



Huntington Catholic School

- Academic Excellence in a Catholic Community -

Job Description

- Track registration for each sport at least 1 month prior to the first practice. For fall sports, including football, volleyball, and cross country online registration will take place in the spring into the early summer. Emergency medical waivers and HCS Athletic Code of Conduct Forms will be collected after registration closes to place on file in the school office.
- New volunteer coaches will submit the Diocesan Volunteer Application and Verification of Video Watching and complete the online background check and Safe Environment Training.
- Organize and assign rosters with parent/player contact information to coaches and coordinators.
- Recruit coaches and conduct a preseason meeting with the coaches for each sport.
- Verify all emergency medical waivers and CYO Contracts for each player are on file in the office.
- Compile and distribute athletics handbooks along with emergency medical waivers for each player.
- Coordinate with coaches location, dates and times practices will be held and provide insurance coverage documents or contract agreements when necessary. Also, working with both parishes to assure gym times are on all schedules.
- Coordinate with coaches distribution and collection of uniforms, practice equipment and end of season pins/letters.
- Manage spirit wear orders of each team with vendors and distribute to teams when orders are fulfilled.
- Submit player fees collected to HCS Business Manager.
- Submit team fees to CYO Treasurer and coordinate CYO game schedules through attending necessary scheduling meetings.
- Coordinate hosting duties for volleyball, boys basketball and girls basketball games scheduled at HCS including checking out and turning in admission and concession cash boxes, paying referees the day of games, maintaining inventory for concession sales, designating parent volunteers and coordinating setup and cleanup of the gym. Submit Athletic Check Requests on an ongoing basis for coaches, sports coordinators or anything related to HCS Booster Club.
- Respond to ongoing questions or concerns from coaches and parents.

*820 Cherry Street Huntington, IN 46750
(260) 356.1926 OR (260) 356.2320*

- Work directly with school administration to ensure communication is timely and effective.
- Work with the office staff to assure the school calendar reflects the correct schedules.

Contact Information

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