

Responsibilities of the Athletic Director

The duties of the athletic director shall be to:

1. See that up-to-date inventories are kept of athletic equipment and supplies. such inventories should indicate the condition of the equipment and supplies. Actual taking of inventories is to be done by the head coach of each sport.
2. Compile the budget requests with explanations for each sport.
3. Prepare schedules for the following year's events prior to the close of each school year. The athletic director shall work closely with the coaches of the various sports in making said schedules and should respect the wishes of said coaches whenever possible in scheduling. Final approval of schedules is the responsibility of the principal.
4. Be in charge of preparation for athletic contests. Assist in the management of such contests.
5. Arrange transportation as needed for the athletic programs.
6. Be responsible for procedures and reports concerning individual and team eligibility.
7. Direct and coordinate practice schedules and use of facilities.
8. Supervise the care and maintenance of athletic areas and facilities.
9. Approve all requisitions for equipment and supplies used in the athletic program. Submit these to the principal for approval.
10. Obtain qualified officials for interscholastic athletic events and arrange for payment of such officials.
11. Assume leadership in the ongoing improvement of the interscholastic athletic program.
12. Coordinate the athletic awards and honors for the Rainier School District.
13. Make sure that all coaches apply and enforce all athletic policies as consistently as possible.
14. At the conclusion of each sport season, he/she shall evaluate each coach and submit the evaluation to the principal.

15. Make arrangements for the preparation of athletic contest sites.
16. Assume leadership in publicity to promote school spirit.
17. Insure that all athletes participating in Rainier School District athletics have current accident insurance coverage.