

## COORDINATOR'S GUIDELINES

In order to insure the purpose of St. Brendan Athletics is observed and to create clear communication and organization, the following guidelines are to be followed by all coordinators:

### Qualifications

- A Coordinator for each sport will be nominated by a member of the Athletic Committee and approved by a majority vote from the members of the Committee.
- Committee members are eligible to coordinate no more than one sport per year.
- A Coordinator shall be eligible to coordinate the same sport for two consecutive years before replacement, provided a suitable replacement coordinator is available.

### Rosters

- Each Coordinator will be responsible for working with the appropriate Committee member(s) to assure ample time is given and publicity made for registering players for teams. This includes printing registration forms and submitting them through the school and parish.
- Each Coordinator will be responsible for assuring the proper guidelines are followed for choosing players when a grade has more than one team.
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- The coach will be responsible for filling out the player roster form correctly and submitting it to the Coordinator for his/her approval prior to the first game.
- Along with the Coordinator, the coach will determine the eligibility of each player on the team in terms of parish or school enrollment and participation on another school's interscholastic team.
- Grades 6-8 basketball rosters are limited to 12 players (unless the Athletic Committee intercedes). The roster size of all other grades and sports will be agreed upon by the coach and Coordinator.
- The Coordinator is responsible for submitting all rosters and registration fees to the CYO Athletic Committee Treasurer by the published deadline.

### Practices and Games

- Each Coordinator will be responsible for scheduling the use of St. Brendan facilities (gym or field) for practices and games.
- In the case of outside facilities needed, the Coordinator is responsible for acquiring the use of facilities from the public schools, parks department, and/or Boys and Girls Club.
- The Coordinator will be responsible for assuring that coaches follow the established guidelines for playing time.

- Each Coordinator will be responsible for assuring the St. Brendan facility (gym or field) is ready for games. This includes overseeing such things as bathroom availability when outdoors, proper setting up and putting away of chairs, scoreboard, soccer goals, and appropriate equipment ready such as lining the field.

### Duties

- Each sport Coordinator will recruit coaches and present his/her selections to the Athletic Committee for their approval prior to finalizing assignments with the coaches.
- The Coordinator will be responsible for assuring all coaches attend the required coaches' meeting(s) and read and sign the Coaches' Guidelines.
- The Coordinator must require each coach to hold a preseason parent meeting to insure that everyone thoroughly understands the responsibilities of coaches, parents, and players.
- Also at this meeting, the coach must present a C.Y.O. Code of Conduct to each player and parent. The Coordinator will be responsible for assuring all players have submitted a signed Code of Conduct prior to the first game.
- The Coordinator will be responsible for working with the appropriate Committee member in regards to duties such as uniform disbursement and pre-season and weekly publicity.
- The Coordinator will be responsible for any post-season events such as an awards night and acknowledging coaches.

### Purchasing

- The Coordinator will prepare a budget prior to each season, detailing any necessary purchases of equipment or uniforms. The Committee must approve expenditures if they exceed \$100 in any one season. If expenditure is needed on an emergency basis, the Chair may authorize it.
- The St. Brendan Athletic Committee shall purchase, control, and determine the disposition of all equipment, uniforms, and supplies owned by the Committee. The coach must contact the sport Coordinator to request purchases, and is responsible at the end of the season for returning to the Coordinator all equipment and uniforms in good condition.

### Concerns

- Should a concern arise regarding a coach, parent, or player, the Coordinator will be responsible for following the appropriate process for reaching a decision. This may involve team meetings or discussion at an Athletic Committee meeting. The Coordinator must keep the Committee informed of concerns and how they were resolved.
- The St. Brendan Athletic Committee, By a majority vote, has the authority to dismiss a Coordinator or coach who fails to adhere to the CYO philosophy, the St. Brendan Purpose Statement, or Coordinator's and Coaches' Guidelines.

Adopted 06/98; revised 10/03

