



THE CYO ATHLETIC DIRECTOR

The CYO Athletic Director is responsible for organizing and overseeing the CYO athletic program in their parish/school. She/he is responsible to the pastor and/or the Catholic school principal. All parishes/schools participating in CYO must have an athletic director, appointed by the pastor and/or principal.

CYO Athletic Directors should work with a parish/school CYO board and other delegated volunteers to fulfill the following responsibilities:

1. **Ensure the Catholic Christian Philosophy** of the CYO program is followed.
2. **Recruit and Train Qualified Coaches** for all teams. Provide coaches with Coaches Certification Workshop and Diocesan Safe Environment information. Ensure that all coaches are certified to coach by CYO and meet diocesan Safe Environment requirements.
3. **Conduct Coaches Information Meetings** for all coaches, prior to and during each season, to discuss rules and rules changes, league information, CYO and coaching philosophy, and other necessary information.
4. **Facilitate Effective Communication:** Publish and maintain a parish/school CYO Website. Receive Information from the Oakland Diocese CYO Office and from the league then disseminate this information.
5. **Ensure Compliance with Diocesan Safe Environment Policies** and that a minimum of two adults is present at all CYO activities.
6. **Arrange Preseason Parent Information Meetings**, either one meeting for all teams or coordinate individual team meetings. Attend parent meetings as necessary. Check to be certain that all teams have hosted parent meetings.
7. **Represent the parish in CYO league meetings** (or arrange for a representative) and contribute to league activities.
8. **Be Knowledgeable of Rules:** the CYO Bylaws, league bylaws, rule exceptions and rules of the sport.
9. **Check Player Eligibility** ensuring that all players comply with CYO Eligibility Rules prior to participating.
10. **Organize** the parish/school athletic program including:
 - **Arrange for registration** of team players: distribute registration materials, set time and location for registration. Arrange for on-line registration, if desired
 - **Acquire and Maintain Equipment** including team equipment, first aid supplies and uniforms. If there is a parish gym facility, be active in helping to maintain it.
 - **Schedule Practices** and arrange for practice facilities.
 - **Distribute League Schedules** to all coaches. Request schedule changes to the league.
 - * **Ensure Funds are Managed** with annual budgeting and effective accounting policies.
 - **Arrange Fundraising** for support of the program.
11. **Check Parish and School Activity Calendars** to avoid schedule conflicts. Avoid time conflicts with other parish programs. Do not allow CYO activities prior to noon on Sundays.
12. **Work with Parish Leaders** to promote the CYO program as a youth ministry. Meet at least annually, with the pastor, Catholic School principal, and DRE to discuss the CYO program.
13. **Evaluate Coaches and Teams** after each season, consulting with parents and players
14. **Arrange for an Annual Parish CYO Mass** – a Celebration of the Eucharist planned with players for the players, a Mass of Thanksgiving for the talents given by God.
15. **Delegate:** Select, train and delegate to an **Assistant Athletic Director**. Organize a parish/school **CYO Board**. Enlist capable volunteers for support.