

# BISHOP FENWICK

## ATHLETIC OFFICE RESPONSIBILITIES

### GAME DAY

- Schedule Athletic Contests
- Arrange Transportation
- Contract Officials
- Organize Volunteers
- Provide Concessions
- Coordinate Gym Usage
- Travel To Athletic Events
- Host And Attend Tournaments

### COACHING

- Recruit Coaches
- Athletic Trainer
- Strength & Conditioning
- Training & Leadership

### ACADEMICS

- Oversee Eligibility
- Monitor Compliance
- Facilitate Signing Days
- Mentor Student-Athletes
- Promote Scholarships

### ADMINISTRATION

- Manage Files
- Purchase Uniforms
- Purchase Equipment
- Facility Improvements
- Provide Concessions
- Organize Camps
- Budget Planning

### COMMUNICATION

- Provide Entertainment
- Maintain Website
- Social Media Promotion
- Schedule Picture Days
- Conduct Meetings
- Brand Updates
- Public Relations
- Distribute Athletic Information
- Provide Awards

[WWW.FENWICKSPORTS.ORG](http://WWW.FENWICKSPORTS.ORG)

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