



## SPORT CHAIR POSITION APPLICATION

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

### TERM

A Section VI Sport Chair 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 authority 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 Sport Chair. (Section VI Constitution Article 7.3)

### ACCOUNTABILITY

The Sport Chair 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 as representation for 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. Sport chairs have a voice on athletic council matters that pertain to his/her sport. Athletic council meeting dates are listed in the Section VI Directory and on the Section's website.
  - d. Attendance at Executive, Sectional/Intersectional, Finance or other special committee meetings is required when requested by those committees, or when the sport chair 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 the 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, to the Section office for review by the Sectional/Intersectional Committee prior to approval by the Athletic Council.
  - c. Website: The sport chair is responsible for their respective sport's website.
5. Sport Budget:
  - a. Current year: The sport chair 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 Executive Director/Sectional/Intersectional Committee and/or Finance Committees.
  - b. Following year: The sport chair will review the proposed budget for his/her sport for the next year as prepared by the Section VI 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 approval.
    - 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 must be maintained:  
221.2 For finals, only site(s) approved in a pre-season report by the Athletic Council will be used. Exception: Weather/Emergencies
  - b. Inform the Athletic Director and 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's website.
  - e. Complete the required financial reports promptly following the tournament.
  - f. Arrange with the treasurer, details on the handling of all revenue/expenses 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. State Competition: Make arrangements for transportation, lodging and/or meals as per the Section VI Travel Policy (#310 in the [Policy Manual](#)).
  - d. Provide details to the Section office, athletic directors, and coaches with regards to NYSPHSAA arrangements, etc.

**Return to:**  
[bfadeley@e1b.org](mailto:bfadeley@e1b.org)  
**OR**  
**Fax to: 821-7352**

I, (print name) \_\_\_\_\_, have read the above description of the position of Sport Chair for Section VI. Being aware of the responsibilities involved, I would like to be considered 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: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ School: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email (most often used): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Shirt size: \_\_\_\_ circle → Men's Women's

**DEADLINE FOR APPLICATIONS: September 30, 2019**