

## **5.2 Athletic Director, roles & responsibilities**

- Athletic director is responsible for the overall implementation of organizational and divisional policies & guidelines regarding Ararat Athletics.
- Be present at the athletic office during office hours defined by Executive Director.
- Respond to visitor's needs and problems and report them to the BEC or Executive Director as needed.
- Attend BEC meetings and present weekly status report. Also attend all Basketball Technical committee meetings and other meetings as instructed by BEC.
- Prepare all practice schedules by consulting with coaches and using BEC guidelines. Improve practice schedules when necessary.
- Maintain up-to-date team rosters, and their respective coaches.
- Monitor and convey all deadlines for upcoming athletic events to BEC, Basketball Technical committees, Athletic Div. Federations, Coaches, and assist them in preparation (i.e. rosters, fee collection).
- Assist TC and BEC in planning tournaments & athletic events.
- Maintain & update inventory of all athletic gears & equipment and report it to the BEC.
- Be present at Navasartian games and any other tournament if required by Division BEC.
- Recommend safety & security measures for the athletes during their practices.
- Review all proposed budgets (Nakhahashivs) & purchase requests before submitting to Executive Director.
- Secures permits for outside facilities and obtain authorizations from Executive Director for the use of internal facilities.
- AD is the coaches' immediate Supervisor.
- All athletic related correspondence should also go through Athletic Director first.
- An Athletic Director cannot be an active coach.
- In absence of Chapter's Executive Director, Athletic director will be in charge of all activities in the organization.
- Monitor all practices & enforce all polices & guidelines to be used during practices.

- Keep track of coaches' attendance record and performance & prepare an annual report, based on those records.
- Immediately relay any related decisions & announcements made in the meetings (BEC, Basketball Technical committees & Athletic Federations to the respected coaches and leaders through email. (This Should provide a secondary backup communication mechanism for the B/A divisions).
- Maintain a complete First Aid Kit in the athletic office & outside facilities.
- Collect incident reports of all athletic activities and report important one's to the BEC & Executive Director.