

Building Your Program

Looking at the big picture can give your program direction and will help you build. What are your program goals? What will students leave your program with? Where do I want my program to be in 5 years? What is reasonable for me and my students so we don't burn out? How can I develop my team leaders to help work toward the vision?

Planning Your Season

Food for Thought: *Basketball teams do not play games when they feel ready; they play based on a schedule determined by the league.*

- 1. Get a Year-long Calendar**
 - a. Write in all events, times, what to wear, etc.
 - b. Communicate with students and parents (if they know about something in advance, they don't have an excuse for not being there)
 - c. Create both a detailed calendar and a "year-at-a-glance" calendar (keep audience in mind)
- 2. Start at the End and Work Backwards**
 - a. Culminating event (State, Nationals, Spring Show, Banquet, etc.)
 - b. When does my team need to "peak"?
- 3. Pick Categories**
 - a. What is realistic for my team?
 - b. What do my students want? What do I want? What does my school/community want?
- 4. Plan Competitions**
 - a. Pick competition dates that will work best for your team
 - Check for conflicts with school calendar, vacations, SAT, etc.
 - Consider how much time you need to prepare routines
 - Decide which routines you will take to each competition
 - b. Submit registration forms and observe registration deadlines
- 5. Plan Other Performances (games, assemblies, parades, etc.)**
 - a. Get schedules from athletic director/secretary
 - b. Find out at what events you are expected to perform
 - c. Are there new performance venues you would like to add?
- 6. Plan Routines and Choreography to Meet Performance Deadlines**
 - a. On a calendar, map out what needs to be completed by when
 - b. Be sure to leave time to clean routines
 - c. Give yourself a "snow day" cushion
 - d. Make adjustments when necessary (simplify choreography, shorten routine, etc.)

7. Plan When to Teach Skills, Technique, Showmanship

- a. Consider what skills you want to include in your routines. Start teaching these skills ahead of time so students will be prepared when they are included in choreography
- b. Start conditioning that is appropriate for your team goals

8. Planning Practices

- a. Schedule facilities in ADVANCE
 - Find out the process for scheduling
 - Meet with other coaches if needed/necessary
- b. Have a Practice Plan
 - Include all aspects of each practice (warm-up, skills, new material, review, cleaning, cool down, nut and bolts)
 - Share with team leaders and other coaches/volunteers
- c. “Practice like you want to perform”

9. Create a Payment Schedule for Expenses

- a. Determine what students/parents will need to pay and when
- b. You may want to have set payment amounts
- c. Set up alternatives for families who need assistance

10. Create a Budget

- a. Estimate how much you will need to finance your plans (be sure to include all expenses)
- b. Determine how and when you will raise this money

11. Create a Fundraising Schedule

- a. Space out fundraisers so they are reasonable for your students
- b. Make sure you follow guidelines established by your school for fundraisers

12. Establish Effective Means of Communication with Students & Parents

- a. Email distribution list
- b. Website
- c. MySpace
- d. Wikis (e.g. www.pbwiki.com)

13. Social Activities

- a. Make social events part of your calendar
- b. Delegate responsibilities

14. Parents

- a. Find out who is willing to help
- b. Delegate appropriate tasks
- c. Use caution when sharing information