

Developing a Policies and Procedures Manual



Key Terms

- Policies – a facility’s rules and regulations; they reflect the goals and objectives of the program.
- Procedures – describe how policies are met or carried out.
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- Program objectives – specific means of attaining the program goals.
- Capital outlay – funds intended for new construction, purchasing or repairing equipment.

Programs Goals and Mission Statement

- The most foundational goal of a strength and conditioning program is to improve athletic performance. Injury prevention should also be a goal. Developing a mission statement and a list of program objectives should involve the entire strength and conditioning staff, athletic administration, and sports medicine staff.

Sample Program Objectives

- Design training programs that create the desired results in body composition, hypertrophy, strength, muscular endurance, cardiovascular endurance, speed, agility, coordination, balance, and power.
- Develop training programs to account for biomechanical and physiological differences among individual athletes.
- Educate athletes on the importance of good nutrition.

Job Titles, Descriptions, and Duties of the Strength and Conditioning Staff

- Strength and Conditioning Director (Head Strength and Conditioning Coach)
- Assistant Strength and Conditioning Coach
- Facility Supervisor

- The roles and responsibilities of strength and conditioning staff members should be distinct and clearly communicated.

Strength and Conditioning Director

- This person is responsible for the overall strength and conditioning program, facility, equipment, staff, and such administrative tasks as preparing a budget, purchasing equipment, preparing proposals, and working with the school administration and media.

Assistant Strength and Conditioning Coach

- This person is responsible for many of the same duties as the director but is usually only directly responsible for a limited number of teams, not the whole program.

Facility Supervisor

- This person is usually a part-time staff member, often an exercise science student, who is responsible for observing activities within the strength and conditioning facility and cleaning and maintaining its equipment.
- Also assists the director and the assistant strength coaches when necessary.

Staff Policies and Activities

- Orientation Meeting - typically at the beginning of school year or sport season, the director typically explains the services of the staff, the training schedule and program, the progress card, facility rules, disciplinary actions, the award system, emergency procedures.
- Annual Plan - allows the staff to foresee upcoming projects before it is too late to meet demands. List projects in advance for all 12 months, identify who should handle what project.
- Budgetary Issues - be prepared to provide a complete list of new equipment that will need to be purchased for the entire year. It is a good idea to include a capital outlay category for new construction or new purchases. The director should always make sure there is money in the budget before requesting a purchase.

Staff Policies and Activities

- Staff Facility Use - the director and assistant director usually have full access to use the facility within their discretion.
- Staff Workout Times - Should occur at a time when the sport teams are not in the facility. A staff member should *not* be permitted to work out when the team for which they are responsible is training.
- Relationships With Athletes and Other Staff Members - All staff members should refrain from having personal relationships of any type with the athletes or other staff members.

Staff Policies and Activities

- Staff Professional Goals - All staff members should make a daily effort to increase their knowledge.
- Posted Messages and Signs - a centralized bulletin board where notices, messages, facility hours, and other information can be posted.
- Touring the Strength and Conditioning Facility - A viewing area should be provided so that groups can see the facility without disturbing the athletes. Generally 3 types of outside groups that tour the facility, the general public, guests of the athletic director or sport coach, recruits or other special guests.

Staff Policies and Activities

- Approved Exercise Techniques and Spotting Guidelines - The director needs to inform, demonstrate, and teach the staff how the movement technique should be taught to the athlete. All exercises performed in the facility should be placed on an approved exercise list. From a safety standpoint spotting is critical, all staff members should be willing to spot when necessary.
- Testing Procedures and Schedule - Occurs at the beginning of each semester or sport season. In addition to setting up a testing schedule, a regular training schedule should be established with in conjunction with the head coach of each sport.

Staff Policies and Activities

- Workout Sheet - Different for each strength and conditioning program. A staff member should not advise an athlete to perform exercises that are not listed on the scheduled progress card unless suggested by the director or sports medicine staff.
- Records and Awards - Help provide a motivational atmosphere, by rewarding accomplishment and outstanding effort.

Facility Administration

- Access to the Facility - Who should be allowed in the facility and when.
- Preparticipation Requirements for Student Athletes - Need to receive a physical exam or at least clearance from the sports medicine staff.
- Eligibility Criteria - typical individuals who are allowed to use the strength and conditioning facility. Student athletes participating in an athletic department sponsored sport. All athletic department coaching and administration staff. All sports medicine department staff. Alumni athletes. Individuals and groups approved by the athletic director.

Facility Administration

- Non University Individuals or Groups Using the Facility - Must be pre-approved by the athletic director/strength and conditioning director. Must be supervised by staff. Must be scheduled during off hours when athletes are not present. Must supply written proof of additional liability insurance. Must sign a release agreement. Must follow the rules of the facility.
- Action for an Ineligible Person - It is the staff's duty to explain the eligibility criteria to this person. If person does not leave, the campus or local authorities should be notified.

Daily Operation

- Facility Opening - unlock the doors, turn on all lights, turn on the stereo, set out the updated workout sheets, survey the facility, turn on electronic equipment.
- During Training Hours – Re-rack weights, bars, dumbbells. Pick up trash. Make frequent equipment checks. Wipe off aerobic equipment. Wipe off upholstery and mirrors.
- Facility Closing – Clean, check equipment for damage. Re-rack loose weights. Turn off electronics. Turn off stereo. Turn off lights. Lock doors.

Sample Facility Rules and Guidelines

- Athletes must get a personal checkup from sports medicine staff prior to participating
- All athletes must have an orientation
- Athletes are to have a workout program card.
- No squatting outside the rack
- Bumper plates required on platforms for power exercises
- Athletes should wear proper training attire
- Athletes should utilize spotters when necessary
- Athletes should immediately report any facility related injury.

Tiered Penalty System of Rules Violation

- First offense – a verbal warning by a staff member
- Second offense – Dismissal from the facility for one day, documentation of the offense
- Third offense – Dismissal from the facility for one week
- Fourth offense – Dismissal from the facility for the remainder of the year
- Fifth offense – Permanent dismissal from the facility.

Emergency Procedures

- Accidents and Injuries – If an accident occurs it is important to notify the strength and conditioning director, the sports medicine department and campus security. If there is any question about the severity of the injury, call 911.
- Fire – if it is a small contained fire, staff should be familiar with the location of the fire extinguisher. For a large unconfined fire, staff should pull the fire alarm and warn others in the building.

Emergency Procedures

- Tornadoes and Severe Weather – It is important that no athletes or staff members leave the strength and conditioning facility in severe weather. With the aid of campus security it is the staff's responsibility to determine what to do and where to go in severe weather.
- First Aid Kit – Everyone in the facility should know the location of the first aid kit. It should only be opened by a staff member. The staff should make routine checks to make sure it has all the necessary supplies.