

Section XI Services

We service	3430	interscholastic athletic teams
from	62	high schools
and	80	middle schools.
We generate	400	schedules annually
totaling	25,000	contests.
We issue	38,000	officiating assignments
and process	70,000	official ratings (each with 9 components)
and	55,000	sportsmanship ratings (each with 3 components).
We have	9	office staff members,
	33	high school sports,
	22	modified level sports,
	29	sport chairs,
	35	Athletic Council members, and
	18	Standing Committees.

The servicing of our member schools and their interscholastic athletic programs can best be described by the following outline for which the Executive Director of the Section is responsible:

A. MEETINGS (Arrange, attend, and record)

Athletic Council - 4/year

Athletic Directors - 1/month

Conferences (four) - 4/year each

Executive Board - 4-6/year

Mandatory Coaches - 7/year @ Central Sites on 8 different dates

All Committees:

Admissions

Appeals/Protests

Austerity

Awards

Cheerleading

Constitution

Eligibility - 6/year

Emergency Medical Coverage

Ethics

Finance - 1-2/year

Individual Competitors

L.I. Championships

Mixed Competition

Modified

Negotiating

Nominating

Placement - 4/year

Policy - 4/year

Safety/Chemical Awareness - 2-3/year

Seeding - 6-7/year

Special Committees

Sport Specific Committees

Sportsmanship

Tournament - 4/year

Violations

B. ADMINISTRATIVE TASKS

1. Develop and distribute schedules.

2. Assign officials.

3. Monitor and control officials' rating system.

4. Pay officials

5. Bill schools for officials' services, dues, service charges, miscellaneous fees and charges.

6. File 1099 and W2 forms with IRS.

7. Maintain financial records.

8. Monitor and maintain records for the fingerprinting of all officials.

9. Hire, train, and supervise office staff.

10. Assign and monitor Sport Chairmen.
11. Facilitate Section Tournament Events - tickets, awards, admissions, officials, sites, facility rental, media coverage, etc.
12. Develop an annual budget (\$1,700,000+) and approve all expenditures.
13. Monitor, enforce, and interpret rules, regulations, and policies.
14. Attend to contractual matters (officials) and all payments to officials (over \$3 million).
15. Supervise misconduct policy and procedures.
16. Oversee sportsmanship program.
17. Prepare publications - directory, atlas, sport chair manual, etc.
18. Receive and forward all correspondence for the Section.
19. Arrange travel to Regional & State competition (rooms, transportation, and meal stipends).
20. Organize various Section functions - new athletic directors' workshops, secretarial workshops, safety and "Life of an Athlete" conferences, meetings of all committees, Athletic Council/Conferences, etc.
21. Arrange for insurance coverage (liability and business).
22. Facilitate all meetings, protests, appeals, hearings, etc. relative to interscholastic athletics.
23. Supervise Section Office – accounting, data processing, equipment, maintenance, supplies, insurance, payroll, etc.
24. Prepare agendas for and maintain records of all meetings.
25. Arbitrate disputes between member schools when possible.
26. Act as a resource for member schools on various matters pertaining to interscholastic athletics.
27. Maintain records of contest statistics (on computer) for purpose of seeding Section Tournaments and determining league/division rankings.
28. Maintain all aspects of the Section XI website, www.sectionxi.org
29. Coordinate and implement DASA and Coaching Certification training site.
30. Develop alternative funding streams, i.e., corporate sponsorship.

C. LIAISON/REPRESENTATIVE/CONSULTANT to:

Accountant	NYSPHSAA
Athletic Directors	Officials Associations (22)
Attorney	Officials' Coordinating Federation
Claims Auditor	Other Sections
Coaches Associations (23)	Presidents' Council of Officials
<u>All</u> Committees	Protest & Appeal Panels
Facility Providers (Stony Brook Univ, Suffolk CC, Hofstra, St. Joseph's, Dowling, school districts, etc.)	SCOPE - Fingerprinting
	Suffolk Zone NYSAHPERD
Media (TV, Radio, Newspapers)	Superintendents & Administrators
	The Public!

In general terms, we coordinate, facilitate, supervise, and provide the communications network for all matters relative to inter-scholastic athletics in Section XI.