

Job Description

CYO Sports Commissioner



Northern Virginia Junior Catholic Youth Organization

With guidance from last year's CYO Commissioner, responsible for the administration of the CYO basketball program. Coordinates registration, coaches, training, equipment, practice schedules, signing up students for basketball, collecting forms, corresponding with the Diocesan Basketball Commission, collecting fees, ordering uniforms and monitoring all basketball coaches. Must uphold the Diocesan rules for good sportsmanship.

More specific duties include:

- Conduct & advertise CYO sports night in September.
 - Place advertisement in Church bulletin and School & PTO Newsletter alerting all children in grades 4-8 about sports night event.
 - Have Sports Night flyers available for back to school night and get permission to place flyers in Church vestibule.
- FORMS. Secure the relevant player forms from the NVJCYO website and create player packets. The packet plus a cover letter is sent to each 4th - 8th grader at St. Rita in early October. Determine appropriate deadline for returning forms to coaches, keeping in mind their deadline to Diocesan Grade Level Commissioners in mid-November.
- Schedule a coaches' meeting in late September and advertise that all who are interested in coaching a team to attend the meeting. Advertise in School & PTO Newsletter and Church Bulletin.

- At the coaches' meeting:
 - Identify coaches for each grade.
 - Coaches are responsible for recruiting players for their own teams within the St. Rita community. Team formation is as follows:
 - Grades may be combined in the following manner: younger grade players may move up to play in the next higher (same sex) grade ONLY IF there is not a team in their grade. An older grade student may not “move down” to play for the grade below as this would automatically make the team assigned to the older grade. (e.g., if an 8th grade boy wants to play for 7th grade, the team would be required to become an 8th grade team.) An alternative would be to have the single 8th grade player contact Blessed Sacrament School or another participating CYO school to see if they have room on their 8th grade team for our player.
 - A St. Rita School or CCD student may not play for another school if there is a team for them at St. Rita.
 - The Arlington diocese appoints Commissioners for each grade level. Each Diocesan Grade Level Commissioner has a meeting that is mandatory for ALL coaches of that particular grade. Coaches should send an assistant or substitute if they cannot attend themselves. The meeting times are posted on the CYO website at www.nvjcyo.org/Calendar.htm
 - VIRTUS training is mandatory for all coaches. Information on VIRTUS can be obtained through the school principal or parish office.