



Southern Marin Youth Football
P.O Box 763
Mill Valley, CA 94942

www.SouthernMarinFootball.com

POSITION:

Athletic Director

DESCRIPTION:

The Athletic Director (AD) is responsible for organizing the Southern Marin coaching staff and making sure our coaches know and adhere to all association and conference rules. He/she is also responsible for organizing rosters and making sure athletes are on the right team. The AD represents football at our monthly conference meetings and at all of our games. The AD works with other conference ADs to organize a game schedule. The AD, in conjunction with the head coaches, organizes practice schedules and locations.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Organizes our coaching staff. At the end of every season all coaching positions are terminated. Starting in January or February the AD, in conjunction with the President and Vice President, seeks out and interviews head coaching candidates for our 5 teams. Each head coach is appointed by approval of the President, Vice President and AD, and is endorsed at a monthly Board of Directors meeting. Once head coaches are approved, the head coach nominates his asst. coaches, who must be approved by the AD.
2. Organizes pre-season coaches' meetings which include discussion of Southern Marin's playbook and coaching strategies. Makes sure all coaches attend Positive Coaching Alliance training. Also, makes sure every team has at least 2 CPR-certified adults on staff.
3. Attends monthly Board of Directors meetings at Scout Hall. (The current schedule is for the meeting to be held in the Chapman Board Room on the 2nd Tuesday of the month.)
4. Attends monthly conference meetings. (The current schedule is for the meeting to be held in Novato on the 2nd Monday of the month.)
5. Works with other conference ADs to create a game schedule for Southern Marin. In general, the conference has a pre-season Jamboree, 8-10 regular season games, followed by the Mitey Mite Bowl for the youngest team and playoffs for the remaining 4 teams. The AD makes sure our association's schedule is fair and includes a balanced home/away schedule.
6. Works with the Registrar(s) to make sure athletes are placed on the proper roster. (Although team rosters are generated programatically, there are instances where athletes

must be moved to another roster due to weight issues, or lack of space on a particular roster.)

7. Works with Mill Valley Parks & Recreation to organize practice fields for August practice. In October of the prior year the AD must submit a field request to Mill Valley Parks & Recreation for Friends Field in Mill Valley. Southern Marin generally reserves 3 to 3.5 weeks on Friends Field in the evening starting around 8/1. In November or early December the AD must represent Southern Marin at a Mill Valley Parks Commission meeting, in order to gain approval for the use of Friends Field.
8. Works with Desone Parker, the Tamalpais Union High School District Facilities Coordinator, and Redwood High School and Tamalpais High School for practice fields from late August to the end of the season. Southern Marin generally assigns 2-3 teams to practice at Redwood and 2 teams to practice at Tam High. Southern Marin has, in the past, also used MLK Jr. Park Field in Sausalito as a practice field. (This field is coordinated through Sausalito Parks and Recreation.) The AD also works with Desone Parker and the high schools to reserve a football field for each home game.
9. Makes sure all coaches adhere to association and conference rules. The AD must be intimately familiar with all rules. Southern Marin currently adheres to rules posted by NBYFC. NBYFC rules should be treated as an addendum to the NFHS Varsity rule book. The AD works with other conference ADs on rule changes and rule interpretations.
10. Works with the registrar to make sure all team certification is completed before the 1st game of the season (generally, Labor Day Weekend).
11. The AD, along with the President, is the representative for Southern Marin at all 5 games for each weekend of the season and postseason. The AD, along with the President, must be available to resolve any game day issues. The AD may counsel coaches on rule interpretations and enforcement. The AD may counsel coaches on game strategy, although this is generally best not done on game day.
12. The AD makes sure an EMT is scheduled for each home and away game. Currently, Southern Marin is using Loren St. Andre as our EMT, with Kevin Hall as backup.
13. The AD is responsible, with the President, for field preparation and setup on game day for all home games. The AD and President may delegate this responsibility to a Field Manager if one is available.
14. The AD works with the Equipment Director and President to make sure all football teams have the necessary equipment.
15. Works with the Registrar to make sure all coaches pass background checks.
16. Works with head coaches to resolve any parent/player issues that cannot be resolved between the head coach and the parent.
17. Works with coaches to resolve any issues between the head coach and asst. coach if the head coach and asst. coach are unable to resolve their issue(s) themselves.

18. Makes sure game officials (referees) are available at all home games. (3 at the Mitey Mite level, 4 at all other levels, and 1 extra during postseason.) In general, our officials are notified by the conference via a conference master schedule.
19. Provides announcements, generally through e-mail (we are currently using Vertical Response to provide e-mail services) to our parents about team formation, preparation for the season, and scheduling of games and practices.
20. Makes sure athletes know about pre-season training camps and expected preparation for August practice.