



ST. JOSEPH  
ATHLETIC ASSOCIATION  
JOB DESCRIPTIONS

## **PRESIDENT**

- Conduct all meetings.
- Appoint committees, being an ex-officio member of all.
- Set suitable regular Association meeting dates.
- Call special meetings when necessary.
- Prepare an agenda for each meeting.
- Prepare a calendar for the year covering regular meetings and special events, a copy of which will be given to the rectory for the purpose of facility scheduling and publication in the parish bulletin.
- Assume the duties of the Athletic Director in his absence.
- Establish committees or directorships as appropriate to carry out Association responsibilities.
- Perform such duties as the Association may direct consistent with this office.

## **VICE-PRESIDENT**

- Carry out the duties of the President in his/her absence.
- Assist in preparing the annual budget.
- Perform such duties as the Association may direct consistent with this office.

## **SECRETARY**

- Keep accurate minutes of all association meetings.
- Provide copies of the minutes or Constitution and Bylaws to the Association members or Pastor of the parish upon request.
- Be responsible for advance notification to all members of the Association of both regular and special meetings.
- Report to the Association on all communications to the Association, and handle all correspondence as directed by the Association.
- Perform such duties as the President of the Association may direct consistent with this office.

## **TREASURER**

- Receive and disburse all funds of the Association.
- Keep an accurate record of all receipts and disbursements, and prepare for the Association all necessary reports which detail these receipts and disbursements.
- Help prepare an annual operating budget in conjunction with the President, Vice President and Athletic Director.
- Perform such duties as the President of the Association may direct consistent with this office.

## **ATHLETIC DIRECTOR**

- Represent the Association at the league meetings.
- Organize teams and prepare a roster.
- Order equipment and uniforms with the approval of the Association.
- Help prepare an annual operating budget in conjunction with the President, Vice President and Treasurer.
- Furnish information to the President concerning Association business.
- Be responsible for obtaining and keeping on file health forms from students.
- Be responsible for scheduling of the Association tournament teams, refs, clock and scorekeepers, and judges.
- Be responsible for informing coaches of outside tournaments.
- Receive and keep records of complaints concerning Association coaches.
- Perform such duties as the President of the Association may direct consistent with this office.

## **AWARDS BANQUET COORDINATOR**

- Schedule a date, time and Parish Hall with the parish secretary.
- Get the word out to coaches/players when and where it will be held by email, hard copy and insert in the parish's bulletin.
- Order letters for first year athletes.
- Order pins for all athletes for their respective sport(s).
- Make copies of the Excellency and Sportsmanship ballots and give to respective people.
- Collect Excellency and Sportsmanship ballots and determine who the winners are.
- Order scrip money to be given as prizes to the respective Excellency and Sportsmanship winners.
- Get certificates made and filled out for each participant for each sport. Attach the respective sport pin to the certificate.
- Make up a program and get copies made.
- Ask Father Dick if he is available to do the opening prayer for the night.
- Ask the school principal if he/she is available to present the special awards.
- Find someone to emcee the evening.
- Remind coaches that they have 5 minutes to introduce their players and give a brief recap of their season, except 8<sup>th</sup> grade coaches who are allowed longer periods.
- Schedule who is to bring drinks and cookies/bars for the evening social after awards are presented.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **BASKETBALL COORDINATOR**

**SUMMARY:** Plan, coordinate, monitor, direct, and supervise the basketball program at St. Joseph for the 5<sup>th</sup> through 8<sup>th</sup> grade students.

- Serve as the Athletic Association's liaison for the basketball league. Primary contact for all league correspondence including game cancellations due to inclement weather. Required to attend the annual league basketball meeting. Dispense any updates in the league's policy and procedures to both basketball coaches and Athletic Association. Complete the league's gym lockout schedule, team rosters and coaches listings. Pick up league awards for presentation at the Athletic Association's annual awards night. Chair the annual parents meeting. Attend Athletic Association meetings during the basketball season.
- Coordinate the basketball registration process working closely with Athletic Association, parents and coaches as well as the parish and CFM offices to make sure all requirements are met. Provide a basketball registration insert for the parish bulletin, parish school and CFM.
- Obtain a copy of the parish's Certificate of Exempt Status from the Athletic Association's Treasurer. This insures that no sales tax will be incurred for purchases related to the tournament. Basketball related expenses should be approved by the Athletic Association with any reimbursements coordinated with the Treasurer.
- Primary liaison for the basketball coaches. Chair both the beginning and end of the year coaches meetings. Provide the coaches with the policy and procedures for the Archdiocese, basketball league and Athletic Association. Ascertain that all coaches have met the minimal training requirements. Provide recommendations/resources to enhance coaches' knowledge and skill sets. Facilitate the completion of the parish forms required for background checks on volunteers. Responsible for scheduling gym time during the basketball season to accommodate practices as well as year end parties and other special functions. Replenish and distribute first aid kits as well as scorebooks and keys to the parish gym. Forward tournament information. Answer coaches' questions regarding policy and procedures.
- Assist the designated coordinators in the scheduling of team pictures, uniform distributions and sale of St. Joseph's sports ware.
- As needed, conduct evaluations to facilitate the player split between A and B teams.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **BASKETBALL TOURNAMENT DIRECTOR**

**SUMMARY:** Plan, coordinate, monitor, direct, and supervise the annual basketball tournaments at St. Joseph for the 5<sup>th</sup> through 8<sup>th</sup> grade students.

- Form and chair a tournament committee (usually three to four members) to perform the following tasks:
  - Obtain a copy of the current year's tournament budget from the Athletic Association's Treasurer. Anticipated cost overruns will require approval from the Athletic Association.
  - Provide tournament updates as required by the Athletic Association.
  - Determine tournament dates. These dates need to be communicated to the Basketball Coordinator. Be mindful of other major sporting events like NFL championship games that could conflict with your dates. Avoid Friday nights as the availability of referees due to high school basketball is limited.

- Obtain a copy of the parish's Certificate of Exempt Status from the Athletic Association's Treasurer. This insures that no sales tax will be incurred for purchases related to the tournament. Reimbursements for tournament expenses should be coordinated with the Treasurer.
- Review last year's tournament flyer and registration forms. Email these forms to the following league basketball coordinators and coaches: Parkview, WACC, Racine and Notre Dame/Don Bosco. Post on basketball league and other web sites. Do follow-up calls as necessary.
- Complete the parent volunteer signup sheet for the tournament games. This can be done at the annual parent basketball meeting.
- Utilizing last year's data base of sponsors, send out sponsorship letters.
- Forward all tournament and sponsor checks to the Athletic Association's Treasurer.
- Schedule and hire referees. Do follow-up calls with each referee several nights before each game.
- Provide referees and coaches with tournament rules.
- Work with the Concessions Coordinator to make sure that adequate supplies will be available.
- Work with the Scorekeeping Coordinator to schedule scorekeepers.
- Update last year's tournament programs and the forms to track the hockey puck slide and shooting contest.
- If needed, update last year's ticket price listing.
- Prepare a sign for the sale of tournament t-shirts.
- Contact the parish member who prepared the wall chart for the team pairings.
- Make sure all the hockey puck numbers are legible.
- Get a CD of the National Anthem. It is to be played before every game.
- Set-up the hospitality room for the referees and coaches.
- Purchase trophies and t-shirts as well as the gift certificates and candy for the shooting contest.
- Schedule Father or Deacon for the opening prayer.
- Make sure the scorekeeper's first aid kit is adequately supplied including ice packs.
- Serve as the Athletic Association primary liaison for all tournament activities. Determine tournament pairings. Re-schedule games as needed due to conflicts or inclement weather. Serve or delegate a committee member to act as the announcer at each game. Teams are announced at every game. Coordinate the awards ceremony for the distribution of trophies and tournament t-shirts. Conduct the half time hockey puck slides as well as the shooting contest, usually held between the consolation and championship games. Address any questions or issues from coaches, referees, parents or volunteers.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **BRAT SALE COORDINATOR**

Schedule Brat Sale Date at Super Wal Mart in Mukwonago. Ask for gift card donation from Wal Mart. Contact is Deanne.

- A week before sale, go into Wal Mart and talk to the butcher and let him know approximately how many pre-cooked brats you will be purchasing for the sale. Just to make sure they will have enough.
- Put a flyer in the church bulletin & St. Joe's Knightly News.
- Schedule volunteers- kids too, they should wear their St. Joe's colors.
- Coordinate people to bring grills, banquet tables, coolers, plates, napkins, soda, and water.
- Have each Athletic Family donate a 12 pack of soda, water, Gatorade. Drop off in school office.

- Morning of purchase pre-cooked brats, hot dogs, buns, chips & condiments.
- Brat Sale Time: Set up @ 10:00 AM, Sale 11:00 AM – 2:00 PM, this time slot worked best for a Sunday.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **CONCESSION COORDINATOR**

- Purchase and manage inventory levels of all supplies/food/beverages for concession area.
- Make sure that equipment and area is clean and orderly and well-stocked for all home games and tournaments.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **CONCESSION SCHEDULE COORDINATOR**

Transfer handwritten schedule to a computerized spreadsheet. This handwritten schedule is filled out at the Parent Basketball Meeting. The spreadsheet should then be blasted to all families, so if they want to trade days and duties with other families, they are able to on their own.

### **Volunteer 1**

- Send an email to the volunteer as a reminder of their weekend duties. Attach job description.
- Send an email reminder to scheduled board member who is opening the gym.

### **Volunteer 2**

- Make phone calls on Friday reminding volunteers of their weekend duties.

Perform such duties as the Athletic Association may direct consistent with this position.

## **INNISBROOK FUNDRAISER COORDINATOR**

**SUMMARY:** Plan, coordinate, monitor, direct, and supervise the annual Innisbrook fundraiser to support St. Joseph's athletic programs for the 5<sup>th</sup> through 8<sup>th</sup> grade students.

- Form and chair an Innisbrook fundraiser committee (usually two to three members) to perform the following tasks:
  - Obtain a copy of the current year's Innisbrook budget from the Athletic Association's Treasurer. Anticipated cost overruns will require approval from the Athletic Association.
  - Provide Innisbrook updates as required by the Athletic Association.
  - Make sure a contract has been signed with Innisbrook.

- Determine the fundraiser dates. These dates need to be coordinated with the Innisbrook representative.
- Prepare a fundraiser insert for the parish bulletin, parish school and CFM. This insert should be sent out at least several weeks prior to the startup of the fundraiser. Add another insert midway through the program.
- Obtain a copy of the parish's Certificate of Exempt Status from the Athletic Association's Treasurer. This insures that no sales tax will be incurred for purchases related to the fundraiser. Reimbursements for Innisbrook expenses should be coordinated with the Treasurer.
- Determine a target amount for each student athlete as well as a buyout amount for those families who decide not to participate in the fundraiser.
- Review last year's letter to the parents. Include this letter with the Innisbrook packets.
- Organize all the family packets for distribution.
- Set-up and staff an Innisbrook booth at church for the initial weekend of the fundraiser. Include two boxes, one for order forms and the other for families to drop off their entries for prize drawings. Update last year's packet signup sheet. Make sure there are order forms available for the parishioners. Include an instruction sheet directing both the parents and parishioners on how to utilize the online product catalog. The booth stays up, unattended, during the entire fundraiser. A committee member should check the boxes weekly for orders and contest entry forms.
- Draw for contest winners. The frequency is determined by the amount of entries submitted.
- During the opening weekend of the fundraiser, do an announcement at the end of each mass.
- Work out a plan to coordinate the distribution of the product once the shipment arrives at St. Joseph.
- Do follow-up calls to the families as needed.
- Serve as the Athletic Association primary liaison for all the Innisbrook fundraiser activities. Provide timely updates to the committee members, Innisbrook representative and Athletic Association. Attend or assign a committee member to attend the Innisbrook kickoff meeting. Address any questions or issues from committee members, parents, parishioners or Innisbrook.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **PICTURE COORDINATOR**

The Athletic Association will choose a day for pictures. Usually in late November or early December. Individual and team pictures are taken.

Schedule Pictures with the same photographer that St. Joseph's Day School uses for pictures. This past year we used:

Network Photography  
N171 W20999 Industrial Drive  
Jackson, WI 53037

Contact: Drew Gloede  
800-256-6883  
Email: [drew@networkphoto.net](mailto:drew@networkphoto.net)

Schedule picture times beginning at 4:00 PM in 10 minute intervals in St. Joe's Cafeteria.

Boys Basketball 5th-8th

Girls Basketball 5th-8th

Girls Volleyball 5th-8th

- Network Photography will send picture packets to St. Joe's School Office. Let them know approximately how many athletes there are.
- Deliver picture packets to each basketball coach (during their basketball practice works well) and have the coach hand out the picture packet and schedule to each child.
- Volleyball coaches should be notified via email.
- Keep extra picture packets in St. Joe's School office.
- Payment is due at the time of pictures. Network Photography will not deny a child a picture if they don't have payment. They can pay later, but Network Photography does not encourage that. Or they can just take a team picture.
- Have volleyball players bring their washed uniforms in a large zip lock bag with their names on it to turn in after they get their picture taken. Coordinate with the uniform coordinator on this.
- Put schedule in St. Joe's Knightly News.
- When photos come in give to coaches to distribute.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **SCOREKEEPING COORDINATOR**

- Recruit St. Joe's High School students to keep score during the basketball season.
- Train scorekeepers utilizing Parkview Parochial League (PPL) rules and guidelines for scorekeeping (PPL website).
- Train scorekeepers on equipment, supplies, and expectations at St. Joe's.
- Schedule scorekeepers (2 ) for all basketball home games and tournament games at St. Joe's.
- Email all the scores from league games that were played at St. Joe's gym for that day (Saturday and/or Sunday games) to Parkview Parochial League Basketball Coordinator.
- Mail each week-end's score sheets to the PPL Basketball Coordinator.
- Incorporate guidelines and address issues identified by PPL Basketball Coordinator in regards to Scorekeeping (See PPL Website).
- Keep supplies up and equipment operational at score table.
- Perform such duties as the Athletic Association may direct consistent with this position.

## **UNIFORM COORDINATOR**

### **Beginning of Season**

- Obtain Team Rosters from Volleyball & Basketball coordinators.
- All uniforms are kept in the guest locker room closet.
- Keys for the locker room closet are in the Rectory Athletic Association Box.



- Schedule a time before or after a team practice to distribute uniforms.
- Try and give players the number of their choice.
- Try and keep top and bottom sizes the same.

### **End of Season**

- Contact coaches and have them collect uniforms at the end of the season party.
- Returned uniforms should be washed and put in a zip lock bag w/players name on the bag.
- Uniforms will come in thru St. Joe's School office if the team does not have a year end party.
- Send announcement via email to all parents reminding them if they haven't already done so, to turn in their child's uniform at the Awards Night.
- If a player has not turned in their uniform by Awards Night, phone calls should be made directly to the parent/child. CFM kids can always turn their uniform in to the CFM office also.
- Volleyball uniforms should be turned in on Picture Day.

Perform such duties as the Athletic Association may direct consistent with this position.

## **VOLLEYBALL COORDINATOR**

**SUMMARY:** Plan, coordinate, monitor, direct, and supervise the volleyball program at St. Joseph for the 5<sup>th</sup> through 8<sup>th</sup> grade students.

- Serve as the Athletic Association's liaison for the volleyball league. Primary contact for all league correspondence including game cancellations due to inclement weather.
- Attend the annual volleyball league meeting. Dispense any updates in the league's policy and procedures to both volleyball coaches and Athletic Association.
- Coordinate the volleyball registration process working closely with the Athletic Association, parents and coaches as well as the parish and CFM offices to make sure all requirements are met. Provide a volleyball registration insert for the parish bulletin, parish school and CFM.
- Complete the league's practice schedule, team rosters and coaches listings.
- Primary liaison for the volleyball coaches. Chair both the beginning and end of the year coaches meetings. Provide the coaches with the policy and procedures for the Archdiocese, volleyball league and Athletic Association. Ascertain that all coaches have met the minimal training requirements.
- Pick up league awards for presentation at the Athletic Association's annual awards night.
- Attend Athletic Association meetings during the volleyball season.
- Provide recommendations/resources to enhance coaches' knowledge and skill sets. Facilitate the completion of the parish forms required for background checks on volunteers. Responsible for scheduling gym time during the volleyball season to accommodate practices as well as year end parties and other special functions. Replenish first aid kits and distribute along with keys to the parish gym to the coaches. Forward tournament information. Answer coaches' questions regarding policy and procedures.
- Assist the designated coordinators in the scheduling of team pictures, uniform distributions and sale of St. Joseph's sports ware.
- As needed, conduct evaluations to facilitate the player split between A and B teams.
- Perform such duties as the Athletic Association may direct consistent with this position.