

SPORTS PLC/Athletic Director

Sports PLC communicates to -----> Athletic Director-----> communicates to Principal, Financial Secretary

Sports PLC/Athletic Director:

-Making sure all coaches (head coach, assistant coach, youth coaches) have their CYO Play like a Champ training and coaches card

-Make sure that there is student interest to even create A and or B teams in each sport before the appropriate season (Fall- Flag football, Girls Volleyball; Winter: Girls and Boys Basketball; Spring; Boys soccer or Boys Volleyball; (we never had enough players or interest for Girls Softball)

-Announce tryout dates for a given period of time and have a posting of players that made the team or announced at assembly

-Make sure there is a signed Archdiocese permission form for each athlete signed and on file in the school office. there are two forms. One is a medical release and one is to allow players to be transported to games if needed. B games are on the weekdays so most of the time the B coach transported many of the players. A games are on Sat or Sun so there was not too much transportation involved. Flag Football, they practiced at the park before (now with soccer field, that is a moot point)

-Create the team rosters and send them to Principal, Financial Secretary and School Secretary so they are aware who needs to be charged the Sports Fee (\$50 in last few years and can be changed based on increases of referee fees)

-Make sure each coach has referee fees for their season. I call CYO and ask how much ref fees are per game (they change at times) and I request a check for the coach based on how many games on schedule x \$25 (that was the amount in the past) and have Mr. Aguilar cut the coach a check for that amount. Coach cashes the check and has to have cash on hand for the referees at the hosting school each game. They do not give receipts out at the games so this all has to be ready and planned before. So sometimes reminders to the coach to have the ref fee ready the day of the game helps.

-Assisting the coach in establishing a team parent that will help disperse team info and help with communication. Team parents set up a snacks and drinks schedule according to the games. This is assigned and then sent in an email or text for reminders. There are typically 6 games and 10 players so Each player takes either a snack or drink date and sometimes the coach takes the first date and does both

or some family has no problem taking both. Team parent help makes this happen or be present at the end of practice, hand out game schedules and ask for volunteers.

-Once teams are situated and all forms and fees paid, you can ask each player for a number and their size. Girls wear appropriate length black bike shorts with the jersey top. I have never ordered extra tops as we had issues with storage and hygiene so each year for the past 6 years we always ordered and the new jersey tops and

the players kept them. You can factor in a total for the families including a polo for the coach(es) too. Looks great to have a team in uniform and ready. Some years we even had game day socks. But most important is to make sure that they are in appropriate athletic shoes and not vans or converse. This is for their safety.

- Help with reminders for practices. Communication from coach to the team, parents and the school. This is also important for canceling practices due to weather. Looking ahead to off days, parent conferences (this always affects practice and game schedules).

- Communicating to the student/parent when they are not able to play due to grades. Please confirm this with Mrs. Grey. We had to bench girls last year for any grade lower than a C in the past. Need to make sure if it is over all or core subjects. We had some issues about grades when girls were benched one week, played one week then benched again, etc. I didn't think I was being insensitive when I had announced that some girls were benched due to grades if you notice a certain player not playing, etc. But players are expected to come support their team and practice even if they are benched. It wasn't meant to embarrass them or put them on the spot, I was hoping it would make them want to keep their grades up that much more not to be in that situation.

-AD ask teachers for Grades every 2 weeks on Thursday

- Practices were announced by the Commissioner of Athletics each day as well as game dates and Game wins and losses when appropriate.

-Coordinate snack sales at our home game. Proceeds of these sales helped go towards the Sports Banquet.

- Make sure the coaches have equipment, nets. We may need a new scoreboard for home games for the volleyball B team. We had a manual one that you flipped the numbers on but I haven't seen it in a long while.

-Help set up for B team games that are home games. (So happy we have new bleachers now as we had to move benches over and that was a bear!). make sure someone is present to referee. Sometimes me or Ms. Mahar did this for the team.

-Assist in planning the Sports Banquet. Date is always set in advance. It is just a matter of coordinating the set up, food, budget, awards (usually medals with their name to not have to deal with printing certificates. That was just me, you can do what you want. I felt medals were easier to store and had their name etc. Some schools do medals for the bigger awards and paper certificates for the recognition. They also denote Scholar Athlete in the Banquet program if they had a GPA higher than 3.5). I will send you all the past banquet pdfs I had for you in a separate email.

I think that is it in a nutshell and more than plenty to get started with a meeting. Let me know if you have any other questions.

Feel free to text me if you ever need to too. I am not able to get emails very well in the hospital offices during business hours, so I take my breaks and download them outside and go back in. Texts come though no problem.

All my best for a successful sports program!!

Jaime Cruz

cruz.jaime@yahoo.com