

## **Athletic Director Responsibilities**

- Apply MHSAA, Highland Conference, and Beal City Public Schools rules and guidelines
- Facilitate coach and parent/athlete meetings
- Develop, support, and conduct coaches meetings and professional development
- Evaluate varsity coaches
- Oversee the hiring process of all coaches
- Develop and build competitive schedules for all sports at all levels
- Manage the athletics' budget
- Central contact person for media
- Assist in the facilitation of fund raising events for athletic programs
- Schedule sports physicals night
- Game management: set up and put away equipment, organize volunteers, host visiting school, host officials, handle all facility and personal issues as needed
- Keep harmony between the school and community
- Calculate eligibility
- Work with officials association to assign officials
- Schedule all facilities for school and non-school groups during and outside of the school day
- Host MHSAA tournaments
- Approving, confirming and providing directional assistance to the athletics secretary and the responsibilities that come with that position, including: organizing parent meetings, sports fees, physicals, paperwork, officials, programs, game event workers, event confirmations, sports passes, pictures, game day preparation, cash boxes, etc.
- Maintain and keep the school wide calendar up to date through the scheduling program
- Evaluate the athletic policy and make changes accordingly as needed
- Coordinate the logistics of athletic events with opposing schools
- Coordinate transportation for competing teams with the transportation department
- Coordinate, assist, and communicate with maintenance and custodians for hosting events and maintaining the athletic facilities
- Provide opportunities to student/athletes for scholar and/or athletic recognition
- Attend and participate in Highland Conference, MHSAA, MIAAA, and Beal City Schools meetings and professional development
- Update and inform administration and the board of education on current and long term developments within the athletic department
- Build partnerships with local businesses and leaders
- Write grants to help fund special projects

- Contact, communicate and help guide the Beal City Sports Boosters as required
- Establishing bi-weekly academic eligibility checks
- Direct the athletic training department in conjunction with the Mid-Michigan Health Park in the care of the student/athletes
- Maintain personnel files for all coaches