

6.2 Staff Responsibility Chart

In addition to your area responsibilities each staff member will be responsible to meet the following goals:

- 1- \$5,000 raised annually to Discretionary Account (5- \$1,000 OT members)
- 2- 10 new donors to the discretionary account annually
- 3- 7-10 coaches (100 campers) to any one of our camps
- 4- 2 Advertisers to our coaches clinic

Ryan	Rosselli	Thatcher	J Jagers	Picazo	Nemec	Managers	Wong	Glass	Logan	Melva
Develop Student-Athlete	Develop Student-Athlete (Lower Weights)	Develop Student-Athlete (Upper-weights)	Develop Student-Athlete (Middle Weights)	Develop Student-Athlete	Develop Student-Athlete	Download Recruits into ACS + Emails to coaches of top prospects	Health of Student-Athlete	Strength	Academics	ACS Database Management
Report to TJ Shelton	Recruiting	Recruiting	Recruiting ACS Specialist	Academics	Ohio RTC Fund Raisers	VIC-Tracking of athletes workouts + violations	Daily report on Health	Program to recruits	Summer School	Office Supply Ordering
Report to Compliance	Academics	Community Service Plan	Head Recruiter	Strength	Home & Away match webcasts	Recruit responses & input	Annual Physicals	Strength Evals 2x year		Recruiting Paperwork
Budgets	Annual Training Plan- 144 Day Calendar	Battling Buckeyes	Summer packet to Recruits & Team	Summer Camps	Update on Success of Coaches Around the country	Assist With All Events	Insurance Paper-Work			Summer camp payments
Staff Evaluations	Team Travel plans	Coaches Weekend	Team Picnic	Coaches Clinic	Location and delivery of camp brochures @ events	Update Boards in Wrestling Room	Body Fat Testing and Input			Team Roster organization
Annual Training Plan	Ordering Nike Budget	Managers	Alumni Night	Discretionary Account Management	RTC Weekly interviews for RTC/OSU Site	Video Library				Tracking attendees at various events
Scholarship Management	Cara Logs& Participation	Online Media Guide	Team Banquet	Website Updated		VIC- Update NWCA site				
Wall Ceremony	Purchase Orders	Details For post season Team travel	Marketing Home Matches	Calendar of Events for Athletes		RTC Manager				
Mentoring Program with athletes/key supporters	Ohio RTC Training, Contracts, Schedule	Kids Clinic Plans	Update Walls in all Facilities	NCAA's		RUTHEN- Media- twitter, email update web, Facebook				
Fund Raising for Endowment	Occasional Meals Paperwork	Telethon Pre + post season	Post Match Socials	Travel Plans redshirts		NIKI- E-Newsletter (monthly)				
Friends of OSU wrestling	Outside Competition Forms	Fund-Raising RTC outing		Compliance		Highlight Video				
		Ohio RTC Fundraisers & Thank You's		Travel Itinerary		VIC- Update and maintain contact database				
				Non-Institutional Camp approval		Ruthen- Travel Plans Itineraries for FOSUW				

Year-Long: Staff Responsibilities

Recruiting Plan - Head Assistant-Jaggers----Ryan

Develop Goals and Objectives each year with an action plan with dates. This is the key to our annual planning.

This plan should start from June 1, 2009 and include the following events as part of the plan:

Coaching of JR National Team, Coaching of Cadet National Team, getting Cadet Nationals onto campus, understanding of the high school, Jr. high, and youth tournaments in the state, dates of top national tournaments, heavy focus on getting national training camp to OSU, development of a Blue Chip portion of our summer camps and weekend camps. The organization of official visits and home visits is critical, organization of unofficial visits weekend, and a post signing goal that all in-state kids carry the Buckeye flag. Bi-monthly mailers. All incoming letters and videos need to be logged, input and responded to. **MUST TOTALLY UNDERSTAND THE POWER OF ACS and BECOME AN EXPERT IN USING IT.** Utilize team manager to respond and log information.

- Determine weight classes most needed
- Locate student-athletes nationally to fulfill the needs of the program
- Great vision of the athletes in the State of Ohio
- Foster strong friendships with the coaches in the State of Ohio.
- Budget for recruiting – due July 1, each year
- Collect transcripts of all of our top juniors at end of junior year (July 1)
- Calendar for recruiting – due June 1 each year
 - (tournaments, dates recruiting, home visits)
- Budget for scholarship available on a 5-year basis
- Respond and input all incoming inquiries about OSU(athlete, AD, Coach, parent, etc)
- Plan all official visits on campus and all details needed with business, travel, ticket office.
- Determine key events our staff needs to attend by Aug 1. Updates if necessary.
- An annual recruiting plan with time lines, etc
- Plan for pre-signing of recruit
- Plan for the current recruiting process
- Plan for once recruit has signed NLI (application, acceptance fee, housing, meals, etc)
- Develop and improve media guide online an annual basis
 - Add section, *“We are in the business of building Life Champions”*
- Plan visits for freshmen-juniors to football games and basketball games
- Weekly call matrix
- Weekly communication through writing with recruits
- Develop plan to attract top recruits to our summer camps
- Bi-monthly correspondence with Juniors and Seniors through mailers
- Solid understanding of ACS database and develop appropriate reports for pre and post signing.

- Clinics in key states (PA, NJ, NY, OH)
- Questionnaire / Camp brochure to all state athletes not in database

Academic Monitoring – Alex Picazo, Lou Rosselli

Develop a plan that will assist the student-athlete for the registration of his first class as a freshman to his last class as a senior. Inclusive of tutors, mentors, registration, study- halls, class checks, etc. Insure that their class schedules make sense each quarter. They should have combination of difficult classes with electives. Choose professors that have shown tendency to work with student-athletes, and not just take classes because they are open. Must also monitor summer school schedules and classes.

- Assess needs of at-risk athletes, all freshmen & transfers
- Determine number of study hour each athlete needs
- Follow up weekly with study hall hours
- Follow up daily with tutor trac
- Make sure athletes are meeting with counselor and are in right classes
- Work closely with Allison Housman
- Make sure they follow-up on registration timelines
- Reports on monthly basis from professors
- Follow-up on percentage of degree completion and annual NCAA and Big Ten Guidelines
- Summer school plan for athletes
- Tutors, mentors, etc for athletes taking classes over the summer
- All athletes will maintain their google calendars
- Mandatory signature sheets for all athletes under a 2.75 to be collected and recorded by manager

Strength Plan & Conditioning – Alex Picazo & Anthony Glass

- Plan for each athlete specific to their needs
- Utilize test results for athletes needed
- Athletes poorly conditioned will have special plan
- Track number of strength workouts per week.
- Summer strength plan
- Summer conditioning plan- speed school
- Post strength and conditioning results on the board in wrestling and locker room.
- Signed recruit strength plan to Jaggers

Kids Clinic – SUSPENDED FOR 2011-12-----Ryan

Develop goals and objectives and action plan with time lines

Dates, times, ages, costs, locations must be determined. Brochure/flyer needs to be designed along with a comprehensive plan to teach and mold the kids. A marketing plan needs to be developed and all workout dates should be reviewed and compared to our competition schedule and practice schedule.

Detailed marketing plan needs to be instituted. There are 3 sessions each lasting 6 weeks long during the pre-season, post junior high season, and post high school season. The clinic should begin in early September 2009.

- Develop timeline with 6 week increments of learning- Jagers
- 3 sessions per year of 6 week increments + JH 6 weeks prior to JH state tournament
- Develop marketing piece- Jagers
- Teaching schedule- Jagers
- Season long workout plan for each age group covering day, time and age group- Jagers
- Order t-shirts with – *“We are in the business of building Life Champions”*
- Aware of recruiting dead periods, OSU matches, recruit weekends
- Develop budget and how funds will be dispersed (Greater percentage goes to volunteer)
- Teaching schedule for each of the sessions- Pucillo/Ryan

Special Events – All Staff

Develop goals and objectives and action plan with time lines

1. **Team Picnic – SUSPENDED 2011-12 – J Jagers**
 - a. Date, Location, time, guest list, flyer, PO for food, mailing, etc
2. **Wall Ceremony** None in 2010---Ryan
 - a. Date, location, time, guest list, flyer, PO for food, mailing, video, guest speaker
3. **Ohio Regional Training Center Golf Outing Sept 26th & Event in Cincy, Dayton, Cleveland, Toledo**
 - Set date and location
 - Design event brochure
 - Mailing to entire database with emphasis on parents to assist
 - Press release to email database asking for guests, money, raffles
 - Email to coaches on campus asking for stuff
 - Use Bergman format from last year.
4. **Discretionary Account Golf Outing & Champion Club – September Alex Picazo/ Tom Ryan**
 - a. Sept 10, 2010- Guests, Invite, Meal + Beverage, PO, entertainment, Tickets
5. **Alumni Night – Feb 3rd Michigan – J Jagers / Alex Picazo**
6. **Team Banquet – May 2010 – J Jagers**
 - Develop flyer for each
 - Develop key list of guests
 - Secure facility and all details
 - Awards
 - Highlight video
7. **Coach Weekend-E. Michigan Sept 25- Ross Thatcher**

8. Fund Raiser in each region of the state-

- a. **Cincinnati- Kaplan**
- b. **Cleveland- Pucillo**
- c. **Columbus-**
- d. **Toledo-**
- e. **Coaches Clinic** – October 20 + 21 – Alex Picazo

Website posts to go out to all sites in Ohio, Michigan, Indiana, PA, and Kentucky. In addition, coaches will be emailed in the key states. Reach out to national guard and milk. Develop list of potential sponsors and call. Follow up to insure they are all set up the day of the clinic. - Jagers

- Develop marketing plan to attract more coaches in Ohio- Jagers
- Daily operations of the clinic- Jagers
- Schedule details, hire outside clinicians, meals, sponsor help- Jagers
- Teach 2 sessions on single leg defense and cradles- Jagers
- Develop plan to attract coaches outside of Ohio- Picazo
- Email version of clinic brochure to Aces database & ACS database- Jagers
- Advertise on website- Picazo
- Follow guidelines of last year- Picazo
- Secure facilities and handle running all aspects of clinic during Friday- Jagers
- Attend evening social from 9-11 pm.- Jagers/Staff
- Return calls to coaches with any questions or issues- Jagers
- Assist with day of registration tables set-up and sign-up- Jagers
- Develop post clinic questionnaire and email out to all who attended- Jagers
- Develop post match vendor questionnaire- Jagers

Summer Camp – Alex Picazo

Develop goals, objectives and action plan with time lines

Send follow-up email to all participants of the camp with questionnaire and information about our weekend Champion Builder camps. Design camp brochure due by October 15th. Design coaches dual meet packet also due October 15th. Booth plan for Coaches Clinic. Plan dates, style of camp with addition of a blue chip wrestling camp. Develop marketing plan with gear pre-order form for the camps. Research key weekends that are conducive to

October 15th

- **Create inclusive packet for team competition**
 - Itinerary
 - Background check
 - Commitment dates
- **Create brochure**



“The Ohio State Way . . . We are in the business of building Life Champions”

- Develop annual marketing plan
- Upgrade Ohio State website
- Utilize in-state contacts to distribute flyers
- Develop plan to reach out to coaches to bring them to camp
- Pre-order T-shirt plan
- Dorm monitor for camps
- Transportation monitor for camps
- Fieldhouse monitor
- Utilize high school coaches
- Mailing date to key states
- Develop plan for background checks
- Questionnaire to campers

Discretionary Fund & Friend Raising – Tom Ryan/Alex Picazo

Goals, objectives and action plan with time lines

- Develop annual discretionary account budget
- Develop 1,000 donor club
- Establish great evening of food and drinks at our home.
- Track monthly expenses and income
- Develop discretionary account fund raising piece to mail and distribute at home matches
- Develop plan to better interact with alumni and friends with organized database
- Special benefit plan for donors. What things are priceless?
- Major donor thank you
- Home matches – Special seating? Coach of the night? Locker Room?
- Phone calls
- Continue to update all alumni information

Bi-Monthly TV show/Video Plan –Alex Picazo

Goals, objectives and action plan with timeline. Reach out to Cliff Cahill for assistance.

- Video clips of opposing team
- Details on webcasting every Ohio State Event
- Clips to donors
- Clips to flowrestling
- Highlight video with weekly tv show during season.
 - Promote the weekly show on the web
- Webcasts
- Matches on Big Ten Network
- Market each time we are on any network
- Weekly TV show statewide every 2 weeks

- Establish cable contacts in each region
- Establish timelines to finalize show for the air
- Establish times the show will air
- Promote the time and channel in each area
- Establish guideline of footage for each show
- Establish a budget for the show
- Establish advertising prices for 30 min show

Marketing Plan – J. Jagers / Tom Ryan

Goals, objectives and action plan with timeline. Set goals for each event as well as season tickets. Post those goals around Steelwood. Have a focused plan for each meet.

- Schedule with promotions for each
- Pre-Season event in FH after first home match...all Columbus teams attend
- Develop a strategy to utilize twitter
- Work with Erin Sauter from Marketing
- Home matches (use of media room, seating, comp ticket location, non-starter area)
- Season ticket packages
- Corporate ticket packages
- On Campus
- Campus organizations (Varsity O, sororities, fraternities)
- Mailings
- Postcard mailings
- Facility banners in St. John
- Youth tournaments
- Internet
- Speakers at local wrestling events
- Work closely with Justin Kerr and Kevin Schlosser
- Web Show
- Key Match promotions- Michigan and Penn State
- Honorary coaches
- Church groups

Ohio RTC Free Style Training Plan- Rosselli

- Tournaments- Calendar of all events posted & updated monthly for team.
- Training Plan – Annual
 - RTC athletes
 - OSU athletes
- Testing dates
- Communicate with USA Wrestling (Zeke Jones)

- Paperwork for Ohio RTC – compliance – workout documentation
- Workout plan posted middle of each month for the next month
- Evaluation for athletes
- Training camps in the summer
- Online schedule of workouts
- Plan for non Ohio RTC members to get paid (Luke- hourly)
- Pre-football game workout times
 - Promote on OhioRTC.com
- Calendar of workouts
- Discussion of athletes contracts

Pre-season, In-Season, Post-Season, Summer Workout Plan – Rosselli / Ryan

Goals, objectives and action plan with timeline

The team will again be broken down into groups that each of our coaches will be responsible to work with in small groups and monitor.

- Pre-season packet (letter The Ohio State Way, Team rules, schedule for first 2 weeks, book, drug policy, new Buckeye leaf program, Battling Buckeye outline)
- Pre-season individual meetings....develop semester calendar with athlete
 - Workout dates & times
 - Individual needs
 - Athlete meetings and forms
 - Strength
 - Conditioning
 - Technique
 - Post Season meetings

Managers – Ryan

-Victor Puskas

- Track athletes, workouts, signature sheets, study hall, assignments *WEEKLY* (Picazo)
- Update NWCA site (Rosselli/Wong)
 - Input schedule, athlete info, weight, match results
- Maintain Database:Constant Contact *WEEKLY* (Picazo)
- Home match scoreboard and stats (Picazo)
- Recruit incoming mail: access, input, reply, track (Jaggers)

-Steven Ruthen

- Media update: Twitter, Facebook, website. Email Tom and Alex the new updates *WEEKLY*(Picazo)
- Match Video/ film and upload to HUDL (Picazo)
- HL Video (Picazo)

- Purchase Food for Competitions (Rosselli)
- Collecting gear after competitions (Picazo)

-Colton Bowers

- Practice weigh ins *WEEKLY* (Picazo)
- Wall stats and update *WEEKLY* (Picazo)
- Call Coaches about camps (Picazo)

-Sean Nemec

- HS Scouting report *WEEKLY* (Jaggers)
 - Update of Top Tournaments/Duals w/ summary of coaches, wrestlers and outcome w/ contact info
 - Email a letter to the HS coach to our staff and we will send out.

-Casandra Prezia

- Home match scoreboard and stats

-Niki Curtis

- Newsletter *MONTHLY* (Ryan/Picazo)

-David Rodrick (Match Evals, On Campus Marketing)

-Teresa De Cenzo

- Growing Student Attendance at Matches

Goals, objectives and action plan with timeline

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- Follow-up weekly with work schedule
- Gather information for the website from coaches at weekly staff meetings
- All information on weekend camps, camps schedule, etc. need to be checked regularly

Event Job Responsibilities

- Post match socials
- Home matches
- Alumni Night
- Team Picnic
- Team Banquet
- Recruiting weekends
- Kids Clinic
- Summer camps
- Coaches Clinic
- Champion Builder weekends
- Practice
- Community service weekends

Communication and Plans for Fans – Alex Picazo/Jaggers/Managers

Goals, objectives and action plans with timeline

- Monthly e-newsletter

Post Match Events

Every home match should be a friend builder for our fans. The matches will be followed by a social that is available to all booster club members. The membership only gets them into the event. We will not provide food or drinks to anyone involved. The membership will allow them to purchase NCAA tickets and have access to our emails and mailings.

0 Determine location and times for the post match socials- FOSUW

0 Promote the post match socials to all fans

0 Communicate with the facility we are using to host the events

0 Manage the events insuring only members are permitted in

- Bus Trips / Fan Plans / Set Dates
- NCAA Tickets / Big 10 Tickets
 - Ordering of tickets, buses, hotel rooms, etc. (paperwork)
 - Mailings and internet advertising
 - Home match flyers
 - Preferred seating at NCAAs
 - Big Tens
 - NCAA's
 - 1 over-night trip
 - 1 day trip
 - T-Shirts for trips *"Second is not the Standard"* Ohio State Wrestling 2009

Team & Parent Communication – Ryan

Goals, objectives and action plans with timeline

- Texts
- Emails
- Bulletin board
- Mailboxes
- Mailings with timelines

Team Travel Plans – Lou Rosselli

Goals, objectives and action plans with timeline

- Collegiate schedule
- Freestyle schedule
- Packet on internet for parents, friends and family

Open Tournament – Alex Picazo

- Compile list of tournaments with departing times, hotels, itinerary, travel groups, estimated cost
- Post in wrestling room
- Develop form to be completed 1 week prior to event
- Outside comp forms when necessary

Gear Ordering – Lou Rosselli

- Ordering of gear for team on an annual basis
- Planning on equipment needed for wrestling room

Ohio State Website- Alex Picazo

- Monitor site weekly
- Work with Jeff Brown and communications
- Update camp and clinic info
- Oversee staff, athlete, results updated

Away match duties:

- Lou:
- Get Check/Get food
 - Email Ries travel list and departure time and date
 - Team Itinerary to those on campus
 - Weigh In Forms in File
 - Participants sheet in File
 - Call 5 key donors post match on bus
- Jaggers:
- Bring Scale
 - Call 5 donors post match on bus
- Tom:
- Do weigh ins/record
 - Give to Megan to enter into NWCA
 - Make a copy for file
 - Call donors 5 on bus

Call Danielle Warner

Ross: Bring Bikes if needed

Call 5 key donors on bus ride

Help troubled guys with weight

Email Release goes out to fans (post match)

Manager: Video Camera

Manager: Score Sheets

Enter in NWCA online weigh in forms

Trainers: Gatorade/shakes/bars/cooler/ice

Ruthen : Singlets/travel suit/bag returns

Bring File with weigh-in sheets and travel information, directions, etc

Download video onto Hudl

Confirm directions to hotel, bus, facility, etc

Home match duties

Lou: Get check/get food

Email Kevin Ries athletes competing, date, time of gear pick-up

Team Itinerary/weigh in sheet/participant sheet in file

Weigh in forms

Jaggers: Bring Scale and stop watch over and back to Steelwood

Music to be played at Match

Pass/Recruiting List to Matt Carabajal

Announcer- Confirm

Russ Hellickson Award Winner post match

Confirm honorary coaches of the night

- Plaques, pass list with guests, locker room talk
- Press release
- Post match thank you

Tom: Team itinerary for the event

Bring file

Take actual weight down/record and give to Victor

Make a copy of for the file

Mike: Meet team 1:30 min prior to weigh ins & check weights.

Video

Manager: Score Sheets

Enter into NWCA online our weigh in sheet

Trainers: Gatorade

Cooler and Ice

Bars and shakes