

ATHLETIC DIRECTOR

The duties of the Athletic Director shall be as follows:

1. Be responsible to the principal for all matters involving interscholastic athletics.
2. To recommend schedules for all interscholastic athletic events.
3. To employ and pay all game officials.
4. To submit requisitions for transportation for all athletic teams, band and cheerleaders.
5. To issue approved contracts and submit one copy of each contract to the Secretary-Business Administrator of the Board of Education.
6. To requisition the printing of all schedules.
7. To supervise and arrange details for all home games including publicity, selling of tickets, paying officials, arranging for ushers and scoreboard personnel, police protection, ticket sellers, or any other responsibility pertaining to the orderly conduct of all home contests.
8. To submit requisitions for printing of all sideline passes, complimentary tickets, and press passes to the High School Principal who will, in turn, submit them to the Business Office.
9. To be responsible for the proper control of all tickets issued by the Business Office.
10. To be responsible for depositing game receipts in the bank immediately after the game -- with duplicate copy to the Business Office.
11. To submit a financial report to the Principal and to the Business Office no later than three (3) days following the game.
12. To serve as official host for the school district and make physical resources available to visiting teams and officials.
13. Represent the school at athletic meetings when assigned.
14. Prepare a budget each year in order to cover the required expenditures necessary to conduct the total interscholastic athletic program.

15. Be responsible for submitting all inventories and requisitions for all athletic equipment and supplies. Keep an inventory of all athletic equipment and supplies.
16. Keep on file a complete financial record of receipts and expenditures.
17. Sign all checks drawn on athletic clearing account and to be responsible for that account.
18. Hold professional meetings with members of the athletic department and/or coaching staff.
19. Maintain complete athletic records for all sports.
20. Check the eligibility of all athletes.
21. Plan and arrange for pep rallies and award assemblies.
22. Be responsible for publicity and press releases concerning athletics.
23. Assume leadership in the development of all interscholastic athletic programs.
24. Arrange for all athletes to have medical examinations before each sport season.
25. Make certain that all athletes are properly covered by insurance.
26. Approve all recommendations for athletic awards.
27. Provide for the proper administration and supervision of all athletic contests.
28. To take care of any other duties which may be assigned by the Principal.

9/9/80
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