

THE ROLE OF THE ATHLETIC DIRECTOR

PREPARED FOR PRINCIPALS AND ATHLETIC DIRECTORS CATHOLIC HIGH SCHOOL LEAGUE

The Athletic Director is the official designated representative of the school in interscholastic athletic activities. Careful selection of this position is essential to a sound athletic program.

Each school with the Principal, School Board and Athletic Director should clearly define its philosophy on interscholastic athletics. The role of the Athletic Director is an important and responsible administrative function. The Athletic Director is the administrative aid to the Principal in administration of school athletic policy.

IT IS RECOMMENDED THAT THE ATHLETIC DIRECTOR BE PROVIDED:

1. A minimum of four (4) periods of school time for Class A-B schools and three (3) for Class C-D Schools. Preferably concurrent periods.
 2. A workable office space with an outside telephone.
 3. Clerical assistance: a typist, file clerk or general office record clerk at least two periods per day. (Student office practice)
 4. The Athletic Director should not be burdened with excessive class preparations or extended duties. It is recommended that the Athletic Director hold no more than one (1) coaching assignment in A-B Schools; two (2) in C-D Schools.
 5. The responsibilities of administration of athletics is such that the person selected should be regarded in every way as part of the administrative team.
 6. Fair compensation of time and monies. A minimum of three (3) release periods and 15% to 20% of base pay is equitable.
- As with all administrative personnel the school should evaluate the performance of the Athletic Director and assist them in becoming a quality administrator.
 - Promotion from within the system should be considered but not mandatory if qualifications are lacking. The Athletic Director is an important part of the administration the school

RECOMMENDED QUALIFICATIONS:

1. Should possess a valid Michigan Teachers Certificate.
2. Should have at least five (5) years teaching experience.
3. Should have at least five (5) years coaching experience.
4. Display qualities of organization, leadership and an active interest in extracurricular athletic and school activities.

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ADMINISTRATIVE GUIDELINES FOR THE ATHLETIC DIRECTOR

1. Be involved in the formation of the schools Athletic Policy.
2. The Principal is your Supervisor. You are directly responsible to the Principal.
 - Keep the principal informed of all athletic activities, problems, and progress. Principals do not like surprises.
 - Seek advise and counsel from the Principal and League Director
 - You represent athletics in your school. Present your case to the Principal as best you can. Remember the Principal must have the total picture in mind. At times they will say no.
3. Demand loyalty from your staff and return that loyalty.

GENERAL RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. Organization and supervision of the entire athletic program
2. Supervision, coordination, scheduling of athletic facilities and equipment
3. Administrate and supervise at all athletic events
4. Liaison with the League Director and State Director
5. Make necessary arrangements for all high school interscholastic athletic activities
6. Supervise, advise and counsel all coaches in their duties and responsibilities
7. Advise and recommend to the Principal changes and selections of coaching personnel
8. Administrate all League and State athletic rules and regulations

ATHLETIC DIRECTORS RESPONSIBILILTIES WITH COACHES

1. Hire coaches for all teams with the principals advance involvement and knowledge.
2. Hold full staff meeting each fall and seasonal coaches meeting in each pre season.
3. Athletic administration with coaches is two fold: **leadership and service.**
4. Establish duties, responsibilities and procedures for your staff.
5. Establish regular communication channels with all staff members.
6. Develop proper compensation and expense schedule.

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Responsibilities of Athletic Directors with Coaches Continued

7. Provide opportunity for coaches to attend professional clinics.
8. Aid your coaches with problems related to their sport. Provide encouragement and proper perspective on educational athletics.
9. Conduct appropriate ongoing evaluation, monitor coaches during each season and conduct pre and post season formal evaluations.
10. Approve all summer and out of season activities of all coaches so as to coordinate student activity and promote participation in as many school activities as possible.

THE ATHLETIC DIRECTOR AND STATE AND LEAGUE REGULATIONS:

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| 1. Eligibility | 8. Academic requirements |
| 2. Practice limitations | 9. Contest limitations |
| 3. Transfer rules | 10. State Tournament Regulations |
| 4. Training guidelines | 11. Scheduling parameters |
| 5. Game Regulations | 12. Awards, amateur practices |
| 6. Out of season limits | 13. Officials ratings, rules meetings |
| 7. Undue Influence- Recruiting | |

Ultimately the entire responsibility falls back on the Principal.

GAME PREPARATION:

1. Coordination of advance eligibility procedures, all required forms, entry blanks on time.
2. Facility procurement (seating, concession stands, contest area)
3. Officials assignments, payment, dressing accommodations, refreshments.
4. Programs and rosters for both home and visitors.
5. Supervise readiness and provide a master organizational plan for game facilities and equipment: fields, gym, scoreboards, P.A., transportation, medical or emergency personnel, supervisory personnel, crowd control, ticket sellers, scorers, timers, down box crew, spotters, ball boys, locker rooms and countless other details that place your school in a positive light.

MEDICAL, INSURANCE, PARENTAL APPROVAL:

1. Establish Physical Exam Procedures e certain that all participants have an up to date physical exam on file and that no one participates before having a physical.
2. Establish procedures for medical assistance and emergency.

Medical Insurance parental approval, continued

3. Establish first aid and training room procedures.
4. Procure a team physician, athletic trainer.
5. System for recording and filing injury reports, physicals, Assumption of Risk / Expectations of Educational Athletics Forms, parental approval forms, emergency treatment consent forms.
6. Recommend a sound insurance program for protection of school, coaches, parents and athletes that fits in with MHSAA insurance possible MCC plan and school insurance.

EQUIPMENT AND PURCHASING:

Establish good equipment procedures and security. (Cleaning, storage, issue, collection, reconditioning, etc. Maintain a sensible replacement schedule and stick to established budget.

Purchasing all necessary equipment and uniforms Include coaches in on your purchasing sessions.

Enlist responsible and trustworthy help and hold coaches responsible for their duties regarding equipment and uniforms.

OTHER GENERAL AREAS OF RESPONSIBILITY:

1. Prepare yearly budget.
2. Arrange for and assist coaches and parents in Athletic Banquets.
3. Arrange for team pictures, publicity.
4. Public relations with press, radio, school publications, etc.
5. Monitor budget, spending. Keep records of income and expenses.
6. Answer all correspondence.
7. Join national and state Athletic Directors Associations. Attend professional meetings, keep current in field, attend conferences.
8. Be willing to host state, league and C.Y.O. events.
9. Maintain accurate records and scores on all teams.
10. Plan and assist in fund raising activities that involve your school, booster clubs, League.
11. Recruit students in the school into athletic programs.
12. Stimulate the faculty to take an active interest in athletics.
13. Promote good sportsmanship and conduct from fans, athletes and coaches.

The above presentation is by no means complete. The larger the athletic program the more that will be involved. This is not intended to dictate school policy on athletics. Our goal is to aid in proper planning and building better and stronger athletic programs. The Catholic League Office Staff is here to serve. Please call if we can be of any assistance. (237-5960)

Tom Rashid: Catholic High School League Director, (August 1996)