

SECTION VI SPORTCHAIR POSITION

Hot links to documents on the [Section 6 website](#) are highlighted blue

The Sportchair position is documented in the [Constitution](#) Article 7 and the [Bylaws](#) Article 5

TERM

A Section VI Sportchair is appointed by the Athletic Council for a three year term. The term expiration date is listed in the Section VI Directory. The Athletic Council has the power to fill an unexpired term.

QUALIFICATIONS

Any member in good standing, active or retired, of the professional staff of a member school may serve as a Sports Chairperson. (Section VI Constitution Article 7.3)

ACCOUNTABILITY

The Sportchair is responsible to the Athletic Council, but is expected to confer with the Sectional/Intersectional and Finance Committees on any issues which may be presented to the Athletic Council. A retiring chairperson will be expected to act in an ex-officio capacity for one year.

RESPONSIBILITIES

1. Review the Philosophy of Section VI and Article 7 of the **Constitution**.
2. Section/State Meetings:
 - a. Attendance is required at all State Sport meetings to represent Section VI.
 - b. Attendance is required at a pre-season meeting with the Executive Director and staff. All policies, procedures, and forms will be reviewed at this meeting.
 - c. Attendance is encouraged at Athletic Council meetings when the sport has an issue of concern. Sportchairs have a voice on any Athletic Council matters pertaining to his/her sport. AC meeting dates are listed in the Section VI Directory p. 2 and on the calendar on the Section website.
 - d. Attendance at Executive, Sectional/Intersectional, Finance or other special Committee meetings is required when requested by those committees, or when the Sportchair would like to address an issue of concern.
3. Section Sport Committee Meetings:
 - a. Send agendas to members of the committee and the Section office.
 - b. Chair the meeting
 - c. Send minutes with attendance to members and the Section office. These meetings are an essential link with the leagues for an exchange of information and ideas.
4. Documentation:
 - a. Sport Handbook: Prepare the updates to your sport handbook and submit to the section office before the established deadline.
 - b. Reports: Submit a pre-season and post-season report by the dates listed in the By-Laws p14, to the Executive Director for review by the Sectional/Intersectional Committee prior to approval by the Athletic Council.
 - c. Website: The Sportchair is responsible for the sport's representation on the Section 6 website by maintaining the current webpage using schoolwires or maintaining an independent website. A link from the Section website to the independent site will be allowed only if the source site complies with BOCES regulations.
5. Sport Budget:
 - a. Current year: The Sportchair will follow the budget for his/her sport as approved by the Athletic Council for the current year. Expenses above budgeted amounts must be approved by the Sectional/Intersectional Committee and/or Finance Committees.
 - b. Following year: The Sportchair will review the proposed budget for his/her sport for the next year as prepared by the Treasurer. Recommendations for adjustments must be reviewed by the Finance Committee who presents the final budget to the Athletic Council for approval.

6. Sectionals and Regionals (when Section VI is the host):
 - a. Work with the sport committee to make all arrangements necessary for a tournament. i.e.: site, supervision, etc. Note:
 - All contracts with facilities are to be sent to the Section office for review and signatures.
 - The Section office obtains all required certificates of insurance based on site/date information supplied by the Sportchair.
 - Current year budget must be followed.
 - The Section VI policy on neutral sites (approved 9/98) must be maintained:
 "For finals, no team shall compete on its home site if multiple sites have been scheduled. Exception: if the home field is the only field that's playable."
 - b. Inform the Athletic Director and the coach of the participating schools of arrangements and requirements (Code of Conduct, etc.).
 - c. Inform the Section office of all arrangements.
 - d. Email to the Section office the spreadsheet with the Sectional Tournament brackets and updates after each round of competition for posting on the Brackets page of the Section website.
 - e. Complete the required financial reports promptly following the tournament.
 - f. Arrange with the treasurer the details on the handling of all moneys involved.
7. Regionals (when Section VI is **not** the host) and State Competition:
 - a. Act as liaison between participating schools and the state office and state sport committee regarding requirements (Code of Conduct, etc.)
 - b. Provide advisement to participating schools as to meals and other details.
 - c. For States only: Make arrangements for transportation, lodging and/or meals as per the Section VI Travel Policy (#310 in the [Policy Manual](#)).
 - d. Inform the Section office as well as the Athletic Directors and coaches of all participating schools of the details of all arrangements.

Please Note: First Time applicants must include a coaching and/or professional resume outlining their experiences in the field of athletics. This resume should be mailed, faxed or scanned and emailed to the Section Office.

Detach and return to:
Section VI office, 355 Harlem Rd., West Seneca, NY 14224 OR fax: 821-7352

I, (print name) _____, have read the above description of the position of Sportchair for Section VI. Being aware of the responsibilities involved, I prefer (please check one):
 To be considered NOT to be considered To serve as a consultant for one year
 for this position in the sport of _____. I am retired from or presently a member of the staff (teaching or coaching) at _____ school.

Signature: _____ Date: _____
 Address: _____ City: _____ Zip: _____
 PHONES Home: _____ School: _____ Cell: _____ Fax: _____
 Email (most often used): _____
 Social security #: _____ Shirt size: _____ circle → Men's Women's

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