



CONSULTING

# ATHLETIC DEPARTMENT ASSESSMENT

(AVAILABLE AUGUST 2021)

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EST. 1902

SOUTHERN  
TEACHERS  
AGENCY

# ATHLETIC DEPARTMENT ASSESSMENT

An Athletic Department Assessment includes a broad review of current practices, policies, and operations. It verifies best practices that are in place, identifies areas in need of improvement, and provides comparative data and actionable recommendations.

Dr. Tim Green conducts our athletic assessments. He has a successful record of independent school athletic leadership that includes oversight of teams and coaching staff, budget development, athletic facilities, mentoring programs, coaching evaluation, professional development, and athletic capital improvements. During his 31-year career, Tim has served as a teacher, coach, P.E. Department Chair, and Director of Athletics. He is certified at the highest level (Certified Master Athletic Administrator) by the NIAAA and has served on numerous committees at the collegiate and independent school levels.

## AREAS ASSESSED

|                                                               |                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facilities Usage &amp; Development</b>                     | <ul style="list-style-type: none"><li>• Facility usage planning</li><li>• Facility needs assessment</li><li>• Best practices assessment and planning for facilities (parking, safe school setting, weight room usage, locker room planning, etc.)</li></ul> |
| <b>Budgeting Strategies &amp; Capital Needs/ Improvements</b> | <ul style="list-style-type: none"><li>• Yearly budgeting</li><li>• Long-term strategic budgeting</li><li>• Capital planning</li></ul>                                                                                                                       |
| <b>Department Policies &amp; Procedures</b>                   | <ul style="list-style-type: none"><li>• Handbook development (Coaches, Parents, and Players)</li><li>• Hiring practices and training of coaches</li></ul>                                                                                                   |
| <b>Department Structure</b>                                   | <ul style="list-style-type: none"><li>• Administration staffing and flow charts</li><li>• Staff development and evaluation</li><li>• Job descriptions</li><li>• Player/leadership development</li></ul>                                                     |
| <b>Program Necessities</b>                                    | <ul style="list-style-type: none"><li>• Booster Club Organization</li><li>• Mentoring programs for players and coaches</li><li>• Preparation of athletes for college participation</li><li>• Social media and department promotion</li></ul>                |

## ASSESSMENT REPORT

- Overview of current athletic department operations
- Assessment and recommendations for short-term and long-term financial planning
- Personnel recommendations
- Recommended actions for operations within the athletic department
- Prioritization of recommendations
- Best practices
- Benchmarks (comparison to other schools with similar profiles)



# ATHLETIC DEPARTMENT ASSESSMENT

## WHAT TO EXPECT

### PRIOR TO VISIT

- Conversation with Head of School (HOS)
- Conversation with Athletic Director (AD)
- Requested Items (provided at least two weeks before visit)
  - All Athletic Department handbooks
  - Operating budget history and projections for athletics
  - History and projections of enrollment and participation in athletics
  - Organization chart
  - Diagram of fields and facilities

### ON-SITE VISIT

- Meet with HOS
- Meet with Athletic Director
- Interview Director of Facilities/Operations, CFO, Director of Admissions, and others as appropriate (booster club members, division heads, and focus groups of coaches, players, and parents)

### END OF VISIT

- Exit meeting with HOS to discuss preliminary findings

### POST VISIT

- Six-month check-in and review

## SCHEDULE

|                                 |                                                                        |
|---------------------------------|------------------------------------------------------------------------|
| <b>Conversation with Head</b>   | Determine and finalize scope of assessment; set date for on-site visit |
| <b>Two weeks prior to visit</b> | Requested documents provided by school; preliminary discussion with AD |
| <b>Visit to school</b>          | 1-2 days                                                               |
| <b>Three weeks after visit</b>  | Report provided to HOS & reviewed with others as requested by HOS      |

## AREAS NOT ASSESSED

- League or school participation policies
- Specific facility or equipment recommendations
- Legal issue compliance for athletics



# TIM GREEN

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## EDUCATION

|                                                                                                 |      |
|-------------------------------------------------------------------------------------------------|------|
| <b>University of Alabama, Tuscaloosa, AL</b><br><i>Ed.D. in Higher Education Administration</i> | 1996 |
| <b>University of Florida, Gainesville, FL</b><br><i>M.E.S.S. in Exercise Physiology</i>         | 1989 |
| <b>Vanderbilt University, Nashville, TN</b><br><i>B.S. in Physical Education</i>                | 1988 |

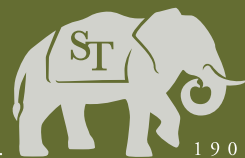
## EXPERIENCE

|                                                                                                                     |                    |
|---------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Bellarmine University, Louisville, KY</b><br><i>Sports Administration Adjunct Faculty</i>                        | 2020               |
| <b>Kentucky Country Day School, Louisville, KY</b><br><i>Director of Athletics</i><br><i>Varsity Football Coach</i> | 2003-20<br>2003-18 |
| <b>Universal Safety Response, Inc., Charlottesville, VA</b><br><i>Chief Operating Officer</i>                       | 2002-03            |
| <b>Porter-Gaud School, Charleston, SC</b><br><i>Director of Athletics: Physical Education Department Chair</i>      | 2000-02            |
| <b>Darlington School, Rome, GA</b><br><i>Physical Education Department Chair; Director of Summer Programs</i>       | 1994-2000          |
| <b>Floyd College, Rome, GA</b><br><i>Assistant Professor of Physical Education</i>                                  | 1989-94            |

## HONORS AND PROFESSIONAL DEVELOPMENT

- Member, Phi Epsilon Omega International Honor Society for Sports Sciences
- Member, National Interscholastic Athletics Administrators Association
- Member, Kentucky High School Athletics Directors Association
- Member, NFHS, AFCA, and KHSFCA Football Coaches Associations
- Metro Louisville Athletic Directors Association, Hall of Fame Committee Member
- Member, KHSAA Football Oversight Committee
- 2010 and 2014 Booster Club Coach of the Year
- 2006-2010 Trustee Chair Award
- 2004 and 2009 District Football Coach of the Year
- 2004, 2010, and 2011 Pioneer Athletic Conference Football Coach of the Year
- 2000 Who's Who Among High School Teachers





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