

## HFP Basketball Committee Responsibilities

Responsibility	Target Timeframe
Review all Milwaukee Archdiocese Athletic rules (General and Basketball specific), North Shore Catholic rules (and any other league in which we may play) and the HF Athletic Handbook.	Early September
Provide transparency of general activities on the HF Athletics BB Website: work with AB Secretary to post information.	Throughout process
Receive list of Student Athletes participating in Basketball, per the spring sign-up response, from Athletic Director. Work with the AD and/or or his designate to confirm any unknowns	Late August/Early September
Gym Availability Conflicts: Practice and games confirm with Greg K.	September, 2011
Submit a preliminary list of Coaching candidates for all teams (preference should be given to previous coaches, unless there were extenuating circumstances)	September, 2011
Develop and send a list of preferred and options on Team Formation (all teams) to the AD	Late September
Attend organizational meeting(s) sponsored by each league	Per league requirements
League review and recommendation to move 1 or several teams – Approved by AB (August, 2011) for committee to review possible options of moving one 8 <sup>th</sup> grade boys team to a west side league – Submit recommendation to AD	Late September
Work with the Assistant Athletic Director/Compliance Officer to ensure that all potential coaches have: <ul style="list-style-type: none"> <li>• Proper age eligibility</li> <li>• Fulfilled all training requirements</li> </ul>	Prior to October Athletic Board Meeting
Prepare a letter (draft) to all parents indicating the team formation agreed upon by the AB – see VB letter for example	October
Per the AB bylaws, along with the AD, present the preliminary Basketball plan (team formation, coaching recommendations, draft version of the parent letter, etc.) and options to the school Principal for input prior to final AB approval.	October
Once the basketball plan has been approved by the Principal, execute the following: <ul style="list-style-type: none"> <li>• Final AB approval</li> <li>• Send the parent letter to the parents</li> <li>• Advise each coach of their respective team &amp; players</li> <li>• Submit team merger form(s) to respective league(s), if required</li> </ul>	Board Mtg prior to the start of practice (in November).
Submit to each respective league, as required, the number teams HFPS will sponsor in each league and our gym availability for hosting league games.	Per league requirements
Ensure all rosters are submitted to the school office for the Principal and AD to sign one week prior to the league deadline.	Per league requirements
Hold, in conjunction with the AAD, a mandatory coaches meeting and discuss: <ul style="list-style-type: none"> <li>• HFPS coaches expectation per Athletic Handbook</li> <li>• Arch guidelines specific to Basketball</li> <li>• League Basketball rules</li> <li>• Create Gym practice schedule</li> <li>• Blood borne pathogen review</li> <li>• Distribute gym keys</li> <li>• Etc.</li> </ul>	Between October 20th and November 5th
Create a manual for use at the scorer's table which shall included, but not limited to, league rules, league game rosters, and other such pertinent documents.	Prior to the 1 <sup>st</sup> games in December

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Secure a Gym Supervisor for each date Holy Family host basketball games in our gym	ASAP after the scheduled is received.
Submit practice schedule and dates we are hosting league games to Greg Kelsch.	When league(s) has provided schedules.
For Monday School announcements. Every Sunday or Monday (prior to 7:30 am), provide the school secretary the game result(s) for each team that played over the weekend.	Weekly during the season
At the conclusion of every weekend, when Holy Family host games in our gym, report the scores to the leagues per their reporting guidelines.	Weekly during the season
Act as liaison between coaches, parents and the AB – advise the AD and the AB of all issues and their resolution (or make recommendations to the AD and the AB for resolution) as they occur (see HF Athletic Handbook).	Weekly during the season