-Calling	Organize Special Teams	Coach OL/DL	Press Box
Location-Game Day	Manage Clock/Contingency		Clock Management/Contingency		Coverage Analysis
	On-Field	On-Field	Bench	Bench	Press Box
Half-Time Responsibility	Address Team	Assess First Half Defense	Assess Special Teams	Review 1st Half Fronts	Review 1st Half Routes
	Coordinate Offense 2nd Half	Coordinate 2nd Half Calls	Situational Alerts	Meet with Offensive line	Meet with DB's
	Approve 2nd Half Adjustments		Contingency Review w/ HC	& Fullbacks	
Evaluation Responsibilities	Review Overall Film	Review Defensive Film	Review Special Teams Film	Grade Pass Pro Unit	Grade Defensive Backs
	Personnel Evaluation	Analyze Self-Scout Defense	Analyze Self-Scout S.T.	Grade Defensive Line	Grade Wide Receivers
	Weekly Personnel Assessment	Personnel Assessment	Personnel Assessment		
Player Personnel					
	Review Weely Report	Weekly Opponent Personnel	Weekly Opponent Personnel	Assist Head Coach	Assist Defensive Coord.
	Personnel Evaluation			with Player Evaluations	with Player Evaluations
	Weekly Personnel Assesment				
	Review Weekly Injury Report				
<b>Support Staff - Responsibilities</b>					
<b>Offensive Quality Control</b>	<b>Defensive Quality Control</b>	<b>S.T. Quality Control</b>	<b>Video Coordinator</b>	<b>Video Assistant</b>	<b>Equipment Coordinator</b>
Primary Responsibility	Primary Responsibility	Primary Responsibility	Primary Responsibility	Primary Responsibility	Primary Responsibility
			Responsible for all Video	Film Upload/Exchange	Responsible for all
Assist HC/OC	Assist Defensive Coordinator	Assist S.T. Coordinator	Need of our Program	Assist the Video	Equipment Management
Assistant QB Coach	Assistant DL Coach	Assistant WR Coach		Coordinator	
Self Scout Responsibilities	Self Scout Responsibilities	Self Scout Responsibilities	Meeting Responsibilities	Meeting Responsibilities	Meeting Responsibilities
Complete offensive	Complete Defensive	Complete S.T.	Copies of all Video Complete	Video Room Set-Up	Ensure Players are
Self Scout Breakdown	Self Scout Breakdown	Self Scout Breakdown			Equipped for Practice Dress
Gameplanning Prep	Gameplanning Prep	Gameplanning Prep	Gameplanning Prep	Gameplanning Prep	Gameplanning Prep
Compile and Distribute	Compile and Distribute	Compile and Distribute	Prepare all situational cut-up	Prepare Self Scout Cut-ups	Provide Injury Report
Offensive Scouting Report	Defensive Scouting Report	S.T. Scouting Report	tape as directed by HC		From Trainer to HC
Practice	Practice	Practice	Practice	Practice	Practice
Run Scout	Run Scout	Off Skelly	Film	Film Practice As Directed	All Equipment Needs
Off. Scout Cards	Def. Scout Cards	Special Teams Scout Cards	Team/Inside/Pass Pro Periods	by Video Coordinator	
Game Day	Game Day	Game Day	Game Day	Game Day	Game Day
Chart Off. Play Calls	Chart Def Play Calls	Chart S.T.	Film Wide Copy From	Film Tight Copy	All Equipment Needs
Def. Coverage Chart	Front/Blitz Chart	Off. Route Concept Chart	Press Box	From Endzone	
Location-Game Day	Location-Game Day	Location-Game Day	Location-Game Day	Location-Game Day	Location-Game Day
Press Box	Press Box	Press Box	Wide Copy	Tight Copy	Bench
Half-Time Responsibility	Half-Time Responsibility	Half-Time Responsibility	Half-Time Responsibility	Half-Time Responsibility	Half-Time Responsibility
Provide 1st Half Chart	Provide 1st Half Chart	Provide 1st Half Chart	Ensure proper Video Operation	Ensure Proper	Ensure we have no
to HC/OC	to Defensive Coordinator	to S.T. Coordinator		Video Operation	Equipment Issues
Evaluation Responsibilities	Evaluation Responsibilities	Evaluation Responsibilities	Evaluation Responsibilities	Evaluation Responsibilities	Evaluation Responsibilities
Off - Self Scout Breakdown	Def - Self Scout Breakdown	S.T. - Self Scout Breakdown	Prepare Scout Cut-ups	Prepare Self Scout Tapes	Equipment Inventory
Ensure Off. Cuts Ready	Ensure Def. Cuts Ready	Ensure S.T. Cuts Ready			Done Weekly
Player Personnel	Player Personnel	Player Personnel	Player Personnel	Player Personnel	Other
					Weekly Laundry
Review Daily Playwire	Review Daily Playwire	Ensure Filing of all	Prepare player film as directed	Prepare player	Maintain current
and Report to HC	and Report to HC	Player Contracts		film as directed	inventory of all
					player equipment

**\*Based on an Optimum Staff/Budget Situation**

# Coaching Staff Responsibility Flow Chart

Staff Organizational Flow Chart



## Daily Staff Preparation

### Practice/Scripting

1. Inside/Team Run-Pass
2. Pass Skelly
3. Team

### Areas of Improvement

1. Schematically
2. Fundamentally
3. Organization

### Evaluation

### Grading and Film Study

1. Grading and Review by Position
2. Segments & Situationals
3. Self-Scout
4. Development of Self Scout Cut-ups
5. Scout – Next Opponent – Develop Scouting Report
6. Development of Opponent Situational Cut-ups

### Player Meetings

### Development & Preparation

1. Film review and analysis
2. Game Plan & Scouting Report Presentation
3. Key areas to improve

## Football Operations Job Descriptions

### **Job Description - Assistant Coach – Defensive Coordinator**

Assistant Coach- Defensive Coordinator reports to Head Coach/Director of Football Operations and will assist in all aspects of game-planning, and game and practice preparation. Assistant coach be responsible with administrative duties, practice & game film editing responsibilities, and will serve as an on-field position coach. Candidate will be responsible for the implementation and coordination of the Defensive Unit. Candidate will be responsible for developing the weekly defensive game-plan in coordination with the Head Football Coach. The assistant coach will have administrative game-plan responsibilities and will prepare documents and reports as directed by coaching staff. The candidate may also perform player personnel functions as directed by Head Football Coach. Assistant coach will perform other duties as directed by Head Football Coach.

Experience is required as a coach or player at the college or indoor/arena level. Coaching experience is preferred at the indoor/arena level. Experience in video editing and computer skills are required for this position. Assistant coach must be available for all Games Home and Away. This position will pay a salary based on qualifications and experience and housing and meals may also be provided to selected candidate.

### **Job Description - Assistant Coach- Special Teams Coordinator**

Assistant Coach- Special Teams Coordinator reports to Head Coach/Director of Football Operations and will assist in all aspects of game-planning, and game and practice preparation. Assistant coach be responsible with administrative duties, practice & game film editing responsibilities, and will serve as an on-field position coach. Candidate will be responsible for the implementation and coordination of the Special Teams Unit. The assistant coach will have administrative game-plan responsibilities and will prepare documents and reports as directed by coaching staff. The candidate may also perform player personnel functions as directed by Head Football Coach. Assistant coach will perform other duties as directed by Head Football Coach.

Experience is required as a coach or player at the college or indoor/arena level. Coaching experience is preferred at the indoor/arena level. Experience in video editing and computer skills are required for this position. Assistant coach must be available for all Games Home and Away. This position will pay a salary based on qualifications and experience and housing and meals may also be provided to selected candidate.

## Football Operations Job Descriptions

### **Job Description - Assistant Coach/ Player Personnel Assistant**

Assistant Coach/ Player Personnel Assistant reports to Head Coach/Director of Football Operations and will assist in all aspects of game-planning, and game and practice preparation. Assistant coach be responsible with administrative duties, practice & game film editing responsibilities, and will serve as an on-field position coach. The assistant coach will have administrative game-plan responsibilities and will prepare documents and reports as directed by coaching staff. The candidate will perform player personnel functions as directed by Head Football Coach. Will be responsible for the monitoring of player waiver wires from all leagues as directed by Head Coach. Candidate will be responsible for compiling and filing all player personnel paperwork with the league office. The Assistant coach will perform other duties as directed by Head Football Coach.

Experience is required as a coach or player at the college or indoor/arena level. Coaching experience is preferred at the indoor/arena level. Experience in video editing and computer skills are required for this position. Assistant coach must be available for all Games Home and Away. This position will pay a salary based on qualifications and experience and housing and meals may also be provided to selected candidate.

### **Job Description - Assistant Coach (Intern)**

The Assistant Coach reports to Head Coach/Director of Football Operations and will assist in all aspects of game-planning, and game and practice preparation. Assistant coach be responsible with administrative duties, practice & game film editing responsibilities, and will serve as an on-field position coach. The assistant coach will have administrative game-plan responsibilities and will prepare documents and reports as directed by coaching staff. Candidate will be responsible for the creation of the self scouting breakdown and cut-up tapes, and will compile scout cards for practice. The candidate may also perform player personnel functions as directed by Head Football Coach. Assistant coach will perform other duties as directed by Head Football Coach.

Experience is required as a coach or player at the college or indoor/arena level. Coaching experience is preferred at the indoor/arena level. Experience in video editing and computer skills are required for this position. Assistant coach must be available for All Games Home and Away. Travel Per Diem will be provided when on road traveling with the team. This is a non-paid internship, however selected candidate may use the internship toward college credits.

## Football Operations Job Descriptions

### **Job Description - Quality Control Coach (Intern)**

Quality Control Coach reports to Head Coach/Director of Football Operations and will assist in all aspects of game preparation. QC coach will have an area of responsibility; offense, defense, or special teams and will be responsible with administrative duties, practice & game film editing responsibilities, and will serve as an on-field assistant position coach. The QC coach will have administrative game-plan responsibilities and will prepare documents and reports as directed by coaching staff. Candidate will be responsible for the creation of the self scouting breakdown and cut-up tapes, and will compile scout cards for practice. QC coach will perform other duties as directed by Head Football Coach.

Experience is required as a coach or player at the college or indoor/arena level. Coaching experience is preferred at the indoor/arena level. Experience in video editing and computer skills are required for this position. Quality control coach must be available for All Games Home and Away. Travel Per Diem will be provided when on road traveling with the team. This is a non-paid internship, however selected candidate may use the internship toward college credits.

### **Job Description - Video Coordinator (Intern)**

Candidate will receive outstanding practical experience in video operations for a professional sports franchise. Video Coordinator reports to Head Coach/Director of Football Operations to coordinate the video needs for the coaching staff each week. Video Coordinator will be responsible for videotaping each game during the regular season (March-July), and playoffs. Video Coordinator will be responsible for video taping practice and training camp sessions/scrimmages as directed by Head Football Coach. Video Coordinator will copy game film each week as directed for coaching staff, front-office staff, and for AFL, UFL, CFL, NFL teams who are interested in scouting our roster for talent. Video Coordinator will be responsible for maintaining inventory of video equipment, tapes, camera, DVD/VCR, at all times during the season.

Experience is preferred in video operations, camera operation, and a basic knowledge of football is helpful to selected candidate. Video Coordinator Must Be available for All Home Game Dates. This is a non-paid internship, however selected candidate may use the internship toward college credits.



## Football Operations Job Descriptions

### **Job Description - Video Assistant (Intern)**

Candidate will receive outstanding practical experience in video operations for a professional sports franchise. Video Assistant reports to Video Coordinator to compile the video needs for the coaching staff each week. Video Assistant will be responsible for videotaping each game during the regular season (March-July), and playoffs. Video Assistant will be responsible for video taping practice and training camp sessions/scrimmages as directed by Video Coordinator for the needs of the coaching staff. Video Assistant will copy game film each week as directed for coaching staff, front-office staff, and for AFL, UFL, CFL, NFL teams who are interested in scouting our roster for talent.

Experience is preferred in video operations, camera operation, and a basic knowledge of football is helpful to selected candidate. Video Assistant Must Be available for All Home Game Dates. This is a non-paid internship, however selected candidate may use the internship toward college credits.

### **Job Description - Equipment Coordinator (Intern)**

Candidate will receive outstanding practical experience in Equipment Management and Coordination for a professional sports franchise. Equipment Coordinator reports to the Head Football Coach/Director of Football Operations. Equipment Coordinator will be responsible for the distribution, maintenance, inventory, and laundry of all team issued equipment. Candidate will be responsible for accurate inventory and maintenance of all team issued apparel for players, staff, and coaches.

Experience is preferred in equipment management and organization, and a basic knowledge of football is helpful to selected candidate. It is preferred if candidates are certified by AEMA, however is not required if candidate can demonstrate knowledge and experience. Equipment Coordinator Must be available for All Games Home and Away. Travel Per Diem will be provide when on road traveling with the team. This is a non-paid internship, however selected candidate may use the internship toward college credits. Previous Equipment Coordinator interns with us have gone on to accept full-time positions at the High School and NCAA level.