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St. Paschal Baylon

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St. Paschal Baylon Athletic Association

2021 - 2022 School Year

1	St. Paschal Baylon Athletic Association			
2	2021 - 2022 School Year			
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4	Position	Position Description	Contact	Email Address
5	President	General oversight of athletics, Pastoral Designee, Liaison between CYO, SPB administration and Association	Joe Carlton	joe.carlton@gmail.com
6	Athletic Director -- Boys Sports	Appoint commissioners, assist in coordination of team coaches, resolve parent issues, serve on the executive committee	Jim Kane	rikane1@gmail.com
7	Athletic Director -- Girls Sports	Appoint commissioners, assist in coordination of team coaches, resolve parent issues, serve on the executive committee	Alex Slemc	Alex.Slemc@foxsports.net
8	Secretary	Take and distribute meeting minutes, update bylaws when changes are voted on and approved	Tim Moore	timothymoore@hotmail.com
9	Treasurer	Manage all association funds, track individual sports income/loss margins, pay bills	Matt Keefe	
10	Sports Registration	Announce registration, web updates about registration, physical forms and general SportsPilot updates, regular mailbox checks	Gena Henretta	gdawgandgg@yahoo.com
11	Publicity/Communications	Website updates, communication folder flyers, newsletter, bulletin notices, Facebook, manage MailChimp contacts for regular communication		OPEN
12	Equipment/ Uniform Manager	Manage all uniforms and purchase if needed, plan uniform pickup and returns, work with individual sports commissioners to inventory and update equipment	Kate Herberth	kateherberth@gmail.com
13	Events	Manage and oversee all SPBAA Events		OPEN
14	Facilities Manager	Coordinate master schedule for Jette and School gyms, coordinate with rectory, communicate with maintenance, organize site supervisors, work with PD on CYO site agreement, manage all CYO coaches development and virtus training events at SPB, key distribution	Jeremy Kunchik Bob Goff	reg_4406@yahoo.com

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15	Concessions Commissioner	Oversee all sports concessions, food ordering, coordinating and scheduling volunteers for game days	Gena Henretta	gdawgandgg@yahoo.com
16	Team Pictures Coordinator	work with picture company to schedule team picture day, schedule, distribute individual pictures, Nick's Knights team pictures	Amy Goff	amyegoff@yahoo.com
17				
18	FALL SPORTS			
19	Commissioner of Football	See ** Commissioners	Joe Carlton	OPEN
20	Commissioner of Volleyball	See ** Commissioners	Denise Coreno	denisecoreno@yahoo.com
21	Commissioner of Soccer	See ** Commissioners		
22	Commissioner -- Gr.1-3 Flag Football	See ** Commissioners	OPEN	
23	Commissioner -- Cross Country	See ** Commissioners	Diana McAndrew	dmcandrew1@sbcglobal.net
24	Football Site Supervisor	Schedule all student workers for the game days, open and close field, point of contact for all referees	OPEN	
25	Volleyball Site Supervisor		OPEN	
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27	WINTER SPORTS			
28	Commissioner of Boys Basketball	See ** Commissioners	Brian Herberth	bherberth@kelly-ferraro.com
29	Commissioner of Girls Basketball	See ** Commissioners	OPEN	
30	HS Basketball commissioner	See ** Commissioners	OPEN	
31	Basketball Site Supervisor	Schedule all student workers for the game days, open and close field, point of contact for all referees	OPEN	
32				
33	SPRING SPORTS			
34	Commissioner of Baseball	See ** Commissioners		OPEN
35	Commissioner of Softball	See ** Commissioners		
36	Commissioner of Track	See ** Commissioners	Diana McAndrew	dmcandrew1@sbcglobal.net
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38	**Commissioners	Assign coaches to teams with girls/boys AD's approval, confirm coaches credentials, fingerprinting and Virtus are updated at registered with SPB school, resolve parent coach conflicts, work with equipment manager to update and maintain all equipment, regular updates to SPBAA regarding sport, be aware and conscious of all upcoming dates on CYO calendar and communicate all correspondence to coaches		