

## POLICIES AND PROCEDURES

Subject: Athletic Events: Administration Reference: E-II

Source: President Eff. Date: February 21, 2011

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated August 27, 2003

Date: February 21, 2011

The Athletic Director shall have responsibility for the administration and coordination of all athletic events held by or at the College. This responsibility shall include concessions, workers, entertainment, security, physical facilities and any other activity or function related to such events. The scheduling of athletic events shall be subject to the Facilities Use Policy.

### Events Manager and Other Personnel

The Athletic Director has authority to employ a part-time, temporary events manager and other part-time, temporary personnel necessary to manage and/or perform duties in connection with any aspect of an event or series of events. The duties and responsibilities of all such personnel shall be prescribed by the Athletic Director. This authority is subject to regular College employment and salary policies and procedures and to the Budget Administration Policy.

The service of custodial, security and other physical plant personnel necessary in connection with athletic events shall be requested of the Vice President, Finance & Administration, who shall provide such services to the extent he/she deems appropriate within his/her budget. The use of other funds for these services shall require approval of the President.

All income related to athletic events (ticket sales, program sales, etc.) shall be deposited in the Financial Services Office. All expenditures shall be made in accordance with regular College policies and procedures on expenditure authority and purchasing. Accounting arrangements for all income and expenditures related to athletic events shall be developed by the President, in cooperation with the Athletic Director, and shall be approved by the President (in memorandum form).

The Athletic Director shall make periodic reports to the President on all operational aspects of athletic events.