

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 302.1
CERTIFIED STAFF**

ATHLETIC DIRECTOR

Duties and Responsibilities

The Athletic Director reports directly to the Principal of Carson High School. The position requires supervision and implementation of all interscholastic athletic programs for grades nine through twelve while complying with all Carson High School, NIAA, and National Federation adopted rules and regulations.

Qualifications

- I. Organizational Membership:
 - A. The Athletic Director must belong to the Nevada Athletic Directors Association and the National Interscholastic Athletic Administration Association (NIAAA).
 - B. The Athletic Director must be actively involved in the NIAA and conference/league activities.

- II. Academic and Leadership Preparation:
 - The Athletic Director must have prior success coaching experience at the high school level during which excellent organizational skills and leadership traits have been demonstrated.
 - The Athletic Director must hold a valid Nevada Secondary Teaching Certificate.
 - The Athletic Director must have successfully completed the NIAAA Leadership Training Course 501 - Interscholastic Athletes: Philosophy, organization, and programs: Course 502 – Athletic Administrative: Principals, Strategies, and Methods and passed the final written exam for certification.
 - The Athletic Director must continue, in a reasonable manner and period of time, to full certification by completing:
 - Courses: 401 – Leadership Training
 - 503 – Citizenship in Athletics
 - 504 – Legal Issues in Athletics – Risk Management
 - 505 – Mentoring and Problem Solving
 - 506 – Legal Issues II: Title IX, Sexual Harassment, and ADA
 - 508 – Time Management
 - 510 – Current Issues
 - 515 – Athletic Field Management

REGULATION No. 302.1 – CONTINUED

Duties and Responsibilities

1. Coaches and Athletic Personnel:
 - Athletic Director will assist the principal with the selection of all head coaches.
 - Athletic Director will assist the head coach with selection of all assistant coaches.
 - Selection, assignment, and supervision of all gate and CHS staff security personnel.
 - In conjunction with the school administration, the Athletic Director will manage the activities of the Athletic Director's Secretary.

2. Fiscal Support
 - In conjunction with administration, develop a Carson High School/District budget to support the athletic programs.
 - Keep an accurate account of all monies allocated and spent for each sport.
 - Disbursement of funds as deemed necessary for each individual sport based on guidelines set by Athletic Director and principal (i.e. conference and non-conference schedules, officials, transportation, and per diem, safety requirements, equipment, uniform replacement, etc.).
 - Purchase orders will be submitted on proper forms and submitted to the principal.
 - Develop a financial year-end accountability report and present to the principal.

3. Gate Receipts
 - Responsible and accountability for all gate receipts; either through pre-sold, game day, season, or booster club tickets.

4. Schedules
 - League schedules will be distributed to all head coaches through the AD office.
 - Non-conference games may be scheduled and submitted to the Ad for final approval.
 - Contract all game officials, press, students, and parents as to all scheduled games and events.

5. Games
 - Arrange for all necessary personnel.
 - Inspect athletic facilities for maintenance, cleanliness, readiness, and safety, prior to contests.

REGULATION No. 302.1 – CONTINUED

6. Transportation
 - Arrange for all conference athletic transportation.
 - Make any necessary arrangements for meals or lodging for conference contests.
7. Student Athlete Information
 - Compile and disseminate all information needed for participation in Carson High School Athletics.
 - Keep current and accurate information on all athletics in accordance with CHS rules and regulations and the NIAA regulations.
 - Confirm that all necessary forms have been properly signed
1. To make a periodic report to the principal and the Superintendent of schools, to include a summary of each seasonal sport activity and evaluation of each head coach.
2. To keep an up-to-date inventory of all athletic equipment, noting safety factors and developing a replacement schedule to meet anticipated needs.
3. To inspect athletic facilities for maintenance, cleanliness, readiness, and safety prior to contests and routinely throughout the school year.
4. To schedule the use of the gymnasium or athletic field facilities by others in cooperation with the appropriate building level administrator and the director of operations and in accordance with the rules and regulations for such use as established by the Board of School Trustees.
5. To assist the principal in evaluation of the head coaches in all varsity sports.
6. To assist the head coach in evaluation of all assistant coaches in grades 9 through 12.
7. To serve as first level of complaint resolution in regard to athletic programs. Complaints that cannot be resolved at this level must be reduced to writing and signed by the complaining citizens before they were referred to the principal.

Adopted: April 15, 1983
Revised: August 29, 2001