

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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ATHLETIC DIRECTOR

Appointment

1. The Athletic Director is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Athletic Director is the spokesman for the athletic department and is directly responsible to the Vice President Student Personnel, representing the department to the Associated Student Body, the athletic conference to which the College belongs and to the community, and is responsible for promoting, organizing and coordinating an athletic program of the highest caliber, consistent with the goals and objectives of the College.

Duties

1. Personnel
 - a. Supervise and evaluate the various coaches on the basis of their duties and responsibilities.
 - b. Supervise and evaluate other department personnel:
 - (1) Athletic Publicity Officer
 - (2) Department Secretary
 - (3) Trainer and Equipment Personnel
 - c. Direct and coordinate activity of maintenance and operation staff as it relates to athletics.
 - d. Make recommendations for coaching assignments.
 - e. Orient new staff members to their duties and responsibilities.
2. Athletic Equipment and Facilities
 - a. Responsible for preparation of the annual budget for all sports, both district and student body.
 - b. Submit specifications and bid lists for athletic equipment and needs.
 - c. Requisition and account for all items purchased in the athletic department.
 - d. Advise and recommend future additions and changes in the athletic department.
 - e. Maintain an inventory of athletic equipment.
 - f. Supervise the issue, use, repair and storage of all athletic equipment.

3. Athletic Contests
 - a. Be responsible for scheduling and coordinating all athletic contests.
 - b. Be responsible for scheduling transportation for all athletic contests.
 - c. Be responsible for scheduling officials for all home athletic contests.
 - d. Work with the Dean of Student Activities in coordinating activities at home athletic contests.
 - e. Arrange and submit to Associated Student Body all contest contracts with opponent schools.
 - f. Be responsible for informing maintenance and operation personnel of preparation needs for all athletic contests.
 - g. Be responsible for dispatching vital contest information to all visiting schools.
 - h. Arrange for all special personnel at athletic contests - doctor, ambulance, announcer, scorers, judges, etc.
 - i. Coordinate various special athletic contests, conference championships, etc.

4. Coordinate Use of Athletic Facility with the Community

Maintain a calendar and coordinate the use of all athletic facilities by off campus organizations with the Administrative Assistant for Community Services.

5. Represent the Department
 - a. Continued interpretation to the faculty, administration and parents of athletic program.
 - b. Serve in other various capacities as designated by the Vice President Student Personnel.

6. Interpret and enforce the various codes affecting the athlete including the state and conference codes and the athletic code of the department.
 - a. Be responsible for seeing that only eligible athletes participate in intercollegiate athletics.
 - b. Arrange physical examinations for each athlete before participating.
 - c. Assure that an adequate insurance program is maintained.

7. Work in close harmony with the Dean of Student Activities and Student Commissioner of Athletics on all athletic activities.

8. Represent the College at meetings of the Athletic Conference.