



CHAPTER 1
RESPONSIBILITIES
OF THE DEPARTMENT
OF ATHLETICS

RESPONSIBILITIES OF SAINT PETER'S COLLEGE ATHLETICS

The Department of Athletics operates a program that requires the trust and support of the student-athletes, faculty, staff, and administration of the College as well as the Jersey City Community and public. Therefore, it has a number of responsibilities:

Student-athletes

The Department of Athletics sponsors programs with the primary goal of fostering intercollegiate athletics by providing the best possible framework within which our student-athletes can compete. We have the responsibility to first ensure each student-athlete receive the best possible education. Secondly, to provide the best possible athletics program and environment that will allow each participant the opportunity to compete to the fullest extent of his or her abilities.

Public and Community

One of our objectives is to provide a highly competitive athletics program for our community and supporters to follow. By doing so, we hope to earn their confidence and support and ensure that the city of Jersey City be recognized.

Saint Peter's College / Metro Atlantic Athletic Conference / National Collegiate Athletic Association

We are committed to the principles and objectives of Saint Peter's College, the Metro Atlantic Athletic Conference (Herein will be referred to as MAAC) and the National Collegiate Athletic Association (Herein will be referred to as NCAA). All activities of this department will be governed by and adhere to all rules and regulations of these two organizations in addition to the guidelines of Saint Peter's College.

Coaching Staff

Coaches have a myriad of responsibilities. They must represent the College and Department of Athletics in a manner that will enhance the program and promote confidence in the entire institution and the community. They also have the responsibility to the student-athletes to take a sincere interest in both academics and athletic activities and to ensure each individual is treated with fairness and provided with the optimal opportunity to excel. They must operate their respective programs and activities within the rules and regulations of Saint Peter's College, the MAAC, and the NCAA.

Academics

The student-athlete's purpose at Saint Peter's College is to pursue an education and degree. In order to accomplish this, the student-athlete has the responsibility of attending all classes on a regular basis, of completing all classroom assignments, and of conducting his or herself in all academic matters that are acceptable classroom performance. The student-athletes are required to meet all college academic requirements as well as the eligibility rules of Saint Peter's College, the MAAC, and the NCAA.

Saint Peter's College has a sincere interest in the general welfare and academic achievement of every student-athlete. Because of this, the department has assigned an Academic/Athletic Coordinator and a Faculty Moderator program to assist student-athletes in their academic pursuits.

DEPARTMENT OF ATHLETICS ADMINISTRATIVE POSITION DESCRIPTIONS AND RESPONSIBILITIES:

DIRECTOR OF ATHLETICS

1. Reports directly to the Vice President for Student Affairs.
2. Directs and supervises the administration of the men's and women's athletic programs and all administrative, operational, and business functions of the Department of Athletics in accordance with all Saint Peter's College, MAAC, and NCAA rules and regulations and policies and procedures.
3. Assists in determining the department's funding requirements, and then supervises the overall management and control of the approved fiscal year operating budget for all men's and women's intercollegiate sports.
4. Recruits and provides for the selection, organization, and supervision of the staff, and delegates specific responsibilities to assure efficient and productive operation of all administrative, business, fiscal, and athletics activities of the department.
5. Oversee the compliance of all aspects of the athletics program with college conference (MAAC and ECAC) and the NCAA rules and regulations.
6. Plans and develops those specific policies, procedures, and methods designed to implement the general athletic philosophy and policies of the college to be recommended to the Vice President for Student Affairs.
7. Organizes, directs and participates in all activities that will promote the prestige of the College and the Department of Athletics.
8. Strives to enhance the relationship and communications with all parties (individuals, groups, and organizations), who either directly have some

association with or interests in the operation and success of the Department of Athletics.

9. Serves on committees that concern athletics and student-athletes.
10. Supervises and approves scheduling of all intercollegiate athletics contests and events.
11. Oversees public relations, speaks to various civic groups, attends seminars, works with various media, and works with spectators at large on behalf of the Department of Athletics.
12. Oversees the fund-raising activities of the Department of Athletics.
13. Serves on MAAC / ECAC / NCAA committees as necessary.
14. Serves as home site manager for all home athletic contests.
15. Assumes other duties, responsibilities, and relationships as may be assigned by the Vice President for Student Affairs and / or the President.

**ASSISTANT DIRECTOR OF ATHLETICS / COMPLIANCE OFFICER / SENIOR
WOMAN ADMINISTRATOR**

1. Reports to the Director of Athletics.
2. Assists in the organization and administration of the athletics program.
3. Interprets and administers rules and regulations under which the Department of Athletics operates.
4. Aids in the formulation and implementation of athletic policies and procedures, including assisting in the long-range planning with regards to the program, personnel, and facilities.
5. Represents the Department of Athletics and assists with special functions within the athletics program throughout the year.
6. Assists in the preparation of the department budget.
7. Serves as a moderator of the Saint Peter's College Student-athlete Council.
8. Serves as a liaison with the Financial Aid Department for scholarships and NCAA programs.
9. Oversees the NCAA Special Assistance Fund.
10. Serves as the Compliance Officer (NCAA / MAAC / rules and regulations for the College). Responsible for the compliance education program, coach's certification program, and interpretation of all rules and regulations.
11. Serves as the Senior Woman Administrator.
12. Represents the College at all NJIAAW meetings.
13. Supervises SAAC and CHAMPS / Life Skills Program.
14. Serves on MAAC / ECAC / NCAA and outside organizations and committees as necessary.
15. Assists in the scheduling of all non-revenue producing sports schedules.
16. Is responsible for NCAA / MAAC forms and reporting.
17. Assists in the management of athletics events and activities.

ASSISTANT DIRECTOR OF ATHLETICS / SPORTS INFORMATION
DIRECTOR

1. Reports to the Director of Athletics.
2. Supervises and coordinates a comprehensive daily media relations effort designed to generate and maintain interest in Saint Peter's College Athletics.
3. Maintains records, statistics, and results of players, teams and coaches.
4. Makes public releases of records, statistics, and other player background information to the media and other community outlets on a daily basis.
5. Coordinates all press box operations during games, including assignments of seating for writers, statisticians, radio, television, photographers, and scouts. Establishes, communicates, and enforces press box and post-game interviews.
6. Supervises public address announcers and provides them with appropriate messages to inform fans of upcoming events and other information.
7. Recruits, supervises, and instructs student assistants.
8. Designs, writes, and edits high quality informational and promotional materials and publications.
9. Initiates, coordinates, and conducts campaigns to achieve conference, regional and national honors for student-athletes, coaches, and the college.
10. Provides timely, accurate responses to media and public informational requests.
11. Supervises the Department of Athletics advertisement opportunities, including the sale of advertisements to outside businesses and the purchase of advertisements from media outlets.
12. Supervises the planning and coordination of pre-season, in-season, and event promotion and special projects.
13. Establishes effective interpersonal relationships with coaches, players, administrators, students and the public.
14. Generates interest in the program through information dissemination to the media, including radio, newspaper, television, and other community outlets.
15. Records from day-to-day, week-to-week, and year-to-year all sports, results, statistics, and other historical interests in a permanent manner.
16. Coordinates events such as press days, press conferences, and other media-related events.
17. Maintains permanent records of game results, including dates and sites of competitions in a safe place.
18. Cooperates with other campus news/information operations.
19. Serves as home site manager for all athletic contests.

20. Develops and maintains all non-revenue competitive schedules.

ASSISTANT DIRECTOR OF ATHLETICS FOR FACILITIES

1. Reports to the Director of Athletics.
2. Is responsible for game-day management for all home athletics events.
3. Is responsible for maintaining all facilities for practices and competitions.
4. Is responsible for all work study students within the Department of Athletics.
5. Serves as Athletic Administrator at athletic events as requested.

COORDINATOR OF BUSINESS OPERATIONS

6. Reports to the Director of Athletics.
7. Arranges housing for athletic teams while on road trips.
8. Arranges team travel buses, vans, and airline travel.
9. Prepares requests for payment of all athletic expenses – responsible for mailing out all athletic checks and entry fees.
10. Prepares quarterly reports for revenue accounts.
11. Keeps athletic coaches and personnel updated on their accounts with monthly budget printouts.
12. Prepares stipend checks for student-athletes and coaches on a monthly basis.
13. Is responsible for preparing all check requests for officials, referees and umpires.
14. Reconciles all recruiting receipts, travel receipts, and any other expenditures incurred by athletic teams while traveling.
15. Is responsible for all petty cash requests, distribution of money to athletic coaches, and redeposit of any unused monies.
16. Is responsible for the arranging of maintenance and servicing of athletic vans.

ACADEMIC / ATHLETIC COORDINATOR

The Academic / Athletic Coordinator is an officer of the academic administration who reports to the Academic Dean (Day Session) and who is responsible for enhancing the academic success of student-athletes. This officer is also responsible for ensuring individuals and institutional compliance with all regulations concerning academic eligibility. The specific duties of this officer include:

1. Ensuring that student-athletes make effective use of academic and student support services by:

- a. Arranging tutorial services for student-athletes as needed and ensuring that tutoring is coordinated with, and meets the standards of the C.A.L.L. Center on campus.
 - b. Working with the Assistant Academic Dean(s) in coordinating the advisement of freshmen and transfer students and in combination with the academic department for upperclassmen.
 - c. Working with appropriate officers to coordinate personal counseling and career guidance for student-athletes.
 - d. Coordinating guidance with EOF and Special Services offices for those student-athletes who fall under those programs.
2. Working with the Registrar's Office, the Information Technology Department, and the Department of Athletics in collecting, organizing, and reporting data concerning the academic status and progress of student-athletes.
 3. Determining whether student-athletes' academic statuses are in compliance with NCAA, MAAC, and regulations. Daily monitoring of full-time status, academic program changes, and attendance of student-athletes along with regular monitoring of satisfactory progress toward a degree.
 4. Working with the Admission Office, and the NCAA Clearinghouse to determine and certify the eligibility of incoming student-athletes.
 5. Assisting in the preparation and implementation of the SAAC / CHAMPS / Life Skills Program.

TICKET MANAGER

1. Reports to the Director of Athletics.
2. Supervises all employees of the ticket office and its operations.
3. Receives, audits, sells and accounts for all tickets to the various men's and women's athletics events and activities.
4. Receives, counts, and prepares for deposits of all ticket income.
5. Maintains ticket inventory.
6. Establishes and implements operating procedures for the ticket sale operations.

SPORTS MEDICINE DIRECTOR

1. Reports to the Director of Athletics.
2. Develops the medical policy for the Sports Medicine Department.
3. Develops the administrative policies for the Sports Medicine Department in cooperation with the Director of Athletics.
4. Identify potential graduate assistants and assistant trainers when necessary.
5. Handles all operations of the training room, home athletic events, and away contests.
6. Develops and maintains records as needed for student-athletes.

7. Coordinates and arranges for medical personnel to be onsite for all home football and basketball contests.
8. Develops and maintain accurate inventory records for all supplies and equipment.
9. Rehabilitates and treats all athletic injuries.
10. Coordinates and arranges for all pre-participation evaluations prior to clearing any individual to practice and / or compete.
11. Coordinates and administers the NCAA drug testing consent form and program.
12. Develops and implements a drug and alcohol education program for all student-athletes.
13. Ensures all practice sessions are covered by a staff member, making sure that water and ice are available.

SECRETARIAL STAFF

1. Performs all secretarial services for the Department of Athletics.
2. Answers the telephone, and handles questions of students, faculty, and the community.
3. Arranges appointments for the staff.
4. Files all correspondence.
5. Receives, dispatches and / or distributes mail.
6. Greets visitors and provides information / directions.
7. Prepares various reports, vouchers, forms or special documents.
8. Supervises and assigns student help in the day-to-day office operations of the department.

EQUIPMENT SUPERVISOR

1. Reports to the Director of Athletics.
2. Supervises Work Study Personnel assigned.
3. Inventories and issues all athletic practice clothing/uniforms, shoes, towels, locks, etc.
4. Prepares for all off-campus competition.
5. Handles practice and competitive uniform laundry and repairs.
6. Purchases all athletic supplies and equipment to include the preparation of purchase orders, payments and receipt of all orders.

FACULTY ATHLETICS REPRESENTATIVE (FAR)

A Faculty Athletics Representative is a member of this institution's faculty or administrative staff who is designated to represent the institution and its faculty in the institution's relationship with the NCAA and the MAAC.

1. Assists in filing initial-eligibility waivers.

2. Administers Senior Exit Interviews and provides a summary of the results to the Director of Athletics and the President.
3. Assists in rules education to coaches at the monthly coaches meeting.
4. Acts as a liaison on student-athlete welfare issues from the student-athletes to the Department of Athletics.
5. Attends an annual NCAA education seminar.
6. Assists in other athletic-related duties as assigned by the President and / or the Director of Athletics.