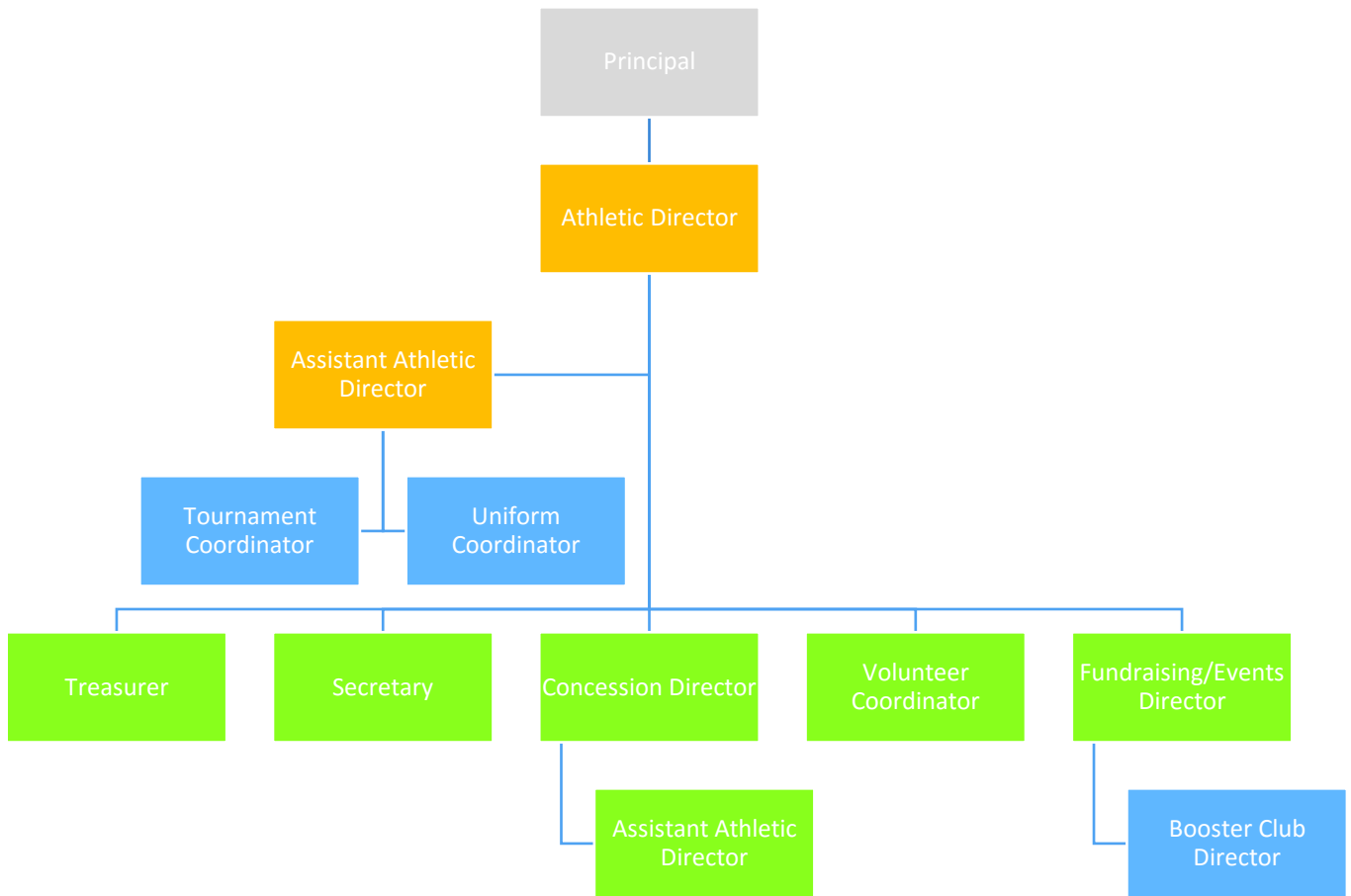


# St. Bede Athletic Association Organizational Structure



**St. Bede Athletic Association**  
**Position Descriptions**

It is expected that all voting positions share the duty of attendance at home games based on their schedules. It is the responsibility of the AD to ensure there is board presence at every home game and hosted tournament game.

All non-paid positions are limited to two year terms, with one, two-year renewal in the same role, subject to the approval of the AD and Principal. Once a term limit, and any applicable renewal, has been reached, the individual may express interest in another position within the board.

**Athletic Director (AD)**

*This is a paid position, with a stipend paid through the business office of the school*

It is the responsibility of this position to:

1. Oversee entire athletic program and preside over the SBAA Board;
2. Attend Athletic Director's meetings for Northeast Illinois Catholic Conference;
3. Preside over all SBAA Board meetings;
4. Final approval of all game and practice schedules, daily communication with surrounding schools' Athletic Directors to problem solve;
5. Daily communication with SBAA Board members to work on various items;
6. Coach recruitment;
7. Arrange and facilitate all St. Bede coach candidate interviews;
8. Assume responsibility for the property during home athletic events;
9. Assist all other SBAA positions and board members with their duties and responsibilities;
10. Properly address and manage coaching/parent concerns in the best interest of the athletes;
11. Act as a liaison between all parties – coaches, parents, students, and the school regarding conflicts & grievances;
12. Act as liaison to Principal of matters involving the Athletic Board;
13. Oversee and ensure that all coaches, athletes and parents abide by the St. Bede Philosophy;
14. Assist in Virtus training for all new members of the SBAA and ensuring all Board Members, coordinators, and coaches have undergone this training and have submitted to a criminal background check;
15. Responsible for ensuring that Virtus training and that the criminal background checks have been completed by anyone volunteering within the athletic program in any capacity that has direct contact with the athletes;
16. Ensure all equipment is stocked and ordering more if needed (ice packs, scorebooks, rule books, uniforms, etc.);
17. Oversee work of the scheduling coordinator to ensure proper practice times and games are assigned;
18. Assist with the rescheduling of games due to weather conditions, etc.;

19. Develop and keep current the various policies, forms and bylaws of the SBAA in accordance with the Office of Catholic Elementary School Handbook for Athletics;
20. Ensure there are adequate first aid supplies available for events;
21. Along with the assistant AD, monitor the [athleticdirector@stbedeschool.com](mailto:athleticdirector@stbedeschool.com) email account and respond within 24 hours;
22. Facilitate annual parent informational meeting;
23. Work with the principal, and SBAA Board where applicable, to grant registration and fee assistance in financial hardship cases; and
24. Communication with parents/guardians in relation to unpaid registration fees.

**This is a voting position and must attend all SBAA Board meetings.**

**Assistant Athletic Director (AAD)**

*This is a paid position, with a stipend paid through the business office of the school*

It is the responsibility of this position to:

1. Assume all duties of Athletic Director in his/her absence;
2. Attend all St. Bede coach candidate interviews and assist with coach selection;
3. Create practice schedules for all sporting programs that are held on church/school grounds both home and away games, tournaments, and distribute to Athletic Board, church office, school office SBAA Secretary, and post in concession area;
  - a. When modifications are made to practice/game schedules, updates are to be sent to the Athletic Board, Church office, school office, updated in Blue Sombrero, and posted in Concession area within 24 hours of modification;
4. Work with each school in the NICC to create game schedules;
5. Obtain ref assignments for tournaments, conference, and non-conference games;
6. Along with the AD, monitor the [athleticdirector@stbedeschool.com](mailto:athleticdirector@stbedeschool.com) email account and respond within 24 hours;
7. Assist in any capacity as directed by the AD; and
8. Preside over SBAA Board meetings in the absence of the AD.

**This is a voting position and must attend all SBAA Board meetings.**

**Secretary**

It is the responsibility of this position to:

1. Take and transcribe all meeting minutes, and providing past meeting minutes to the board for approval;
2. Distribute emergency forms and medical information to coaches;
3. Manage registration for all sports and completion of all forms used by the SBAA;
4. Create and submit all bulletin articles to the school office by 10:30AM every Monday for the school bulletin;
5. Create and submit all bulletin articles to the Parish Office no later than 10:00AM every Monday for the Parish bulletin;
6. Communicate changes to the school technology professional regarding the SBAA web site regarding schedules, cancellations and upcoming events;
7. Compile, distribute and manage receipt of all forms including but not limited to:
  - a. Registration Forms
  - b. Physical Form
  - c. Summer Camp Registration
  - d. Parents' Code of Conduct Form
  - e. Program Guidelines for Parents & Students Form
  - f. Child / Minor Acknowledgement Form
  - g. Student Athletic code of conduct Form
  - h. Sport Parent / Guardian Code of Conduct Form
  - i. Parents Permission & Emergency Contact Form
  - j. Emergency Medical Treatment Form To Be Retained by the Coach
  - k. Archdiocese of Chicago – Incident Report Form
  - l. Coaches Code of Conduct Form
  - m. Catholic Archdiocese Registration Form
  - n. Parent / Student Handbook Acknowledgement Form
  - o. Handbook For Athletics in the Catholic Elementary School latest copy
8. Maintain the online registration process, provide roster reports for various activities and events, and provide access as appropriate to SBAA members and coaching for team communication; and
9. Assist in any capacity as directed by the AD.

**This is a voting Board position and must attend all Board meetings**

**Treasurer**

It is the responsibility of this position to:

1. Make deposits and disbursements as needed to record income and expense;
2. Balance SBAA checkbook;
3. Reconcile p-card transactions for applicable cards;
4. Provide detailed reporting, by sport and event to detail income and expenses;
5. Provide a monthly financial report to Pastor, Principal, Business Manager, and Athletic Board by the second Monday of the month; and
6. Assist in any capacity as directed by AD.

**This is a voting Board position and must attend all Board meetings**

**Concession Coordinator and Assistant Athletic Director**

It is the responsibility of this/these position(s) to:

1. Train volunteers in opening procedures, closing procedures, how to use various concession equipment;
2. Appropriately stocking concessions for various events, including but not limited to:
  - a. Food
  - b. Beverages
  - c. Supplies
  - d. Cleaning products
3. Ensure all equipment is clean and well-maintained, and to call for repair as needed;
4. Ensure appropriate funds in the cash boxes (in collaboration with the Treasurer) and adhere to end of the night cash box reconciliation and providing information to the Treasurer;
5. Assist in any capacity as directed by AD.

**This/These is/are voting Board position(s) and must attend all Board meetings**

### *Fundraising/Event Coordinator*

It is the responsibility of this position to:

1. Chair or form committees to work on the following:
  - a. Holiday Bazaar
  - b. BBQ, Beer and Bags Fest
  - c. Annual Dodgeball Tournament
  - d. Annual Athletic Banquet
  - e. Other fundraisers or events
2. Ensure the dues, funds and bills related to any events are submitted with receipts to the Treasurer with appropriate financial data;
3. Order 8<sup>th</sup> Grade banners for championship years;
4. Coordinate and order coaches shirts;
5. Coordinate and order sports uniforms as appropriate;
6. Coordinate and order St. Bede athletic apparel including, but not limited to various spirit wear items, and working with distributor to find the best price, logo, approvals, etc.;
7. Assist in any capacity as directed by Athletic Director.

**This is a voting Board position and must attend all Board meetings**

### *Volunteer Coordinator*

It is the responsibility of this position to:

1. Maintain the Athletics Association portal in [www.signup.com](http://www.signup.com);
2. Update all home game coverage schedules and time slots in [www.signup.com](http://www.signup.com);
3. Monitor compliance with the required shifts and inform the AD and AAD of any issues;
4. Maintain accurate schedules in the software to ensure coverage;
5. Send out reminders and requests for additional support;
6. Oversee service hour program for surrounding parochial high schools, if applicable;
7. Alert the SBAA of any gaps in coverage so additional arrangements can be made;
8. Ensure workers are secured for each home game and find volunteers if necessary; and
9. Assist in any capacity as directed by AD or AAD.

**This is a voting Board position and must attend all Board meetings**

### **Tournament Coordinator**

#### **It is the responsibility of this position to:**

1. Promote tournament to surrounding schools and program;
2. Collect registrations, including entry fees;
3. Create tournament schedule and release by email to all schools participating in the tournament at least two weeks ahead of the dates;
4. Provide SBAA members with complete tournament schedule information so:
  - a. Volunteer Coordinator can schedule concession/gate/scorekeeper;
  - b. AAD can schedule and assign officials; and
  - c. AD can schedule board coverage of the event.
5. Order all awards for tournament; and
6. Be present for the entire tournament, if not possible, must be present for the entire final day of the tournament for awards presentation and tournament management. Communication with the AD is critical to arrange coverage for the event.

**This is a non-voting position and not required to attend any board meetings**

### **Uniform Coordinator**

#### **It is the responsibility of this position to:**

1. Distribute uniforms to all athletes, and maintain records of uniform condition;
2. Ensure there are enough uniforms and that uniforms are in good shape. Inform Athletic Director of any shortage
3. Collect all uniforms, check for damage, and maintain records of uniform condition;
4. Responsible for informing Treasurer of lost/damaged uniforms so that Treasurer can bill responsible family in timely manner;
5. Assist in any capacity as directed by Athletic Director

**This is a non-voting position and not required to attend any board meetings**