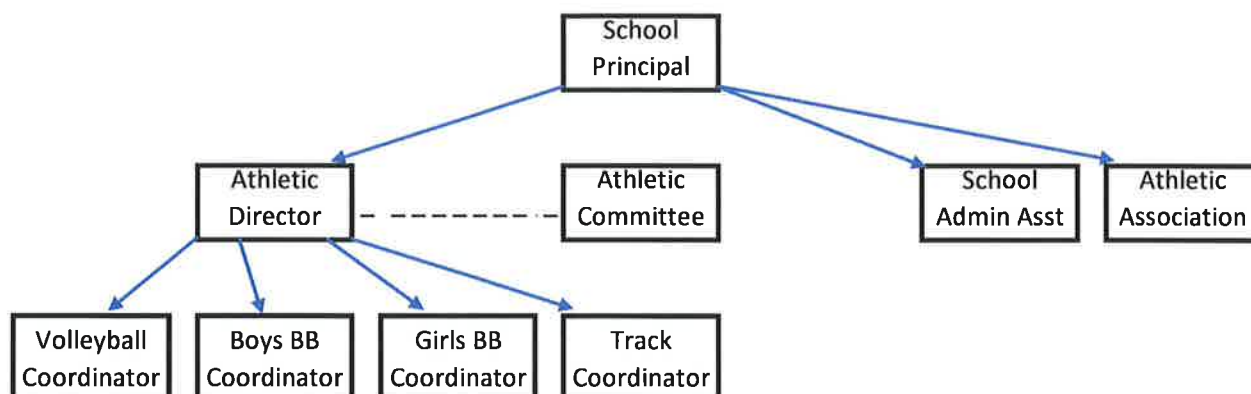


St John Nepomucene Catholic Community Athletic Program Structure



Responsibilities:

Athletic Director

1. Attend league meetings.
2. Assist Coordinators with selecting coaches.
3. Schedule referees for home games.
4. Schedule point person for home events.
5. Handle league questions and concerns.
6. Work with principal to determine appropriate uses for the gym for non-school programs.
7. Seek advisement from Athletic Committee on all major decisions.
8. Attend Athletic Association meetings

Coordinator

1. Hold coaches meetings as necessary (at least one at the beginning of the season).
2. Hold parent meetings as necessary (at least one at the beginning of the season).
3. Work with coaches to schedule practice and game times for the gym.
4. Coordinate handing out and turning in uniforms.
5. Work with other schools to reschedule games as necessary.
6. Assist coaches in handling any parent issues/concerns.
7. Keep master gym schedule updated.
8. Assess equipment needs.

Athletic Association

1. Hold fundraisers to benefit the SJS athletic programs.
2. Approve all expenditures requested for the athletic program.
3. Put together volunteer schedule for tickets & concessions.
4. Order all supplies for concessions.
5. Fund the Athletic Director's position.
6. Coordinate cash handling with the parish finance office.

School Administrative Assistant

1. Keep master gym schedule updated.
2. Communicate scheduling changes with parents.