APPLE Administrator Welcome

Susie Bruce, Gordie Center & APPLE Conference Director
Session Objectives

- Overview of conference structure/expectations
- Tips for effective team facilitation & coaching from veteran APPLE attendees
- Network with other administrators
APPLE Conference
Brief History of APPLE

- Created at the University of Virginia
- Funded by annual NCAA grants
- Two conferences are held each January - open to all NCAA-member schools
- 2015 - 1st NCAA Division II APPLE Conference
- 2016 - Celebrating our 25th year!

Susan Grossman, Susie Bruce, Debra Reed
Goals of APPLE

- Educate
- Empower &
- Support teams in preventing alcohol, tobacco and other drug (ATOD) use/abuse
This weekend
Hotel details

- **Free wireless internet** in meeting spaces and guest rooms.
  - In meeting rooms, select "DTMeeting" - no pass key needed.
- **Athletic facilities** are available at hotel.
- Each person needs to provide a debit/credit card at the hotel to cover incidentals.
Meals

- Friday dinner through Sunday breakfast provided. All meals served buffet style.
- No snacks or sodas provided so plan accordingly
A few items to expect

- **Online evaluations** of every session & **overall conference**
- Post-test before departure
- Team photos
- APPLE swag
- Chance to network
Tonight

- Dinner begins promptly at 5:15pm
- Learn about student-athlete substance use & how alcohol affects performance
- TEAM Coalition competition details
- Linda Hancock is returning for her famous alcohol education session
- Evening team building & fun till 10pm! T-shirt swap!
Saturday

- Morning: Learn about the APPLE Model and have team meetings
- Breakout sessions on health and wellness issues for student-athletes
  - Breakout sessions 4 & 5 are 20 minutes long and repeat
- Team Meetings to create Action Plans
- Don’t forget your team photo!
- Murder Mystery Dinner
- 25th Anniversary party with dessert, music and photo booth
Sunday

- Share action plans by NCAA division
- Closing keynote
  - Aaron White
- Submit action plan
Administrators’ role at APPLE
Administrator Resources & Tools

- APPLE guiding principles
- NIAAA - College Alcohol Intervention Matrix (AIM)
- Administrator Facilitation Guide
- Action Plan Worksheet
- Examples of Action Plans
APPLE CONFERENCE ADMINISTRATOR TEAM MEETING FACILITATION GUIDE

This guide will help you facilitate your team’s action planning during the conference by providing prompts and follow-up questions.

GENERAL GUIDELINES FOR ALL TEAM MEETINGS

Every team member should have input. Action plans should be the result of consensus formed after thorough discussion. Make sure everyone contributing to the creation of your action plan.

Remember the best plan is the one that you can make work!

SATURDAY MORNING TEAM MEETING

GOAL: HONESTLY ASSESS YOUR ATHLETICS DEPARTMENT’S STRENGTHS AND WEAKNESSES

During the APPLE Model: Campus Implementation session, you are provided time to discuss each “slice” of the APPLE. Walk through each slice as directed and review the results of your departmental assessment.

RECRUITMENT

1. Discuss the results of your departmental assessment. *What seems accurate? What surprises you?*

2. What programs, policies, procedures, etc. do we already have in place at our school?

3. What are some areas for improvement?

4. New ideas to potentially implement in our action plan:

5. Additional notes from our discussion about the RECRUITMENT slice:
## Conference Presentations

### 2016 Conferences

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By the end of the weekend...

► Your team will create and submit (online) a customized, measurable action plan for change on your campus based on...

confidential feedback on your campus responses to the APPLE pre-conference survey

AND

your team meeting discussions
Facilitator vs. Presenter
Most productive way to engage participants in the learning process.

Highlights the needs of the team.

Assumes the possibility of working with more than one right answer.

Adapted from Effective Facilitation (Klecka & Willet, 2012)
Keys to Success: Establishing Ground Rules

- Take turns
- Listen
- Respect (what does that look like?)
- Positive
- Be on time
- What others?

Adapted from The Community Tool Box at the University of Kansas (2012)
http://ctb.ku.edu/en/tablecontents/sub_section_main_1154.aspx
How to Minimize Defensiveness

- Ask open-ended questions
- Listen carefully
- Show respect
- Legitimize the issue
- Use humor
- Let the group address it
- Take a break
- What others?

Adapted from The Community Tool Box at the University of Kansas (2012)
Keys to effective team meetings

- Be aware of your own non-verbals
- Be flexible
- Avoid detailed decision making
  - The time for that is back on campus
- Bring closure to each team meeting
  - Summarize
  - Review next steps/delegated tasks

Adapted from The Community Tool Box at the University of Kansas (2012)
After APPLE
Expectations

- Meet with your APPLE team to implement the action plan created at the conference.
- Complete post-APPLE surveys in March and October on your progress, barriers, etc.
- Keep APPLE staff informed of changes to the team contact information.
Advice from Returning APPLE Team Contacts

What are your top suggestions to our APPLE rookies to promote APPLE Team success?
“Come in with an open mind and LISTEN to your student-athletes. They are the cornerstone of your success if you let them honestly tell you what is truly happening and what your needs are.”
Advice from APPLE Team

Contacts

“Review the schedules and ‘divide and conquer’ the sessions; all of the information is helpful!”
Advice from APPLE Team

Contacts

“Encourage your team to be open, be willing and daring to make a change, no matter what size... big or small, one person or the whole university or college.”
APPLE Staff Are Here to Help

@APPLEathletics
#APPLE2016

Joe    Debra    Susie    Holly
Discussion
Groups of 4-5
Not people from your school

Name
School
Your Role

Why are you at APPLE?

What do you hope to get out of this weekend?
Name
School & Hometown
If you could have a different job what would it be and why?

Form a new group of 4-5

Not people from your school
Time to Eat!

Buffet outside Rotunda Ballroom

Seated by college/university

Find your school name on the apple!