

PROCEDURE FOR ATHLETIC PRACTICE AND GAMES

Objective:

To organize and execute effective athletic practices and games that promote skill development, teamwork, physical fitness, and a positive competitive environment.

Preparation Phase:

- **Define Objectives and Scope**
 - Determine the purpose of the practice (e.g., skill-building, conditioning, strategy) or game (e.g., competitive match, scrimmage).
 - Identify the sport, age group, skill level, and number of participants.
 - Set measurable goals (e.g., improve passing accuracy, enhance endurance, or prepare for a specific opponent).
- **Plan the Schedule**
 - Select a date, time, and duration for the practice or game (e.g., 1–2 hours for practice, regulation time for games).
 - Reserve a suitable venue (e.g., field, court, gym) and ensure it meets safety and sport-specific requirements.
 - For games, coordinate with opposing teams, officials, and league organizers (if applicable).
- **Gather Equipment and Resources**
 - Prepare necessary equipment (e.g., balls, cones, goals, jerseys, scoreboards).
 - Ensure safety gear (e.g., shin guards, helmets) is available and in good condition.
 - Arrange for water, first-aid kits, and emergency contact information.
- **Design the Practice or Game Plan**
 - **For Practice:**
 - Create a detailed agenda with time allocations (e.g., 10 min warm-up, 20 min drills, 30 min scrimmage).
 - Include warm-up exercises, skill-specific drills, conditioning, and cool-down activities.
 - Tailor drills to address team or individual weaknesses (e.g., dribbling for soccer, shooting for basketball).
 - **For Games:**
 - Develop a game strategy, including starting lineup, formations, and substitutions.
 - Review rules and ensure players understand them.
 - Assign roles (e.g., captain, timekeeper) and brief players on expectations.
- **Communicate with Participants**
 - Notify players, coaches, and staff of the schedule, location, and expectations via email, team apps, or meetings.
 - For games, confirm with opponents, referees, and spectators (if applicable).

- Provide clear instructions on attire, arrival time, and any required forms (e.g., waivers).

Execution Phase

- Pre-Activity Setup
 - Arrive early to set up the venue (e.g., mark fields, set up goals, test equipment).
 - Check for safety hazards (e.g., uneven surfaces, wet floors) and address them.
 - Ensure officials, coaches, and support staff (e.g., medical personnel) are present.
- Conduct the Practice or Game
 - For Practice:
 - Start with a dynamic warm-up (e.g., jogging, stretching, agility drills) to prevent injuries.
 - Run drills focusing on skills, tactics, or conditioning (e.g., passing drills, sprints, defensive strategies).
 - Incorporate scrimmages or small-sided games to apply skills in game-like scenarios.
 - Provide real-time feedback and encouragement to players.
 - End with a cool-down and debrief to review performance and goals.
 - For Games:
 - Begin with a warm-up and team huddle to review strategy.
 - Follow the sport's rules and structure (e.g., quarters, halves).
 - Manage substitutions and communicate with players and officials.
 - Maintain a positive and respectful environment, regardless of the outcome.
- Monitor Safety and Performance
 - Watch for signs of fatigue, injury, or overexertion; provide breaks and hydration as needed.
 - Ensure fair play and adherence to rules during games.
 - Address conflicts or issues promptly and professionally.

Post-Activity Phase

- Cool-Down and Recovery
 - Conduct a cool-down session with stretching to aid recovery (for practices or post-game).
 - Encourage players to hydrate and eat nutritious post-activity meals.
- Review and Feedback
 - For Practice: Discuss what went well and areas for improvement with the team.
 - For Games: Analyze performance (e.g., stats, key plays) and share constructive feedback.
 - Collect input from players and coaches to refine future plans.
- Clean-Up and Documentation
 - Clear the venue of equipment and trash.

- Record practice outcomes (e.g., skills improved) or game results (e.g., score, standout players).
- Update team records or league standings if applicable.
- Follow-Up
 - Share a summary of the practice or game with participants (e.g., via email or team app).
 - Plan the next session or game, incorporating lessons learned.
 - Address any injuries or issues with appropriate follow-up (e.g., medical care, parent communication).

Additional Considerations

- Inclusivity: Ensure activities are accessible to all participants, with modifications for different skill levels or abilities.
- Weather: For outdoor sports, check the weather forecast and have a contingency plan (e.g., indoor facility).
- Spectators: For games, manage spectator areas and communicate rules (e.g., no coaching from sidelines).
- Motivation: Foster a positive environment with encouragement and recognition of effort.

This procedure provides a flexible framework for organizing athletic practices and games.

Adopted: September 18, 2025
