

Duties and Responsibilities of High School Athletic Directors

High School Athletic Directors are responsible to the Principal or his/her designee. The duties and responsibilities of the Athletic Director are as follows:

1. General:

- a. To provide leadership so that the school program supports the worthy purposes of high school athletics and education.

-See my Five Year Plan and College Park Athletics Website.

- b. To perform duties directly related to the program. To develop, with the administration, a statement of specific duties related to the assignment.

-See my Five Year Plan on the website. I have a plan which is now finishing year three. I have implemented preseason CPHS coaches meetings (3 per year) along with individual post season meetings with every head coach to review the season. I am available by phone 7 days a week for coaches to contact me with issues arising at practices, facilities and games. I am visible at games and practices on a daily basis. I have worked to improve communication between coaches and teachers with our website contacts and the use of the ARIES phone app to address students academic needs.

-The number of participants this year (18-19) at CPHS is close to half the student population at 992 student-athletes.

-I manage 23 sports with 59 teams (Varsity, JV, Frosh). Each student-athlete must be cleared in our Online Registration System (I brought this new to CPHS) and personally reviewed by myself or Julie Carpenter before clearing to play.

-For those teams we have 120 coaches. These coaches must be cleared annually. I created a shared google doc with Diane Thompson at personnel to help facilitate this process and ensure coaches are cleared.

-Responsible for 971 athletic contests this year. Planning field set up, transportation (buses), early release times, rescheduling if needed for all of these contests.

-Oversee the safety of our athletics facilities including the stadium, large and small gym, pool, softball field, baseball field, mat room, practice field and tennis courts. Provide administrators with details for repairs and improvement. [*See attached list.](#)

- c. To make regular progress reports to the administrations.

-I have a scheduled meeting weekly, every Tuesday, with Mr. Jensen (athletics vice principal) and Julie Carpenter (athletics secretary). I check in on a daily basis with Mr. Jensen. I check in with Mr. Alvarez several times a week.

- d. To attend job-related meetings and activities specified by administration.

-Attend 8-10 League AD meetings throughout the year.

-Attend 3 DAL Preseason Coaches Meetings and 3 DAL Postseason Coaches Meetings each year (7-9:30pm)

-Attend MDUSD AD meetings with asst. Superintendent 1-2x per year

-Attend 8-9 CPHS Athletic Boosters Meetings per year

- Meet with each feeder pattern schools in April and May to encourage athletic participation
- Plan and run three Preseason Parent Meetings
- Plan and run three Preseason CPHS Coaches Meetings
- Meet with boosters treasurer and board to cover team budgets and fundraisers
- Scheduled post season evaluation meetings with each program Head Coach.
- Plan and run 4 outside user meetings for facility use by our youth community teams and organizations
- Plan and run 3-4 CPR-1st Aid classes per year for coaching certification. Open to all MDUSD coaches.

e. To perform supervisory duties as appropriate to the program as outlined by the administration.

- I supervision at every football home and away game other sports on an as needed basis, usually 2-3 times per week.

f. To recommend to the Principal needed improvement in the program and provide leadership in implementing these changes.

- Review postseason inventories and program needs with coaches. Help determine equipment and uniform needs. See the facilities punch list attached.
- I have a facilities plan (have been a part of Measure C and Measure J) for College Park. For many of our needs we have researched and submitted possible solutions for issues and facilities needs at College Park. See our website VPR page for more details.

2. Personnel:

a. To assist in recruitment and selection of coaches.

- Review postseason evaluations. Determine the coaching needs of the programs. Recommend changes in coaching as needed. Conduct job searches and interview panels for coaching hires. See my five year plan for coaching expectations and goals.

- I maintain a database of possible coaching hires for each sport.

b. To supervise and the work of certificated and non-certificated personnel in the program.

- I attend practices for each program 2-3 times per year to check in with coaches and observe coaching practices.

c. To be responsible for orienting and informing coaches, particularly new coaches, about school, District, league and N.C.S. rules, regulations and policies with special attention

- See my Coaches Corner page on the website. This is an all inclusive go to page for all coaches and constantly growing and evolving. It includes punch lists for new coaches.

- Meet with all new hires to go over this page and expectations.

- New Hire Coaching Requirements. [Created a shared Google Doc with Diane Thompson in personnel to keep up to date on coaches clearance status. This is new to College Park and possibly the only one set up for the MDUSD.](#)

- 1) Eligibility – both academic and transfer
 - use our new online system to track and update student academic and transfer status.
- 2) Student sign-up, physical examination, insurance and athletic fees.
 - During 8th grade matriculation hand out and collect student interest forms from incoming 8th graders. Input this into a google doc which we provide to coaches to make contact with kids once allowed per CIF rule.
 - Visit each feeder middle school to promote sign ups.
 - New online registration to track all student athletes physicals and signed paperwork and proof of insurance.
- 3) Athletic code – expected behavior of athletes
 - Currently working with coaches on a uniform Code of Ethics for our student-athletes. As part of our RTI program I work the PITT where students are sent to check in with me for behavior reminders. Our coaches emails are provided to our teachers for communication surrounding students needs.
- 4) Serving as a role-model for athletes.
 - Yes. This expectation is the same for all members of our coaching staff and something that is continually evolving.
- 5) Arranging for early dismissal of athletes (only with Principal's approval and only when absolutely necessary).
 - We have an ER Calendar on our website. Teachers can access this site along with student rosters. Julie Carpenter sends out daily ER reminders via email. ER announcements to release student-athletes will not be made until a coach is present on campus and has checked in to assume supervision duties of the players.
 - I work with each HC once they have their schedule set to determine if an when an ER might occur. WE look at travel time, warm up time and missed classroom time. We Work to limit ER announcements per day and combine as many as possible.
- 6) Purchasing procedures.
 - Coaches must complete a budget in Dropbox and have it reviewed and approved by the Principal, Assistant Principal and AD before purchases are made.
- 7) Ordering and canceling buses, District transportation policies.
 - The new TransTrax system has been great. Either Julie or I will work on ordering buses when needed bof teams. REcently this has involved hours of phone calls due to cancellations and rain outs.
- 8) Arranging for changes in time, date or location of contest.
 - With principal's approval we arrange game changes and reschedules.
- 9) Reporting results of contests to local news media
 - We keep Maxpreps up to date and have been making a first year effort to keep scores up to date on our website.

-My Sports Leadership class writes articles for the local paper and boosters newsletter including athletes of the month features.

10) Attendance at league meetings

-I attend and help manage all DAL league coaches meetings.

-I also am a member of the NCS Sports Advisory Committee for wrestling and run the NCS seeding meeting for wrestling on site at CPHS.

11) Supervision of facilities (gym, locker room, field, etc.)

-I manage checking out keys to our coaches so they have the capability to supervise the locker rooms. I personally open the locker room in the morning for our athletes to store their equipment. Teacher Sandy Jones does the same on the girls side.

12) Prevention, care and reporting of injuries

-Our Athletic trainer, Al Douex, has access to student emergency information and the ability to enter injury reports including concussion protocol on our website. Coaches and administrator have access to view only pieces of this information for their student-athletes.

13) Access to student locator/emergency files.

-Coaches have access through our website to print out spreadsheets with all team members emergency information and contacts. Our account is currently developing an phone APP that will do the same.

14) Maintain inventory and record of issuance of equipment and uniforms.

-This is part of our postseason HC/AD meeting. Please see our website for the forms.

15) Informing athletes through use of bulletins, notices, etc.

-I make announces on a regular basis on the school PA. Sport Leadership does the same on a weekly basis as the address the entire student body during RTI announcements.

-I send emails out to parents and student using our website messaging account including letting them know when the are cleared.

-With the help of my Sport Leadership class we maintain our website with current information and news.

16) Athletic awards policies.

-We have worked on developing awards policies surrounding not just athletic achievement, but attendance and academic success.

-I implemented a certificate system for Block CP's because the chenille patches were getting lost. Now the students bring the certificate and pick up their block only when they are ready to purchase their lettermans jacket.

-The coaches and I also meet to vote on our male and female athlete of the year each spring.

3. Policy

- a. to assist in development of policy
 - Please see our website for policies, regulations and rules. This is a work in progress.
- b. To assume leadership in implementing policy and recommending any needed changes.
 - As part of our AD workload for the DAL I take care of managing the schedule and policy recommendations for the sport of wrestling. I also take a secondary role for lacrosse.
- c. To be informed about current rules and regulations governing athletics and to see that these are understood and followed by the coaching staff.
 - Read all bulletins regarding policy changes for each sport and keep these in a google folder for each sport.
 - I have the all three NCS board members cell phone numbers for questions regarding transfers, academic eligibility and undue influence.

4. Finances

- a. To develop and submit to the administration a recommended expenditure budget for each sport.
 - See above.
- b. To monitor budget expenditures and balances.
 - Our boosters treasurer provides weekly updates on team expenditures. When necessary I will contact coaches to make adjustments.
- c. to develop with administration a statement of procedures for the collection of student athletic fees (donations), including:
 - For each sport I help the coaches come up with a suggested donation amount which help supplement the program which we are able to provide for our student-athletes.
- d. To inform coaches about procedure and calendar dates for ordering supplies and equipment. (orders are to be entered into IFAS and have a PO)
 - NA
- e. to work with administration in planning athletic fundraisers with booster or community groups
 - I am an active booster member and help with our annual crab feed.
 - My sport leadership class also runs fundraisers with the Walnut Creek Half Marathon, Memorial Day Veterans Run, Art and Wine Festival and more.
 - We work with E-Team Sponsor to fundraise for teams.
 - We are developing an ad based system for our athletic programs.

5. Program of Sport

To organize and assume responsibility for activities as follows:

- a. Preparation of facilities for contests: e.g., field or gym set up.
 - We have developed protocols surrounding storage of electronics equipment for scoreboards and set up for games.

-I manage the set up for and break down for Football games with the assistance of both Sport Leadership and the Falcon Faithful. Both organizations that I have helped create at College Park. Our Faithful are modeled after the "White Coats" at DLS and are managed by MDUSD teacher Blaise Lameroux.

- b. Scheduling and calendaring joint use of facilities for practices and contests involving boys and girls athletic teams.

-I work with the coaches to make the gyms and fields accessible for all teams. I have built a private view only to coaches phone list on our website to encourage communication and cooperation between coaches and programs.

- c. Preparation and follow-through for play-offs, league meets or N.C.S. and State play-offs.
- d. Organizing and conducting athletic affairs, including calendaring, P.A., programs, publicity, etc. awards and ceremonies
- e. Coaches' meetings.
- f. Athletic awards policies and program
- g. Procuring officials for scheduled home contests.

-I work with each officials organization for games. I keep a database available to coaches on the coaches page with the Assignors for each sport contact information.

- h. Resource and mentor for coaches

-I check in with my coaches on a regular basis by phone, text, email and in person. I make and receive phones calls and text messages daily sometimes as late as 9pm during the week and on weekends.

- i. Chair school coaches' meetings for fall, winter and spring sports

-see above

6. Liaison

- a. To represent the athletic department at all Booster's Club meetings and to act as liaison between parents, athletes, and school.
- b. To attend Athletic Director meetings as scheduled.
- c. To serve as District, League, or North Coast Section committees.

The AD job begins in the **summer** before fall sports can begin and long before the contractual school year for a teacher. This year football started on July 30th, almost 3 full weeks before school began. We had to collect registrations for coaches and athletes before fall practices could take place. Scheduling facilities use permits, buses, and games all must take place weeks before the actual start of practices. I was working several hours a day the entire month of July prepping for the fall season. I planned, ran and attended meetings (per teh AS job description): July 11th CP Athlete Parents night; August 8 DAL Fall Meeting (I met our team coaches for a separate meeting afterward); August 7 MDUSD AD meeting. All of these items take time. We service, as of two weeks ago, over 992 student-athletes and have over 120 coaches on staff at College Park.

The AD job requires hours of **supervision and communication** which requires me to be available by phone, text and email. As AD I rarely leave school before 5pm. Many days I am here late with games, as late as 11:30pm on Friday nights for football games during the fall season. My phone rings and I get text messages from parents and coaches as late as 9pm on

a regular basis. The AD job begins before fall sport can begin. This year football started on July 31st. We had to collect registrations for coaches and athletes before fall practices could take place. Scheduling facilities use permits, buses, and games all must take place weeks before the actual start of school. We host games and practices over all of our major breaks (Thanksgiving, Winter and Spring breaks) which require me to be available and often on campus. We service, as of two weeks ago, over 992 student-athletes and have over 120 coaches on staff at College Park.

Over the past several years we have hosted College Park **summer camps** for our students and the community, run by our athletic coaches. In the past two years of our camps we have grossed \$73,995 for our athletic programs. serviced 556 students and community members. We offer soccer, water polo, volleyball, basketball, baseball, football, lacrosse and fitness camps serviced 556 students and community members. To run these camps I have to coordinate scheduling times and locations our offerings. Prior to camp I need procure group insurance, promote the camps to the community and collect fees through our boosters and website. I have been here three days a week minimum over the summer working and managing these camps as well as planning and promoting camps before the summer begins. In the past two years of our camps we have grossed \$73,995 for our athletic programs and serviced 556 students and community members.

The **Sports Leadership** class which I started at College Park in 2011 has been the extra class I have been teaching. Northgate has since introduced this class to their campus modeled after ours. These students have been instrumental in athletic facilities improvements and school culture. The class has raised approximately \$5000 a year since 2011 (\$45,000). We have brought Dodgeball, Powderpuff and 3V3 basketball to College Park, all now highly anticipated events by our students.

Some of the duties of the **Sports Leadership Students** are:

- Help with set up of and maintenance of fields for games.
 - football setup, breakdown and snack shack
 - swimming set up for meets
 - basketball sweep and wet mop the floor, scorers table and snack shack
 - volleyball set up nets and score table
 - wrestling help set up mat
 - others as needed or requested
- Keep the website up to date
- Keep scores, rosters, articles
- Write articles for the website, yearbook, local paper and boosters club
- Announce sports events during weeking bulletin
- Manage our "Signing Day" for college bound athletes
- Plan lunch rallies for big games
- Help with middle school articulation sports information
- Search out new sponsors for our athletic posters
- Communicate with our coaches about needs of our AD
- Community outreach and fundraising for **Sports Leadership** include:
 - Walnut Creek ½ marathon
 - Memorial Day veterans ½ marathon
 - Pleasant Hill Art and Wine

- Boosters Crab Feed
- Reader Leader Program
- Other events as needed

-Highly Anticipated Events run by **Sports Leadership** include:

- 9th Annual Dodgeball Tournament (may compete against other schools this year)
- 3rd Annual Powder Puff Football
- 3v3 Basketball
- College Signing Day Rally

-Legacy Projects, important to branding the school and leaving a mark planned, and implemented by Sports Leadership include:

- New Score Table for the Gym (researched and paid for by SL)
- New marquee panels (researched and paid for by SL)
- block CP painted on J-hall wall
- arrow to the track/stadium painted on north side of boys locker room
- Purple hall letters painted on all halls at CPHS
- swimming record board
- Aquatics mural painted
- concrete CP at the stadium
- planned and purchase material for golf cart storage
- team cabinet storage cubbies in the weight room
- Three SL students helped plan Measure C concrete project in the center of campus
- purchase new mascot costume
- purchased two "Battle Flags" for games
- purchased two CP Athletics pop up canopies
- purchased two CP tablecloths and backdrops
- purchased metal field passes and SL passes

Since becoming AD 3 years ago we have made many great strides forward with our coaching staffs. Our number of teacher coaches has increased (not all on campus yet). We have made an effort to employ female coaches with our girls sports.

- football-2 teacher coaches
- cross country-2 teacher coaches (2 female coaches)
- girls volleyball-1 teacher coach (4 female coaches)
- boys water polo
- girls water polo-2 female coaches
- girls tennis-2 teacher coaches (1 female coach)
- girls golf
- cheer-2 female coaches
- boys basketball-2 teacher coaches
- girls basketball
- boys soccer
- girls soccer-1 teacher coach (2 female coaches)
- wrestling-1 teacher coach, (1 female coach)
- track-4 teacher coaches, (2 female coaches)
- boys lacrosse
- girls lacrosse-2 teacher coaches,(3 female coaches)

- baseball-2 teacher coaches
- softball-1 teacher coach, (1 female coach)
- swimming-1 teacher coach, (2 female coaches)
- boys tennis
- boys golf
- stunt-2 female coaches
- boys volleyball-2 female coaches

Since becoming AD we have procured 7 shipping containers for **storage**. With an impacted campus having a secure place to store equipment is a premium. We have almost doubled our storage space for athletic equipment on campus. We have been able to store most of our outdoor team equipment in these containers opening up space in our indoor storage cabinets for more sensitive electronic equipment and gear that was keep previously in coaches homes and garages.

Other facilities improvements include:

- two new concrete pads for our pole vault area (Eagle project)
- new shot put area (Eagle project)
- new softball scoreboard waiting to be mounted
- we have over 15 projects awaiting direction and approval from the district office

The improvement I feel has been the most important has been our **website** which can be visited at www.collegeparkathletics.com Some of the highlights of the website include:

- our online registration system for athletic clearances
- our paperless APP for coaches to access emergency numbers
- our ability to contact all student athletes or select groups via the site
- our ability to upload photos and scores directly from the game to the site
- the Coaches Corner one stop for all coaches information
- the Parents Corner to answer all parents questions
- history pages to preserve school history
- private access for coaches and admin to view trainers notes and concussions
- our Trainers page with posted Concussion Protocols and videos
- our Calendars page with facilities and Early Release calendars
- our online Coaches Evaluation Form (link sent to parents)
- Rosters and Games viewable on the site
- Private Coaches Page for important phone numbers for coaches access
- ability to collect fees and donations thru the site
- ability to create crowdfunding with the page
- ability to set up "DIBS" which is like sign up genius

These are just a few major milestones in the five year plan that have been met. To view my 5 year plan visit the link here

<https://www.collegeparkathletics.com/page/show/4183702-athletics-five-year-plan> .