

## **RESPONSIBILITIES OF THE ATHLETIC DIRECTOR**

- Organize and supervise pre-season coaching meetings for fall, winter, and spring.
- Meet with new coaches individually to answer questions, guide, and make recommendations when needed.
- Review league schedules, add non-league contests, and have approved by building principal and district office.
- Post coaching positions/vacancies, interview, and make recommendations to the Board of Education for approval.
- Review, and keep on file, all required coaching certifications. File new or updated coaching information with Dutchess County BOCES.
- Organize CPR, Heat Clinic, and First Aid Update if necessary for coaching staff during June exam week.
- Gather requisition information from coaching staff and present a detailed Athletic Budget to District Business Manager and High School Principal.
- Submit athletic transportation budget to Assistant Superintendent with copies to District office and transportation officer.
- Work in conjunction with school nursing staff at both high school and middle school levels to:
  - Insure all potential athletes have health appraisals before participating in interscholastic athletics.
  - Insure all student/athletes have signed and understand Code of Conduct.
  - Insure all student/athletes have the required parental permission slip signed.
- Responsible for ensuring that our entire athletic program complies with the intent of New York State Selection/Classification Program
  - Oversee Athletic Performance Testing
  - Work in conjunction with middle school nurse in obtaining test scores, maturation level, and all pertinent information regarding each student/athlete.
  - Interview potential student/athletes and parents before try-outs.
  - Keep all records of selection/classification athletes on file and disperse to league, section, and state.
- Be responsible for organizing review panel for mixed competition for Interscholastic Athletic teams.

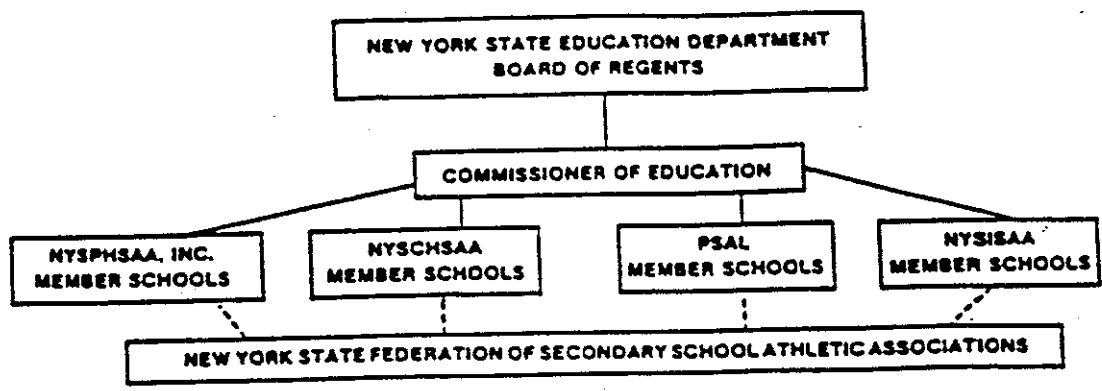
- Review and keep on file with appropriate nursing staff all athletic accident reports. Follow up with both athlete and coach.
- Athletic Director must be very knowledgeable of the NYSPHSSA eligibility standards for both high school and modified programs and be responsible for the compliance of said standards by one's school district.
- Officials
  - Scheduling and confirmation for all home contests.
  - Have proper district payment vouchers available and review for signature and accuracy.
  - Keep copy of each official's voucher for one full year and send original to accounts payable officer in District business office.
  - Make contact with officials for all rescheduled contests.
- Responsible for providing adequate supervision for all home contests.
  - Chaperones
  - Security (police when necessary)
  - Scorekeepers
  - Ticket takers
  - Ambulance/EMT/Athletic trainer (when necessary)
- Schedule athletic trips with transportation officer
  - Leave time information to coaches
  - Keep transportation officer advised of any changes
  - Have names and phone numbers of bus drivers for weekend and/or vacation athletic trips during non school days for inclement weather cancellations
  - Send to transportation officer a coaches directory and team numbers prior to start of season
- Athletic Director is responsible for disbursement of Athletic passes.
- Observe and evaluate coaches at least two times during season.
- Two weeks prior to conclusion of season, end of season report is sent to coaches for completion.
- Awards for each athlete are processed and given to coaches for their team dinner. These packets contain letters, certificates, and team pins.
- Attend MHAL and Section 9 meetings which are scheduled once per month.
- Inform coaches of athletes that have become academically ineligible.

- File, with the league, all athletes that have qualified to receive MHAL ALL ACADEMIC status. Students are rewarded with certificates.
- Register with the NYSPHSSA any of our athletic teams that have academically qualified for the SCHOLAR/ATHLETE TEAM AWARD.
- Director oversees organization and awarding of interscholastic athletic bids in conjunction with the district business office.
- Insure that each coach, at the beginning of their season, has a functional first aid kit with emergency numbers. Issue a cell phone for emergency contact.
- The Director must fill out work orders in a timely fashion to insure athletic site facilities are properly prepared for safe competition.
- The Director keeps on file an athletic inventory list which is updated each year for fire insurance. A copy is sent to District office, High School Principal, and one kept with confidential files in main office.
  - Each coach is responsible for issuance and collection. A list is presented and filed in athletic office.
  - Storage of equipment and uniforms in off season
  - Eliminate or repair damaged items
  - Monitor and remind coaches of security of equipment and supplies
  - Comprise a list of athletes that are delinquent in turning in equipment and/or uniforms. If unsuccessful, the list is given to Principal.
- Mediate meetings between coaches and parents (with athlete occasionally in attendance).
- Work closely with members of Raider Sports Club (Booster Club) to insure proper guidelines are used in matters concerning the athletic program.
- The Director should organize an "Athletic Information" letter to be sent home with the last report card of the year to all students grades six through eleven.
- The Director is responsible for selecting and awarding the Superior Athlete Awards given to students at the June Awards Night.

## SUMMER RESPONSIBILITIES

- Advertise for coaching vacancies that remain from June district posting. Set up interviews and make recommendations to the Board of Education and the Superintendent.
- Attend MHAL and Section 9 meeting in August. Be prepared to attend any committee meetings regarding League, Section, or State business.
- Set up Selection/Classification interviews with potential athletes and parents.
- Coordinate and give physical fitness tests to Selection/Classification candidates.
- Update fall schedules and disperse to district, coaches, and league.
- Organize and supervise fall pre-season coaching meeting.
- Monitor and file the updated information regarding coaching certification. Contact coaches who need to complete a specific course or update a certification for the coming school year.
- Site facility supervision
  - Submit work orders for maintenance of athletic fields used for fall season.
  - Insure all goals are safe, have required protective gear, and are anchored securely.
  - Submit a practice schedule to custodial staff for lining of athletic fields.
- New supplies and equipment
  - Open, check for contents, log in, and store received bid items
  - Dispense new equipment, uniforms, and supplies to fall coaches
  - Add new supplies, equipment, and uniforms to inventory list
  - Submit green copy of purchase order to business office for payment
- Send fall schedules and fall coaching directory to newspapers, transportation officer, and district people.
- Work with middle school and high school nursing staff in processing participation forms for the fall season.

**NEW YORK STATE ORGANIZATIONAL SYSTEM  
FOR EXTRACLASS INTERSCHOOL ATHLETIC PROGRAMS**



**NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION**

