APPENDIX A

JOB DESCRIPTIONS

**Athletic Director**

The following is a listing of some of the prime duties of the Athletic Director, but shall not be considered to be absolute and entire.

The principal of the Middle School and the principal of the High School as provided in Article Nine, P.I.A.A. Constitution and By-Laws shall authorize a professional employee in the Derry Area School District to be athletic director of the teams representing these schools. Such a person is subject to the approval of the Board of School Directors.

1. Meet the officials and show them to the dressing quarters or see that this is done by some other designated personnel.

2. Handle payment procedures for the officials before the game or delegate responsibility to other designated personnel.

3. Supervise contractual activities of game managers, also all coaches.

4. To represent the school, at the request of the principal, as his/her representative at all athletic meetings involving the interests of the school.

5. To schedule all athletic contests - both pre-season and season - for all sports.

6. To hire and contract officials for all sports.

7. To select and recommend for purchase, equipment and supplies needed for the various athletic teams of the school district with the help of coaches.

8. To see that the maintenance staff keeps all athletic fields and the gymnasium in proper condition for athletic contests and to handle matters affecting possible cancellation of contests because of weather or other conditions.

9. As official host for the school district, to see that the physical resources of the school are available to visiting teams, or see that this is done by some other designated personnel.

10. With the aide of coaches, to insure that lists of all players eligible for athletic contests are prepared under rules of the P.I.A.A.

11. To arrange for medical examinations before the regular practice season begins for all boys/girls participating in interscholastic athletics, or see that this is done by some other designated personnel.

12. To establish a system of arranging for medical or hospital care of all injured athletes, or see that this is done by some other designated personnel.

13. Schedule security for athletic events.

14. To aide the coaches in keeping individual records competing in sports; to check their progress from time to time and counsel them regarding possible schools where further education may be obtained and to insure that every student is taking the courses required and encouraged to maintain the marks necessary for admittance to the school of their choice, or see that this is done by some other designated personnel.

15. To schedule transportation for all athletic teams.

16. To supervise home athletic events, or see that this is done by some other designated personnel.

17. To supervise all county, district, and state tournaments and play-offs within the school district.

18. Evaluate each head coach at the conclusion of their season and meet with them about any concerns the athletic director or coach may have.

19. To coordinate the entire interscholastic athletic program within the school district.

20. Any other duties not covered by the above but authorized by the principal of the middle school or high school.

**Athletic Secretary**

The following is a list of duties for the athletic secretary

but shall not be considered to be absolute or entire.

Correspondence/Reports/Budgets

1. Prepare as directed by the athletic director
2. Open and distribute daily correspondence to athletic director, coaches, etc.

Telephone Responsibilities

1. Deal with calls concerning athletics such as giving out directions to schools, confirming schedules with other schools, vendors about athletic supplies, and other athletic related matters

Purchase Orders

1. Obtain bids from vendors on special items by typing and mailing quotes
2. Inform vendors bidding on special bid items who was awarded the bid by providing a summary
3. Type purchase orders for purchasing athletic equipment and related supplies
4. Check in supplies received according to purchase order and match up incoming invoices
5. Notify the business office for payment of the purchase order
6. Sort and distribute copies of purchase orders to the proper departments and files

Drug Testing

* Provide the contracted drug testing company with a complete list of athletes each sports season which includes student I.D. number, name, grade, parent’s address and phone number
* Continually update drug testing company’s list (by fax and computer disc) throughout the season with athletes’ current status
* On occasion, assist the athletic director and the drug testing company’s representative during drug testing by accounting for the athletes who are selected for testing
* Maintain confidentiality of all information concerning the testing process and the results
* Type letters to the parents of athletes who were tested informing them of the results of their child’s drug test
* Type memorandums informing the superintendent, principals, coaches, and the athletic director of the results of drug testing

Athletic Schedules

* Type and update athletic schedules
* Mail athletic schedules to all participating schools
* Provide all interschool principals, secretaries, choral/band directors, Transportation Dept., coaches, newspapers, and the webmaster with athletic schedules
* Check other school’s schedules to be sure they correspond with our schedules
* Obtain quotes from printing vendors for the cost of printing athletic schedules and provide the chosen vendor with the schedules
* Obtain and correspond with sponsors to cover the printing charge of the seasonal athletic schedules
* Type and distribute to the maintenance supervisor schedules of all home athletic events and preparation needed for all fields or gymnasiums as directed by the athletic director
* Type and distribute to the school police or contracted security agency a schedule of all home athletic events and type of security required for each event as directed by the athletic director

Physicals For Athletes

* Update and type athletic physical forms which are then provided to all coaches to be distributed to athletes
* Provide coaches with sign up sheets for specific times and dates of their physicals
* Correspond with school physicians to coordinate dates for physicals to be held
* Type memorandum to coaches, physicians, school nurse, principals, etc. to inform of dates physicals are available to athletes
* Supervise and check in athletes at physicals if a coach is unable to be there
* Check all physical information for completion which includes signatures from athlete, parent, and physician
* Make copies of all 11th graders physical forms and send to nurse’s office
* Make a checklist listing each sport and each athlete to track physical forms, drug consent forms, and rules and confirmation forms

Drug Consent Forms

* Copy and distribute to coaches to give to athletes to take home for parent’s signature
* Record returned forms on checklist
* Be sure athletic director has copies in his office and that he and the coaches are aware of the status of each athlete’s drug consent form

Rules and Confirmation Forms

* Copy and distribute to coaches to give to athletes to take home for parent’s signature
* Record returned forms on checklist
* Attach to the back of the athlete’s physical form

Eligibility Forms

* Type eligibility lists from the information obtained from the coach
* Obtain athletic director’s signature on eligibility form
* Copy and mail eligibility forms to each school on the athletic schedule
* Copy of form is mailed to guidance counselor
* Be sure all original eligibility forms are in the athletic director’s office
* Upon receipt of other school’s eligibility forms, copy and mail to the coach and give the original to the athletic director
* Type a list of each sport listing all of their athletes, send list to H.S. and M.S. secretaries; also to the guidance secretaries for credits

Reporting Weekly Eligibilities

* Each Friday report eligibility to coaches by obtaining teacher=s reports from H.S. and M.S. secretaries
* Record athletes with failing grades
* Type individual reports for each sport and inform the coach both by phone and mail of any ineligible athletes for the following week
* Typed reports are sent to the principals and the athletic director
* Supply parents of home schooled athletes with the proper forms and information instructing them on the eligibility procedures

Coaches Meetings

* Prepare coaches folders with required forms and information for upcoming sports season
* Update students’ outstanding equipment memo to be included in folders
* Correspond with athletic director for additional information pertaining to sports season to be included

Budget

* Type, copy, and mail budget information to all coaches
* Coaches return written equipment requests to be typed
* Compile list of vendors for bids to be sent to, type labels and make envelopes for bids to be sent
* Upon receipt of information from coaches, copy and mail bid to vendors on the list
* Upon receipt of returned bids, assist the business manager in opening the bids and compiling a list of all vendors who returned bids
* Sort and distribute bids to coaches along with typed instructions on bid procedures
* Upon receipt of accepted bids and worksheets, type a bid summarization letter to the School Board by compiling information from coach’s worksheets. This letter includes early order buying information and medical supply vendors
* Type and mail purchase orders to all awarded vendors
* Mail copies of all purchase orders to the equipment manager
* Type a budget report per athletic director’s instructions
* Mail bid tabulations to vendors who request to receive them

Medical Claims

* Keep a record and send injury report, letter from the trainer, and insurance coverage summary of benefits to the parents of the injured athlete for their signatures
* Upon receipt of parent’s signature, copy and mail injury report to school’s insurance company
* Mail and record all bills pertaining to claims to the insurance company
* Communicate with parents, trainer, doctor’s office, hospitals, and insurance company on status of athlete=s claim

Officials Contracts

1. Type and mail contracts to officials for scheduled events
2. Upon return of the contracts, turn over to the athletic director=s files

Supplemental Coach’s Contracts

1. Keep an account of current coaching changes
2. Type supplemental coaching contracts
3. Submit to school board president for his/her signature
4. Mail to coaches
5. Upon receipt distribute signed copies to Payroll Dept. and Asst. Superintendent=s office
6. Type and distribute copies of the supplemental point system

Cove Prep Determination Forms

1. Upon receipt of information from Cove Prep, type a Determination of District of Residence for Students in Facilities or Institutions Form
2. Look up student=s school information in the PA Education Booklet, call the superintendent=s office to confirm the school=s address and superintendent
3. Copy all information for our files
4. Mail Determination Form along with a letter of instruction
5. If a reply is not received within 15 days, send a second notice
6. Upon receipt of acknowledgment, record and file

Athletic Account

1. Maintain financial records of the athletic account for the auditors including checkbook records, bank statements, officials contract sheets, board reports, bills paid each month, and expenses and receipts
2. Write checks to cover athletic expenses which includes purchase orders and requests for payments
3. Make deposits of incoming receipts
4. Balance and maintain checking account
5. Maintain files to be turned over for auditing

School Board Reports

1. Prepare monthly report for the School Board itemizing athletic account activity
2. Copy report and distribute to athletic director and board secretary

General Duties

1. Prepare, purchase, and arrange for selling of season, student, and general admission tickets at all athletic contests and preseason sales
2. Hire and pay all game help for all athletic contests
3. Contact all game help, coaches, schools, bus lines, and officials if contest is canceled or postponed
4. Pay and collect all guarantees for games contracted as such
5. Arrange for the printing and distribution of schedules
6. Supervise security and keep track of the amount of time each guard worked
7. Supervise teams, coaches, and spectators before, during, and after contest in conjunction with security personnel
8. Secure facilities at conclusion of contest or appoint a designee to do so
9. Make provisions for ambulance service at football games
10. Arrange printing of all programs for all athletic events, unless already done by parent organizations
11. Work with Pep Club, etc. to arrange for student buses and chaperons to away games
12. Keep records of attendance and receipts of all athletic contests and turn in report to athletic director
13. Prepare financial reports as may be requested by the Administration and Board of Education
14. Responsible to check out equipment such as scoreboard, public address system, and lighting equipment prior to all home events
15. Responsible for any problems or emergencies that may arise such as medical emergencies at the facilities, assisting security with crowd control, etc.
16. Maintain a list of all home events and the hours worked by security personnel
17. Maintain a list of all home events and hours worked by game workers
18. At the end of each sports season, turn in a compiled list of events worked by game workers to the Payroll Department and to the athletic director
19. At the end of each sports season, provide the athletic director with a summarization of gate receipts broken down by each sport
20. Responsible to complete any other duties assigned by the athletic director

**Game Manager**

The following is a listing of some of the prime duties of the Game Manager but shall not be considered to be absolute or entire.

1. Shall serve as a designee of the Athletic Director at all assigned athletic events. Game Manager shall be in charge of event as indicated in the Athletic Department Chain of Command.

2. Prepare for the selling of student and general admission tickets at assigned athletic contest.

3. Help contact game help if contest is canceled or postponed.

4. Keep records of attendance and receipts of assigned athletic contest and turn in report to the game manager.

5. Supervise security and keep track of the time each guard works.

6. Supervise teams, coaches, and spectators before during, and after contest in conjunction with security personnel.

7. Secure facilities at conclusion of contest.

8. The game manager shall be responsible to check out equipment such as scoreboards, public address system and lighting equipment prior to assigned contest.

9. The game manager shall be responsible for any problems or emergencies that may arise such as medical emergencies at the facilities, assisting security with crowd control, etc.

10. To complete any other duties assigned by the Athletic Director.

**Athletic Trainer**

1. The athletic trainer would be present at the school at least one (1) hour prior the start of practices and remain for approximately one (1) hour after completion of the last practice of the day. The times and dates of the practices will be coordinated by the Athletic Director. The coverage will include pre-practice taping and wrapping, evaluation of injuries, on-field coverage and first aid, and post-practice assessments.

2. The athletic trainer at DASD will be medically supervised by the school physicians at Chestnut Ridge Primary Care Associates; he/she will be responsible for the prevention, treatment, and rehabilitation of all student-athletes with the expressed goal of providing physical activity and health without compromising physical and mental well-being. The athletic trainer will serve as a liaison coordinating the efforts of physicians, coaches, student athletes, parents, and DASD.

3. The athletic trainer will begin duties at 2:00 p.m. until the last home event or practice is completed. The athletic trainer will be present for all home varsity and junior varsity athletic practices and events.

4. The athletic trainer will attend all home and away varsity football events including scrimmages.

5. The athletic trainer will be available to provide evaluation and immediate care of all athletic injuries; as well as make arrangements for return of athletes for examination by the team physician, family physician, or orthopedic surgeon. The athletic trainer will also assist the ambulance staff when preparing an athlete for transport to the emergency room.

In order to care for athletic injuries, the athletic trainer will:

a. render first aid.

b. make routine observations at the practice fields and be present for hazardous play.

c. render decision on the playing status of student athletes injured in the games, practices, scrimmages for the benefit of the student athlete as an individual.

6. The athletic trainer will evaluate and manage athletic injuries to DASD 7-9th grade athletes when the athletic trainer is on site. The athletic trainer will also assist in emergency care situations and see that proper procedures are taken for the athlete to be taken to a physician or hospital for proper treatment. However, it must be noted that varsity and junior varsity athletes will be given priority unless the situation is an emergency.

7. The athletic trainer under the supervision of the school physicians or the referring physician, will design and supervise the rehabilitation of all athletic injuries.

8. When events are occurring at the same time, the athletic trainer will maintain contact between events by walking or use of district supplied golf cart. Cellular phones or walkie-talkies will be provided by DASD.

9. If requested, the athletic trainer will be available to assist coaches in designing and off-season, pre-season, or in-season conditioning program.

10. If requested, the athletic trainer will provide educational programs for the coaching staff and students interested in promoting the health and well-being of the student athletes.

11. The athletic trainer will be available to assist coaches in the selection of protective athletic equipment and gear and checking it for safety.

12. The athletic trainer will supervise all activities involving the athletic training room, which includes:

a. issuing necessary medical supplies and medical equipment to all athletic teams at the beginning of each season. At the conclusion of the season of each sport team, collect unused medical supplies and equipment.

b. maintaining records of services provided to all student athletes. These records will be confidential and kept on file for at least seven years.

c. selecting and requisition medical supplies and equipment for the athletic programs. The athletic department is responsible for purchasing these supplies and equipment at the discretion of DASD.

d. presenting the school district with statistical reports of injuries, services rendered, and data necessary for justification of medical services at the completion of each school year.

13. The athletic trainer will establish a student athletic training organization for the entire school year.

14. The athletic trainer will be in charge of filling out all insurance claims of athletes who have been injured. These claim forms will be turned in to the athletic office for processing.

15. The athletic trainer will promote sound health information to the student athletes, i.e., encourage proper nutritional habits for the athlete, promote concept of total physical fitness regardless of sport, provide sound advice on matters of drugs, ergogenic aids, smoking, rest, and alcohol.

16. The athletic trainer shall have the authority to overrule any coach in matters pertaining to the safety and well being of the student-athletes.

17. Assist in other duties not covered by the above but authorized by the athletic director.

**Student Athletic Trainers**

1. Depending on the number of student athletic trainers available per sport season, your team will be assigned a student athletic trainer(s).
2. The student athletic trainer is ultimately under the direction of the head athletic trainer. However, when the head athletic trainer is not present, such as a game or event, the head coach will then assume responsibility for the student athletic trainer. The student athletic trainer is subject to any disciplinary actions such as a player if it needs to be done by the head coach.
3. The student athletic trainer(s) will be expected to be at all games or events. However, the practice schedule may be rotated occasionally pending certain situations. This will be communicated to the head coach under the direction of the head athletic trainer.
4. The head coach should notify the head athletic trainer immediately should a problem arise with a student athletic trainer(s).
5. Please give the student athletic trainer(s) a copy of team rules and regulations. They also have their own through the athletic training organization.
6. Head coaches should include the student athletic trainers on their phone list or phone chain. The student trainer(s) should be notified should there be a change in the practice or game schedule.
7. The student athletic trainer or the head athletic trainer will notify the head coach if the student athletic trainer will not be able to attend a practice or game. The head coach will be notified as soon as possible.
8. If the team is participating in or having a fundraiser, the student athletic trainer should have an opportunity to participate in it. It should be made clear why the fundraiser is taking place and the plans for the money raised.
9. The student athletic trainer may or may not be given awards and or jackets/shirts depending on their contribution to the team. The head coach should consider the student athletic trainer if: the student athletic trainer is reliable, committed to team, does not interfere with team, helps when asked, etc. If the head coach does not feel the student athletic trainer(s) should be given the award, and if players are given an opportunity to purchase the award(s), the student trainer should also be given the opportunity to purchase award(s).

A student athletic trainer will perform the following duties under the supervision and direction of the Certified Athletic Trainer. These duties will include:

1. Filling and operation of the whirlpool

2. Washing towels

3. Preparing hot packs

4. Preparing ice bags

5. Cleaning and stocking athletic training rooms

6. Preventative athletic taping of wrists, fingers, and ankles

7. Small wound care - Ex. abrasions

8. Blister care

9. Administrative duties such as record keeping

10. Water duties for all practices and games

11. Assist athletic trainer with evaluation and treatments

12. Travel with sports teams to assist them in minor athletic injury care

13. Travel with the athletes in the ambulance to the hospital with insurance information if needed

14. Assist the athletic trainer in providing knowledge of athletic injuries to athletes

15. Assist athletic trainer in providing rehabilitation of athletic injuries for the student athlete

16. Be present for all practices and games

**Coach**

The following is a list of some of the prime duties of the Coaches but shall not be considered to be absolute or entire.

Head Coach

1. Have understanding knowledge of rules and regulations regarding the sport as presented in the PIAA Handbook and National Federation Rule Book.
2. Keep abreast of all rules and rule changes.
3. Keep abreast of new developments, innovative ideas and techniques by attending clinics, workshops, and reading in the field.
4. Establishing the style of play to be used.
5. Ensure all athletes complete necessary paperwork as assigned by the Athletic Trainer in a timely manner.
6. Shall at all times teach the players good sportsmanship and fair play. He shall stress to his staff and players that visiting teams are guests of the Derry Area School District and shall be treated accordingly. He shall always endeavor to foster cordial relations between the Derry Area School District and all athletic opponents. He shall remember that athletics constitutes a means to an end; to build confidence in the individual students in competitive athletics, to teach sportsmanship and fair play and clean play, and build determination and character.
7. Shall delegate as many of his responsibilities to members of his staff as he/she deems necessary.
8. Designate the names of students eligible to receive awards according to the approved award system.
9. Direct activities of all members of the coaching staff.
10. The head coach shall be the general manager of the pre-season training program and shall supervise all activities pertaining thereto.
11. Expect and inform participants of proper dress when representing the school district athletic teams.
12. Actively participate in any school function designed to promote your sport (pep rallies, bonfires, etc.)
13. Be a strong representation within all program support groups, i.e. Boosters/Parent Clubs. Attend meetings regularly and ensure all operations are handled at the Districts expectations.
14. Plan a budget within the limitations as suggested by the athletic director.
15. Organize and supervise practices during designated season as established by WPIAL/PIAA regulations and in accordance with officially adopted school district athletic schedules. The HEAD COACH is responsible for informing the Athletic Director of such practices.
16. Oversee a total athletic program for his/her respective sport including junior varsity and middle school activities.
17. Assist the Athletic Trainer in arranging for physical exams by the school physician.
18. Obtain the Athletic Trainer's approval for return from injury to participate in practice sessions and competitions.
19. Assist the Athletic Director in arranging bus transportation for team travel and to prepare a daily practice schedule which will indicate the following:
    1. Days on which buses are needed
    2. Time for departure from respective practicing area
    3. Number of athletes being transported
    4. Place athletes are being transported to
20. Develop a scouting program within the approved budgetary allocations and assign scouting teams.
21. Assist the athletic director in the evaluation of assistant coaches.
22. Assume responsibility for maintaining rapport with the news media.
23. Assume responsibility for team conduct at home, away, and while traveling on the bus.
24. Act in a supervisory capacity to the assistant coaches in the distribution of uniforms and equipment, also in the collection and proper storage of same equipment including a complete inventory to be submitted to the athletic director at the conclusion of your season.
25. Contact assistant coaches and players if a contest is cancelled or postponed.