

Archdiocese of New Orleans
Catholic School Athletic League
Athletic Director

The three main duties of the school level athletic director can be summarized as follows:

1. Serve as the lead coordinator for your school's athletic program, including filing commitment to play forms, submitting rosters, assisting with scheduling of games and practices, reporting scores and results, and being the point of contact for your school in all things related to CSAL.
2. Disperse important information to the school administration as well as any paid or volunteer coaches, players, and parents in a timely manner. Intentionally remind all involved that this is a CATHOLIC league and sportsmanship and fair play are expected from ALL involved with the athletic program. Lack of implementing Catholic values on and off of the field and/or poor sportsmanship will not be tolerated and could result in disciplinary action as determined by the Associate Superintendent for CSAL and/or the PAC Athletic committee.
3. Oversee the day to day happenings of the athletic program of your school. Keep lines of communication open between your school, the co-commissioners, your coaches and other school's ADs. All communication about athletics for your school will be directed to you and you have the responsibility to pass this along to all those involved in your school's program.

Some specific examples of expectations for the athletic director are as follows:

Appointed by and under the direction of the school principal, and in cooperation with the staff of the athletic department, the Athletic Director plans, coordinates, implements, and evaluates the athletic program at the grammar school level in conformance with the _____ school handbook.

It is the responsibility of each Athletic Director to:

- Study and be well versed on the Rules and Regulations as they apply to CSAL (Catholic School Athletic League) sports.
- Abide by professional ethics standards established by the CSAL.
- Serve as the point of contact between the CSAL co-commissioners and your school and coaches for all CSAL activities.
- Troubleshoot the day to day operation of your school's athletic program.
- Respond to all parent concerns regarding athletics within 24 hours.
- Respond to all staff concerns and email messages within 24 hours.
- Serve as a liaison between the coaches and school administration.
- Attend athletic meetings including, but not limited to, the CSAL (Catholic School Athletic League).
- Stay up-to-date on the published dates for intended participation in the athletic leagues.

- Assist in assuring that the athletic program meets CSAL regulations.
- Assure that all players and coaches abide by the Code of Conduct as outlined in the CSAL Rules and Regulations guidelines.
- Collect and store the signed copies of the Codes of Conduct sheets for players, parents, and coaches for each CSAL sport.
- Supervise and/or provide supervision for all home competition.
- Be present at as many athletic competitions as possible OR assure that a faculty representative is in attendance.
- Be prepared to assist or assign someone to assist with score keeping or other duties necessary to successfully run the games.
- During the season, report game results to the League Coordinator of that sport.
- Coordinate the scheduling of athletic events in accordance with CSAL guidelines.
- Publish arrival/parking instructions so other ADs can just refer to the document.
- Assist in the selection of coaches for each athletic event.
- Attend try-outs in conjunction with the selection of teams.
- Provide adequate practice and playing facilities.
- Meet with the coaches pre-season and post season
 - Explain to all coaches the Archdiocese policies, procedures, and expectations, and ensure that all coaches comply with said policies, procedures, and expectations.
 - Assure that all coaches study and be well versed on the rules of each sport.
 - Supervise and assist coaches in the completion of rosters, and assure that all forms are signed in compliance with the CSAL Rules and Regulations guidelines.
 - Assure that the proper equipment is available to coaches for each sport.
- Verify player eligibility as outlined in the CSAL Rules and Regulations guidelines.
- Verify that all athletes are academically eligible to compete.
- Ensure that each coach maintains an accurate inventory of athletic uniforms and equipment, and file such inventory with the principal at the conclusion of each season.
- Perform other related duties as assigned by the principal.

I have received a copy of the CSAL Athletic Director Responsibilities, have read them thoroughly, and agree to perform these duties as outlined.

Athletic Director's Signature

Date