



3540 ATHLETIC DIRECTOR

Policy Type: Human Resources Manual

Applies To: Staff

Approved By: HOS

Policy Reviewed: every 2 years

Adopted: 06 2020

Revisions 05 2024:

GENERAL RESPONSIBILITIES:

Athletic directors are an important and vital administrative role that coordinates planning and programming with the LCS Development staff. The athletic directors are responsible for creating and maintaining an athletic program that not only gives students the opportunity to develop skills, character and physical health, but also promotes the image and reputation of LCS in the wider community. The role of the athletic director is to understand the vast number of sport organizations and associations and to play an active role in each of those organizations. The athletic director needs to know the rules for student eligibility to compete in high school sport in the province of British Columbia. An important aspect of the job is the ability to communicate clearly expectations and vision of the program to students, parents, alumni, and the entire school community.

RESPONSIBLE TO: Head of School, Principal

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE

- Provide strategy, vision and leadership to an athletics program that is a core pillar of the school's programming and which strives to have a province-wide reputation and impact.
- Ensure principals and Head of Schools is informed of important developments in BC School Sports.
- Maintain continuous communication with key stakeholders, comprising of the High School principal, assistant principal, House Directors, Athletic Directors of the elementary and middle school, and all faculty members.
- Collect all necessary fees and forms from students.
- Represent LCS, register and pay all administrative fees to the following athletic associations in September: BC School Sports (BCSS), Eastern Valley Athletic Association (EVAA), BC Christian Secondary Schools Athletic Association (BCCSSAA), Fraser Valley Volleyball Commission (FVVC), Fraser

Valley Basketball Commission (FVBC), and the Langley District Secondary Schools Athletic Association (LDSSAA)

- Represent LCS or assign a designate to represent LCS at all essential yearly fall and spring annual general meetings of above athletic associations.
- Check on all transfer students to ensure their eligibility according to BCSS rules and regulations. Assist students when contesting their eligibility.
- Host at least one BCCSSAA championship every year, and actively seek opportunities for LCS to host community sporting events.
- Prepare and maintain budgets as necessary, set fees, and develop capital replacement planning for uniforms and equipment.
- Ensure high degree of organization, function and cleanliness of all athletic fields, facilities and storage.
- Provide intramural and recreational programming opportunities.
- Develop additional income sources and opportunities to provide additional funds for the athletic program.
- Order new equipment for the athletic programs. Keep a yearly inventory of equipment.
- Coordinate the use of all school athletic facilities (high school gym, middle school gym, and soccer field) by user groups with the Director of Operations.
- Supervise coaches, maintaining their criminal record checks, certifications, and contracts. Foster strong rapport and communication to offer clear direction.
- Conduct individual meetings to support coaches in achieving their coaching goals.
- Effectively communicate with parents through maintaining a detailed parent handbook, arranging game/event transportation, and coordinating volunteer and student driver permissions for athletic events.
- Manage combined Athletics budget of K-12, in collaboration with Elementary and Middle School Ads, ensuring accurate accounting of all receipting, reimbursements and funds. Collect and manage team fees.
- Schedule, train and/or manage scorekeepers, minor officials, volunteers, and referees.
- Coordinate and maintain inventory for all athletic teams and equipment, including fitness room and gyms.

LEADERSHIP & COACHING DEVELOPMENT

- Provide coaching in some capacity within the LCS Athletic Program in a core sport.
- Administrate athletics policy handbooks, athletic association regulations and BCSS registration and reporting requirements.
- Promote a high standard of program excellence; assess the school's athletic program and maintain all athletics policies and guidelines.
- Provide leadership to ensure consistency and quality in all aspects of coaching and programming.

- Provide seminar or information sessions for coaches that outline purpose, expectations and responsibilities.
- Collaborate with Head Administrative Office to develop promotional materials for LCS.
- Recruit, mentor, disciple, and develop impactful coaches leading to high performing teams by ensuring volunteers remain productive, motivated, informed, and aligned with the mission of LCS.
- Collect coaching applications and assign roles as necessary based on best fit and expertise for the sport.
- Support coaches when dealing with student athlete and parent issues. Work with coaches and principals in problems of discipline concerning athletics.
- In conjunction with the coaches, arrange transportation and accommodations of all athletic teams.
- Ensure all teams meet a minimum standard of dress and appearance at all tournaments and games which represent LCS well and are consistent with policies.

DEVELOPMENT & COMMUNITY RELATIONS

- Represent Lightning Athletics in the community.
- Keep the community informed about athletic events; provide content for website and promotional material
- Collaborate with Head Administrative Office to design and promote uniforms, school spirit wear and promotional material
- Attend school athletic events as required to maintain oversight and leadership. Identify and assign tournament managers for all league and tournament playoff activities that are assigned to LCS.
- Be available to talk to student athletes about their team and concerns they might be feeling.
- Collaborate with Head Administrative Office to plan and execute alumni and school events including fundraisers, seniors night, athletics awards evening etc.
- Provide calm, non-anxious leadership to the resolution of critical Athletics related issues impacting reputation, brand image, and public relations.
- Collaborate closely with the Elementary & Middle School Athletics Directors to ensure there is a coordinated vision of the athletic philosophy, and a continuity of approach.
- Guide faculty in pedagogical best practices and facilitate the sharing of their expertise in the discipline of Coaching.
- Hold students, faculty and families to the highest standard of respectful and responsible behavior; to demonstrate Christian principles and respect for all rules, opponents, officials, team and self.

Reviewed: 05 2024