

Appendix L

SPORT CHAIRMAN DUTIES & RESPONSIBILITIES

Pre-Season (Prior to 1st Playdate)

- ☐ Website Review
 - Sport Rules are up to date
 - Confirm number of league contests for each school on the website
- ☐ Email Athletic Directors and Coaches
 - Introduce yourself and provide your contact information
 - Update coaching groups & confirm coaches contacts via email
 - Confirm Levels that each sport is offering & communicate to all Athletic Directors
 - Copy of Sport Rules
 - Colonial League Score Reporting Procedure
 - Playoff Format and tentative dates

In-Season

- ☐ Update score daily
- ☐ Manage website for postponements and rescheduled dates
- ☐ Contact webmaster to add Tournament Bracket as soon as dates are finalized

Tournament

- ☐ Secure Facility, Game Help, and Athletic Trainer
- ☐ Contact Assignor for Officials
- ☐ Pick Up Trophies, Medals and Plaques at CJ Wagner
- ☐ Email dates, times, and tournament information to all potential playoff teams one week before playoffs
 - Request Rosters, Parking Needs, etc.
- ☐ Email Media Tournament Information
- ☐ Hospitality Room (if applicable)

End Of Season Meeting

- ☐ Email Athletic Directors, Coaches, and Assignor the Date, Time, Site, and Meeting Agenda
- ☐ Email Meeting Minutes to Athletic Directors & Coaches
- ☐ Notify the President and list all Action Items in bold in your minutes.
- ☐ Updated sport rules following Full Member Meeting must be emailed to Principals Representative in word form for website

Financials

- ☐ Send completed Financial Playoff Report, Gate Report, and Check Distribution Report to League Treasurer with 1 week after tournament
- ☐ All Reports can be found on Colonial League website under League/Forms and media info