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