

President

- Oversight of all the SCBAA functions: financial, structure, execution of tasks, fundraising, Catholic values, and communication to parishioners and leading monthly SCBAA meetings.

Vice President

- Make sure that our principle of the Athletic Association are understood and followed correctly.
- Help restructure any by-laws that are not up to date with accordance to our principle
- As a voting member of the board, the VP needs to gather all facts and information that would best fit the needs of the association.
- All coaches are complaint
- Have a voice
- Aid in any small construction

Treasurer

- Pay regular monthly bills
- Verify bills from our various accounts. For example, Johnny Mac's and IGA. You need to check to see who made purchase and verify what purchase was for.
- Payments made have to be designated to correct expense accounts.
- Work with the concession stand coordinator for purchases and deposits made. He/She makes deposits for admissions and concessions. He/she will give you a breakdown of deposits as well as expenses paid out of money.
- Reimburse coaches for expenses as they are approved by coordinators.
- Pay tournament fees which are approved by coordinators.
- Make deposits and clearly designate correct income accounts.
- Pay referees for volleyball and soccer as directed by the coordinators. Basketball referees are paid out of concession stand money. There will be a note stating what was paid for them.
- Prepare Yearly Income/Expense report
- Order checks as needed.
- Keep bank balance "quiet". It is kept between the President and Treasurer.

Secretary/PR/Website

- Attend Athletic Association meetings

- Oversee Communication of all announcements. This includes bulletin announcements, website and working with registration coordinator for flyers in Thursday folder. Announcements may include:
 - registration dates/times for Soccer/Volleyball/Basketball seasons.
 - Open positions
 - Special announcements
- Maintain file of agenda from previous meetings. This includes any additional items that were discussed.
- Create/Maintain www.scbsports.com website. This includes new announcements and adding any new or revised forms.
- Volunteer at registration tables, Athletic Association events and parish events on behalf of the Athletic Association including but not limited to the City Cup Tournament, Parish Picnic, and New Year's Eve Dance

CYA Coordinator

- The CYA Coordinator is the liaison between the Athletic Association ("Association") and the St. Charles Catholic Youth Association ("CYA").
- The CYA Coordinator will attend monthly CYA meetings (currently scheduled for the third Wednesday of each month at Assumption Parish in O'Fallon, MO), represent the Association at the CYA meetings and vote on meeting issues on behalf of the Association.
- The CYA Coordinator is also an active participant on the Athletic Association's Board of Directors and is expected to participate and attend the Association's monthly meetings (currently scheduled for the fourth Monday of each month).

Registration Coordinator

- Attend Athletic Association meetings
- Maintain database of current/past players including name, grade, sex, date of birth, parents' names, address, phone numbers, email addresses, fundraiser participation, and sports played.
- Plan registration dates and times for Soccer/Volleyball and Basketball seasons
- Update and print registration packets
- Work with Secretary on communicating registration dates with parish
- Deliver registration packets to school and PSR
- Communicate with new parish families and incoming Kindergarten families regarding registration instructions
- Volunteer at registration tables
- Receive all registration paperwork from participating families
- Input new players/update returning players into database
- Forward all methods of payment to Treasurer for deposit breaking down payments for bookkeeping purposes
- Forward all uniform deposits/paperwork to Equipment Coordinator
- Forward compete listings of players by sex/grade to sport Coordinators for roster preparation

- Remain in contact with sport Coordinators during registration process to avoid any roster size issues
- Maintain previous years' registration paperwork and signed Code of Conduct forms
- Volunteer at Athletic Association events and parish events on behalf of the Athletic Association including but not limited to the City Cup Tournament, Parish Picnic, and New Year's Eve Dance
- Investigate new and improved registration options

Basketball Coordinator

- Coordinate sign ups in October
- Attend Basketball coordinator meeting Sept – March
- Reserve Gym time with church office. (Practice times, CYA Games, 7th grade basketball tournament)
- Divide teams and appoint coaches as soon as player list is received in October
- Submit number of teams to CYA and gym availability by October 1st.
- Organize the practice schedule and inform coaches of any conflicts
- Practice begins early November
- Team coordinate list due by December 1
- Organize third grade league Borromeo, St. Peters and St. Cletus
- Organize 7th grade Tournament Jan – Feb 3 weekends
- Organize season wrap up, awards, etc.

Volleyball Coordinator

- Volleyball schedule and notes
- Prepared by Ron and Mary Jo Rozycki/Julie Meyer
- SCBAA Volleyball Coordinators 2006-2012
- February
- Confer with SCBAA regarding Fall Sports sign up dates. Works well to hand out tryout info at sign ups. Suggest using number of teams/players from previous year to estimate for current year.
- April/May
- Block reserve SCB gym for volleyball tryouts dates, practice time, and games (including playoff time) at Church office. Begin practice schedule one week prior to beginning of SCB School. Gym floor is usually waxed around the end of July or beg. of Aug. No games/No gym picnic weekend. Check church calendar for Trunk or Treat and Trivia Night (and any other gym reservations). Once the season starts, games are scheduled on Friday nights (6:15-8:15) and Sat. (8:30-?). Some parishes reserve full weekend for games. Volleyball game season is 10 weeks. Last games are played the second weekend of November. Playoffs are scheduled the weekend before Thanksgiving. Playoff schedule is issued the week of playoffs. Send SCB Gym block reserve dates to Pat Burton. Club volleyball tryouts (gateway.org) for 14 year olds and younger has always been the weekend before Halloween.

June/July

- All coaches need to take Protecting God's Children. Classes are posted at Archdiocese website and SCB website. By mid July, determine number of teams and division placement. Please refer to the current SCBAA guidelines to determine how the teams will be split. Alert families to need of coach using sign up info. Pass along number of teams, their divisions, coaches names, and reserved SCB gym dates to CYA coord. CYA Coord. arranges referee clinics. SCB VB Coord. passes along Referee Clinic info to interested Referees. All refs have to attend a training clinic to be paid by the CYA. The VB coordinator is responsible for making sure there are enough refs from our parish to cover our home games. The coordinator also schedules the referees for the games played at SCB once the season starts.

End of July/August

- At end of July, schedule practices. Precedent: 8th grade first, then 7th,... 4th grade is instructional. There are no games and no fees. Occasionally St. Cletus offers a tournament. 2010 St. Cletus offered a 4th grade Instructional League. 4th grade parents paid the fees for tournament since SCBAA does not collect fees.
- CYA Coord. schedules games. Coaches can begin practices the week before school (or any gym time they can acquire over the summer). There are not enough keys for all coaches. And we have always had difficulty getting keys from basketball coaches. Past 3 years, SCB VB coord. has had to open gym due to lack of keys with beginning of volleyball practices. Opening coach is given key allowing following teams to enter and practice. If there is a break, then a key is given to next scheduled practicing team. Ending team closes up. Close up gym: put away equipment, clean up, check bathrooms (toilets flushed, lights off), turn off all lights, turn off A/C or heat, check all doors. Inform coaches to pass along practice time changes due to impact on other teams. Anytime gym used for volleyball, sign in at left steps for stage (see sign in sheet).
- Games begin after Labor Day. Game schedules come out the end of Aug. SCB VB Coord. sets up gym and organizes referees. In past, SCB VB Coord. organized home game workers. Suggest that assistant coaches break team into group 1 and group 2 and have groups alternate home game work assignments (1 admission, 2 concession, and 1 score). SCB VB Coord, also provides game reschedule organization. Send SCB Gym game schedule to church office, Pat Burton, and SCB Concession Coord.

Game reschedule process:

- Games can be rescheduled if there is a parish or soccer conflict. SCB Coach alerts SCB VB Coord. to need of reschedule using division and game # (game identifiers). SCB VB Coord. alerts CYA Coord. to need of reschedule. CYA Coord. alerts other involved team via their parish coord. and eventually sends out reschedule. If a team does not have enough players to field a team, SCB coach alerts SCB VB Coord. who then alerts CYA Coord (and depending upon time other team's Coord.) to forfeiture. SCB VB Coord. needs to keep a spreadsheet with game reschedule info. I also like to email cc other parish vb coord. affected by game cancellation/reschedule (in 2010 was only way they received the info.). Decide procedure for last minute changes.

Tournaments:

- Usually 1-2 per team per season.

- SCB VB Coord. receives tournament info from CYA Coord. and other parish Coord. and passes tournament info to SCB VB coaches. SCB VB Coaches check availability with tournament coord. and players. SCB VB Coach alerts SCB VB Coord to tournament interest. SCB VB Coord. send tournament info to SCBAA Treasurer for payment. Coach enrolls in tournament and sends CYA VB Division schedule to tournament coord., payment, and roster to tournament coord.

Uniforms:

- Players choose uniform sizes at fall sign ups. Team coach distributes uniforms. Coach contacts SCB VB Coord. regarding switching uniforms.

Adding Players after Sign Ups:

- Check with coach to see if need exists.

Concession, Admission, Score (home games):

- The VB coordinator is responsible for scheduling workers for the SCB home games. This includes 1 worker at the door and 2 to work the concession. I am going to ask for one volunteer from each team to organize this next year. It seems to work well for basketball.

Fundraiser:

- Has always been TJs Pizza and Desserts. There is a buyout at fall sports signup. Fundraiser packets are distributed through soccer first then through volleyball. Coach distributes packets, collects, and drops off with fundraiser coord.

Gym Directions:

- Posted at St. Charles CYA Website www.stcharlescya.com SCB VB Coord. attends monthly CYA and SCBAA meetings.

Gym Set Up for Games:

- Arrange referees.
- Unlock 2 middle front doors using allen wrench in cash register.
- Turn on all lights.
- Set up table and chairs for admission and score table. (At score table) Set out prepared score sheets, pencils, and score board. Place line up sheets, pencils, and quarter for coaches and referees.
- Pull out bleachers (see special extension cord in kitchen concession area over ice).
- Set out 10 chairs for home and for visitors.
- Set out appropriate volleyballs.
- Set up net and referee stand.
- Concession Coord. sets up concession area.
- Referees make sure coaches sign score sheets. Referees sign score sheets. SCB VB Coord. sends score info to CYA Coord and uses score sheets as Referee time sheets.

Net Set Up:

- Sign in at left steps at stage. Net is on cart under stage. Pull out cart. Use screw driver (in pink pencil case) to lift up post covers. Place posts in post holes. Post with handle is placed by stage. Hang up net (may need to lower hooks). Look for end of net with S and place this end by the stage. Measure net height using window stick (notes for post height and net height are on stick). Arrange posts by grade. Use handle to tighten net and tighten bottom ties. Place cushions on posts. (For games) Place antennae on net and set up referee stand.

Net Break Down and Close Up Gym:

- (Practices) Last team of night puts net away and closes up. Put away equipment, clean up, check bathrooms (toilets flushed, lights off), turn off all lights, turn off A/C or heat, and check all doors. Inform coaches to pass along practice time changes due to impact on other teams. (Games) Last team assists with close up. Put away chairs. Coach(es) put away net. Sweep gym floor and foyer. Close up bleachers. Check bathrooms. Clean concession area. Turn off all lights and air/heat. Check all doors

Soccer Coordinator

June

- Create Preliminary Team Rosters & Send to Coaches. Confirm Coaches; both desire & eligibility
- Confirm # of teams to CYA Soccer Coordinator
- Deal with Late Registrations
- Submit field request to Parks Department; both practices & games
- Attend June Soccer Coordinator Meeting/CYA Meeting
- Create Black- Out Date List (picnic, trunk or treat, etc...)

July

- Deal with Late Registrations
- Contact Coaches & Create Practice schedule
- Submit black-out dates to CYA Soccer Coordinator
- Submit field availability to CYA Soccer Coordinator
- Submit list of SCB coaches and contact info to CYA Soccer Coordinator
- Submit possible conflicts to CYA Soccer Coordinator (coaches that coach multiple teams)
- Order material for fields from Johnny Macs (Nancy)
- Touch base with Soccer Referee Coordinator re: referee clinics
- Attend July Soccer Coordinator Meeting/CYA Meeting
- Attend SCBAA Meeting
- Distribute tournament information to coaches
- Submit tournament receipts & requests for payment to Treasurer
- Get Coaching License Class info to new coaches/ submit receipts to Treasurer
- Schedule ON-Field Referee Clinic with CYA Referee Coordinator; secure teams to play (all levels needed)

August

- Get CYA rosters stamped official—Rosters closed
- Distribute tournament information to coaches
- Submit tournament receipts & requests for payment to Treasurer
- Distribute equipment & uniforms to coaches (help Equipment coordinator)
- Double check schedule with CYA Soccer Coordinator for conflicts; black-out dates, conflicts with volleyball, coaching multiple teams, no field duplications
- Have coaches meeting, Distribute Keys to coaches, Give official stamped rosters to coaches, Distribute schedule to coaches, Distribute game cards/go over policy, Distribute any schedule changes to coaches
- Attend classroom referee clinic
- Attend On-Field Referee clinic

- Make sure that coaches have all of their requirements, archdiocese requirements, "F" Coaching License
- St. Peters Parish will set up our large field for their tournament
- *After* St. Peters Tournament, Lay out and stripe small fields 2-Kdg. Fields & 1-2nd grade field)
- Check all field equipment to make sure it is ready for games.
- Talk with SCB Referee Coordinator and decide on method of reporting scores at the end of each weekend.
- Attend August Soccer Coordinator Meeting/CYA Meeting
- Attend SCBAA Meeting

September

- Distribute tournament information to coaches
- Submit tournament receipts & requests for payment to Treasurer
- Games Begin Weekend after Labor Day, Reline all fields each week, Maintain & prepare fields before games each weekend, Call & Update Coaches Hotline Each Day (Fri-Sun) before games with Field Condition, Be accessible by coaches & referees all weekend to handle any problems that arise
- Distribute any schedule changes to coaches & SCB Referee Coordinator
- Reports any cards to CYA coordinator immediately
- Handle any problems or issues that coaches, parents, referees, other parish coordinators, referee coordinators or CYA Soccer/Referee Coordinator brings to your attention.
- Schedule Team & Player Photos with photographer----set schedule for teams
- Attend September Soccer Coordinator Meeting/CYA Meeting
- Attend SCBAA Meeting

October

- Games; Reline all fields each week, Maintain & prepare fields before games each weekend, Call & Update Coaches Hotline Each Day (Fri-Sun) before games with Field Conditions, Be accessible by coaches & referees all weekend to handle any problems that arise
- Distribute any schedule changes to coaches & SCB Referee Coordinator
- Reports any cards to CYA coordinator immediately
- Handle any problems or issues that coaches, parents, referees, other parish coordinators, referee coordinators or CYA Soccer/Referee Coordinator brings to your attention.
- Set City Cup Date, Usually last week of season in November/weekend after all CYA league games are finished. Distribute City Cup Information to Eligible Parishes (SCB, St. Peters, Cletus, ASH & St. Elizabeth/St. Roberts). Collect City Cup Tournament Applications from coaches. Collect City Cup Fees. Create City Cup Tournament Format & Brackets for each division. Collect City Cup Trophies from Previous winners.
- Attend October Soccer Coordinator Meeting/CYA Meeting
- Attend SCBAA Meeting

November

- Games; Reline all fields each week Maintain & prepare fields before games each weekend Call & Update Coaches Hotline Each Day (Fri-Sun) before games with Field Conditions. Be accessible by coaches & referees all weekend to handle any problems that arise. Distribute any schedule changes to coaches & SCB Referee Coordinator
- Reports any cards to CYA coordinator immediately
- Handle any problems or issues that coaches, parents, referees, other parish coordinators, referee coordinators or CYA Soccer/Referee Coordinator brings to your attention.
- Finalize City Cup Schedule, Collect City Cup Fees. Distribute City Cup Schedule to Parish Coordinators/Coaches/and SCB & St. Peters Referee Coordinator, St. Peters Coordinator (for concession schedule). Be present at all City Cup Games to handle any issues, emergencies, over times, and award trophies at the end of tournament. Collect trophies after presentation to get inscribed by Woltman Trophies. After inscription, get trophies back to the winning coaches. When all games are complete (City Cup & League) remove and pack away nets.
- Schedule Fall Season Soccer & Volleyball Team Recognition weekend for December, reserve the gym
- Attend November Soccer Coordinator Meeting/CYA Meeting

December

- To be given out at the Fall Season Awards & Recognition Event
Order City Cup Team medals for Borromeo winning teams (Woltman Trophy)
Order 8th Grade Medals for Volleyball & Soccer teams (Woltman Trophy)
Order Division Winner T-Shirts for winning teams (Gaffney's)
- Pick up Team Trophies for Division Winners (hopefully by the Fall Recognition Event)
- Order donuts/milk/juice for Event (Stacy Hilker has done this in the past for me)
- Attend December Soccer Coordinator Meeting/CYA Meeting
- Attend SCBAA Meeting

January thru May

- Attend January Soccer Coordinator Meeting/CYA Meeting
- Attend SCBAA Meeting
- Prepare for Fall Registration Begins/ Help

Soccer Referee Coordinator

Recruit New Referees

- The referee coordinator is responsible for recruiting new referees. You must be at least in 9th grade to referee CYA soccer games. The primary method of recruiting is word of mouth and if necessary placing an ad in the Sunday bulletin at church.
- Everyone that wants to be a referee is given the opportunity provided that they attend the required training sessions. A secondary goal of the CYA athletic association is to provide an opportunity for young high school age kids to referee. This is often their first job. Hopefully, they are obtaining some valuable experience. They also are able to earn a little money.

- Three things I always stress to the officials are: 1) Show up for your games on time and dressed appropriately, 2) Put forth effort while refereeing, do your best 3) Continuous improvement (read over the rules periodically and ask questions for rules you are confused about).
- Order Whistles and Referee T-Shirts for all New Referees.

Retain Existing Referees

- Refereeing can be a very hard job especially for 14-15 year olds. Each year, several referees quit. Some of the things I have tried to do to retain referees are: be flexible with them regarding when and how many games they want to referee, encourage them continuously, help them to become better and more confident referees (continuous training and feedback).
- Another thing that I believe really helps is to have three officials (at least for their 1 st couple of games on the big field). If an adult is present and officiating as the center referee, it takes a lot of pressure off of the young official and helps them learn to officiate the game in a more secure environment. Having a third official does cost more but will result in a much better officiated game, result in fewer problems, and help to retain referees as it is much less pressure on the young official to work as linesman.

Train the Referees

- Ensure that all officials attend the mandatory classroom training session
- Ensure that all new officials attend the on field training sessions
- Offer a group test question and answer session for all those interested.
- Attend the 1 st game for all new officials and help them before the game, during halftime and after the game.
- Communicate periodically (via email) with all officials regarding important CYA communication, Borromeo athletic association communications, rule interpretations, etc.
- Filter in a couple of adult officials to serve as mentors for the younger officials.
- Know the rules. The referee coordinator needs to know the rules well in order to provide adequate assistance to the younger officials.

Report all unusual incidents to the soccer coordinator and CYA referee coordinator

- All Yellow/Red Cards are supposed to be reported to both the CYA referee coordinator and Borromeo soccer coordinator. Also, any poor behavior/major incidents with spectators or coaches is also supposed to be reported. The referee coordinator potentially could have to attend a hearing regarding any major incidents that occur.

Schedule Officials for all games

- The scheduling of officials involves getting conflict dates from all officials (teenagers tend to have very restricted schedules), obtaining the master schedule from the CYA soccer coordinator, and trying to schedule the officials games appropriate for their experience.
- Two of the difficult points about scheduling are: 1) rainouts/makeup games and 2) Friday night games. Both of these issues can be a source of major headache with regard to finding officials to referee these games.

- Ensuring that ALL games have referees is probably the most difficult part of the referee coordinator position. Just three weeks into this season's games, I have already refereed many more games than I would have liked to due to the fact I have been unable to get referees for some games.

Reporting Weekly Scores to the CYA Soccer Coordinator

- This requires collecting the game cards on a weekly basis. The referees are supposed to place the game cards in a box next to the concession stand at McNair. Each week, the soccer referee coordinator collects these cards, enters the scores in a spreadsheet, and emails the spreadsheet to the CYA soccer coordinator and Borromeo soccer coordinator.

Submit A Request to the Borromeo Treasurer to get the Officials Paid

- Currently, we are paying the referees three times over 10 weeks. A spreadsheet is submitted to the Borromeo Treasurer and payment is made to the officials.
- St. Peters pays their referees out of the concession stand after each game. Our referees would really like it if they could get paid this way.
- At the end of the year, a spreadsheet is sent to the CYA Soccer Referee Coordinator. The CYA reimburses Borromeo based on the number of games worked on McNair #6.

Work with SCBAA and CYA association in helping to improve the program

- The team prayer implemented this year I believe has been very good as I believe it is setting a different tone at the start of the games.
- Another area as a potential for improvement would be to either work more closely with St. Peters or possibly obtain new fields to play on.
- Educating the coaches/spectators regarding the rules of soccer would also help.

Equipment Coordinator

- Receive soccer and volleyball rosters from the coordinators and put together all uniforms in bags tagged with coach's names. Deposit checks are usually collected at registration. Get soccer bags and balls ready for the coaches and clean up the McNair locker as needed (early August)
- Prepare postcards, setup help, reserve gym and collect all uniforms usually on 3 different days. Postcard labels are done by our registration coordinator, pickup stamps at post office and give receipt to Treasurer for reimbursement. Have an e-mail blast sent out and have Peggy in the office put in bulletin 2-3 weeks ahead of time (mid November)
- Receive basketball rosters from the coordinators and put together tops and bottoms in bags tagged with coach's names. Deposit checks are usually collected at registration. (mid December)
- Collect basketball uniforms in same manor as #2 above (mid April)
- Keep uniform closet clean and organized and order uniforms and equipment as needed, usually check with the President / Board for approval.
- Attend meetings usually the 4th Monday of every month. (Probably not necessary to attend every meeting, but make as many as you can.)
- Help out with the registration dates when soccer, basketball, volleyball are having signups.

- At times you may be called upon to help with something else in the Association such as awards ceremony, New Years Eve setup, referee a game if you are qualified, etc.