



# PARISH/SCHOOL ATHLETIC DIRECTOR RESPONSIBILITIES

All parishes and schools participating in the CYO Athletics program must have an athletic director. The athletic director will be the official parish/school recipient of all archdiocesan CYO Athletics information and will be responsible for promulgating this information within their parish or school.

It is important every parish/school is represented at the Fall and Spring AD meetings which will be communicated via email and on the CYO Athletics website.

## AD RESPONSIBILITIES

- Making sure the CYO Athletics has their correct name, address, phone number, and email address on file.
- Recruiting qualified coaches for all parish/school teams and ensuring they receive all required trainings.
- Formulating a policy of screening coaches and ensuring that all coaches meet the Safe Environment requirements (including completion of an Archdiocesan Background Check form, signed policies form, and training) – submitting coach list for each sport season to parish SEP coordinator.
- Organizing the parish/school athletic program and support functions such as equipment acquisition, facilities, etc.
- Being knowledgeable of all aspects in the current CYO Athletics manual and ensuring that the philosophy of CYO Athletics is followed.
- Registering the parish CYO Athletic teams prior to the registration deadline for each sport.
- Checking the parish and school calendars for potential scheduling conflicts, and note on the registration form.
- Certifying eligibility of players on team roster, verifying accuracy and completeness with their coaches, submitting on proper form to CYO Athletics prior to roster deadlines.
- Representing the parish/school at all CYO Athletics meetings for parish/school athletic directors.
- Ensuring that all eligibility questions, concerns, and requests are handled appropriately and in a timely manner.
- Recommending having at least one annual Eucharistic Celebration planned by, for, with the athletes. A Mass of Thanksgiving for the talents God gave us and the opportunities athletics provides for utilizing these talents.
- Ensuring that all incident report forms originating from the parish/school are handled appropriately and forwarded on to CYO Athletics in a timely and comprehensive manner.
- CYO Athletics Code of Conducts for players, coaches and parents are signed and kept on file.
- Ensuring that coaches are managing behavior of fans and the care of the facilities where they play.
- CYO recommends that parish or school athletic associations establish and communicate expectations about what it means to fully participate in the team community in terms of attendance at scheduled practices.

*Please note: Failure to adhere to the above responsibilities may result in probation for parish/school involved.*