GARRETT COUNTY BOARD OF EDUCATION
Oakland, Maryland

DUTIES OF THE ATHLETIC DIRECTOR

The athletic director will be responsible for:

1. assisting coaches in arranging the schedules for all athletic contests,
2. payments of athletic equipment and supplies,
3. approval of all purchases after study with each coach,
4. assisting coaches in arranging for all transportation—for players and coaching staff,
5. arranging for all officials,
6. supervision of all playing field, court, or facilities for game participation,
7. arranging for the care of athletic facilities,
8. arranging for the storage of all athletic equipment,
9. arranging for ticket sales to athletic department sponsored contests,
10. assisting coaches in arranging for programs and advertisement,
11. arrangements for publicity,
12. arranging for awards assemblies,
13. supervising the conduct of pep rallies,
14. general knowledge of the entire athletic program,
15. arranging for Emergency Medical Services at all football games,
16. assisting coaches in providing timers and scorekeepers at athletic contests,
17. accurate accounting of all funds received by the athletic department,
18. approving use of athletic facilities for athletic purposes by outside organizations,
19. inform the administration of current activities—positive and negative,
20. assisting the administration in selecting and evaluating coaching personnel,
21. representing the school on the School Activities Review/Evaluation Committee,
22. perform such duties as necessary to implement Policy #347.7 or this procedure, and
23. other duties as assigned by the principal.

COACH/SPONSOR/ADVISOR CHECKOUT FORM

SPONSORS EVALUATION FORM
PROCEDURE FOR THE EVALUATION OF COACHES/ATHLETIC DIRECTORS/SPONSORS/ADVISORS

1. The Coaches/Activity Directors/Sponsors/Advisors Evaluation Form is the formal assessment instrument to be used to show the effectiveness of the coach/activity director/sponsor/advisor.

2. The principal and/or his designee shall evaluate a coach/activity director/sponsor/advisor at least once per sport and/or activity annually.

3. The evaluator will schedule a conference with the coach/activity director/sponsor/advisor to discuss the evaluation.

4. The coach/activity director/sponsor/advisor will sign the evaluation form indicating that he/she has received a copy of an evaluation.

5. The individual being evaluated, principal, and the supervisor of activities will each receive a copy of the evaluation form after a conference is held by the evaluator.

6. Evaluation due dates are as follows:
   a. First Semester – January 31st
   b. Second Semester – May 31st
   c. Year-long Activities – May 31st

COACHES/ACTIVITY DIRECTORS EVALUATION FORM