

In addition to the duties and responsibilities list below, the Game Day Manager will work with and under the direct supervision of the principal to provide safe and appropriate interscholastic and intramural programming in keeping with policies and goals of the school board.

Specific duties and responsibilities are listed below:

- * Ordering athletic supplies and equipment;
- * Attends athletic meetings as representative of the school;
- * Schedules games and other athletic functions such as awards banquets;
- * Arranges for timers, referees, supervisory personnel, and other requirements for games;
- * Serves as liaison between school officials and coaches;
- * Encourages the fullest possible attainment of our athletic philosophy;
- * Works with principal to plan for athletic program needs each season:
number and level of teams, equipment, training, budget, and parent information
- * Verifies each athlete's eligibility according to board policy on physical examination for athletes;
- * Assists with implementation of grade requirement policy for extracurricular activities;
- * Schedules gym and athletic field use;
- * Prepares gym and athletic fields for games;
- * Maintains an up-to-date inventory of all athletic equipment and uniforms, and maintains the equipment storage rooms;
- * Works with principal to ensure coaches follow the athletic policy;
- * Plans coaches clinics or other training sessions for all coaches as needed;
- * Makes recommendations to the principal on hiring and rehiring decisions for coaches;
and
- * Fosters good school-parent-community relations by keeping parents and community members aware of and responsive to the athletic program.

Adopted: Blue Hill School Committee – October 8, 2008