

### **III. PARISH ATHLETIC DIRECTOR**

The CYO Parish Athletic Director is an adult leader of the entire parish athletic program. This person should be someone who is organized, respected within the parish community, able to effectively communicate, mediate disputes and someone who cares about the well-being of kids above all else. Although it is helpful for the parish athletic director to possess knowledge of the rules of the games, it is not absolutely necessary to be successful in this position. It is recommended that an AD who is not an active coach attend CYO Certification classes to obtain current CYO coaching certification status. The parish athletic director is the lead person as far as communication with the parish pastor, school principal, parish DRE and the CYO office. The position of the parish athletic director is not an easy one, but at the same time it can be a very rewarding one. This is certainly a very important ministry to the youth at each parish.

#### **A. Parish Athletic Director Basic Duties**

Some basic duties of a typical parish athletic director may include, but is not limited to:

1. Meet with the parish pastor at least once each year to review the athletic program;
2. Keep the pastor up-to-date with what is happening in the parish athletic program;
3. Coordinate all player sign-ups;
4. Oversee the formation/selection of all teams;
5. Ensure that all participants meet CYO eligibility requirements;
6. Establish a parish system for collecting & tracking player/parent contracts;
7. Submit all CYO team entry forms and fees to the CYO Office prior to the deadline (including league and scheduling requests);
8. Recruit coaches;
9. Meet with all coaches to review expectations, duties & responsibilities;
10. Track all coaches to make certain that they have been fingerprinted;
11. Track all coaches to make certain that their CYO Coaching Certification is current;
12. Submit all CYO rosters and fees to the CYO office prior to the deadline;
13. Implement an evaluation process for all coaches;
14. Mediate any issues that may occur with coaches, parents and/or players;
15. Document in writing all coaching problems and/or concerns and send them to the coach and pastor;
16. Forward to the CYO Office, to be kept on file, any correspondence regarding the removal of a coach from his/her coaching duties;
17. Obtain the CYO Lanyard of any coach who has had his/her coaching privileges revoked;
18. Meet with parish athletic board and/or athletic commissioners on a regular basis;
19. Evaluate the equipment, facilities and uniforms to ensure that the participants are safe;
20. Develop a parish athletic budget each spring;
21. Communicate with the parishioners through the weekly parish bulletin, newsletters, bulletin boards, and other means that may be available.

Each parish is structured uniquely and the basic duties may be different from one parish to the next.

#### **B. Parish Athletic Budget**

1. Preliminary to establishing a parish CYO budget for the year, it is recommended that the parish athletic director meet with the pastor/al leader to discuss financial needs. The pastor/al leader must approve a final budget for the parish CYO athletic program.
2. A full written accounting of all parish CYO fees with a complete and up-to-date reconciliation of authorized expenses, money devoted to approved projects and that remaining on hand, must be kept on file on the parish premises for prompt access, ready reference and appropriate church control. The pastor/al leader must authorize any tax-exempt purchase, substantial expense, project, program or fund-raising activity by the parish CYO group. Strict procedures to account for all funds coming into the hands of anyone involved in the CYO program must be established and followed at all times. Fees should be charged only if actual expenses will be incurred.
3. Any fund-raising activities must conform to and comply with diocesan policy, procedures and regulations (on file in the parish office), as well as local, state and federal law and must be approved by the parish pastor/al leader.