

LC Mustang Booster Club

General Parent Representative Responsibilities

- Introduce yourself to the coach and keep open communication
- Introduce yourself at the seasonal sports meeting and tell parents how they can help

- Collect parent email addresses from coach or Athletics administrative assistant
- Email parents and introduce yourself as parent rep
- Organize calendar raffle August/September. Keep track/collect from families who chose the buyout or sold calendars. If players are in multiple sports, they would sell for the first sport of the year. Cross check with those parent reps

- Train upcoming parent rep during your last year
- **Attend monthly Booster Club Meetings - usually first Wednesday of the month**
- Help Assemble parent buttons for each participant for fall, winter and spring sports if needed/hand out at game
- Review parent rep responsibilities list for your sport every year with the coach and make any necessary changes

- Sign up and help on at least one committee
- Send out sign up genius for gate/ticket takers for your sport
- Send out sign up genius for concession sales if your team participates for a fundraiser
- Send out sign up genius or google document for team meals

Baseball

Coordinate sign ups for team meals - usually 3 to 4 for the season

o Varsity and JV can be together or separate. This can be determined at the beginning of the year and will depend on numbers

Coordinate meals for weekend overnight trips - this should be done with a small group of parents

o Create a sign up for donations of small items

o Purchase the food for these trips and give receipts to coach for reimbursement

- Assist with coordinating food for any double headers that we host o Varsity
 - Two families to host this meal (this will count as their team meal)
 - Provide food and drinks for approximately 40 people (players and coaches from both teams, umpires) o JV

 - Two families to host this meal (this will count as their team meal)
 - Provide food and drinks for approximately 40 people (players and coaches from both teams, umpires)

- Assist with 5K Run/Walk

o Collect registrations and enter in spreadsheet - let coach know t-shirt count by sizes approximately 1 1/2 weeks prior to race

o Set up on race day - look for volunteers

- Collect money for booster bash baskets and purchase items for basket
- Collect money and purchase coaches gifts
- Put together video of Varsity Season for end of year banquet - make copies of video for each Senior

o Collect 5-6 pictures of each Senior for video o Designate if you aren't able to do this

Coordinate the ordering of pink t-shirts for moms for Mother's Day recognition

Basketball - Boys

- Attend monthly Booster Club meetings. Meetings are usually held the first Wednesday of every month.
- Help with Booster Club activities and share information with team parents regarding Fundraising, Packer Ticket Taking, Homecoming Tailgate Party, Booster Bash Basket Donations, Selling Basket Tickets and Booster Bash Night.
- Communicate with basketball families information about the volunteer/team bonding opportunity - Feed my Starving Children - Hosted by St. John in December.
- Create a SignUpGenius for parents to take tickets at JV and Varsity home basketball games, including post season home games. Finalize and communicate the ticket taking schedule to parents. Four people are needed for each game - two at the gate and two in the ticket booth.
- Create a SignUpGenius for varsity parents to host team meals during the season. One team meal a week and parents can pick the night.
- Distribute player photo buttons to the parents.
- Remind senior parents about senior night and a senior team meal. Senior night is the last home game of the season. Coach will handle introductions and gifts to the senior players. Senior parents can organize a senior meal for the team to be held that week.
They can also put together a picture board to be displayed at the meal and at senior night.
- Assist coach with accommodations and plans for state basketball if needed.
- Assist coach with setting up the basketball banquet. Collect a donation per family at the door at the banquet.

Basketball - Girls

- Attend monthly Booster Club meetings and help participate in the various Booster Club activities. The meetings are usually the first Wednesday of the month, during the school year, in the school library.
- Communicate with parents as needed throughout the season and during the offseason.
- Distribute player photo buttons to the parents.
- Create SignUpGenius for Varsity team meals during the season. One meal per week, and the hosting parent chooses the night.
- Create SignUpGenius for ticket taking at home games. Two Varsity parents for JV games, arrive by 5:15. Two JV parents for Varsity games starting at the end of the JV game (monitor to make sure sign up fills up). Use your discretion if certain games may require more than two parents for any shifts.
- Create SignUpGenius for ticket taking for postseason play as needed.
- Organize players to make a short video for the end of year banquet.
- Organize senior gifts with non-senior Varsity players. Typically the girls take care of this on their own, but you should remind them. Talk to the coach about funding from Basketball Account.
- Remind senior parents about senior night and a senior team meal. Senior night is the last home game of the season. Senior parents can organize a senior meal for the team to be held that week. They can also put together a picture board to be displayed at the meal, senior night, and at the banquet.
- Talk to the coach about support for the banquet if needed.

Cross Country

Year Round:

Attend and participate in monthly booster club meetings and activities

Prior to co-curricular meeting:

- Get Roster from school or coach
- Create schedule for team meals

At Co-curricular meeting:

- Team dinner sign-up sheets / Sign up for combined dinner with parents
- Marathon date and plan for volunteers - Cross Country covers intersections and water stations on Sunday

During Season:

- Organize or communicate hotel rooms for any overnight meets
- Send out email with information/maps for each race (coach usually does)
- Reminder on locations of team meals
- Ensure senior parents are planning date for senior party and they have picture boards

State Meet:

- State signs on garage doors, school has paint and paper
- Discuss with coach plans for state t-shirts and help if needed
- Confirm with coach time for parade and firetrucks on Sunday - firetrucks are only done for a 1st or 2nd place team finish or individual state champion

End of Season:

- Purchase coaches gifts or have another parent organize and purchase

DANCE

- Attend and participate in monthly Booster Club meetings
- Get volunteers to sign up for Packer ticket taking
- Help out with Homecoming Tailgate
- Assemble player buttons to be handed out
- Help out with Booster Bash donations and sales
- Share any needed information from Athletic Director or Booster Club to parents

Football

- Create and follow up with sign ups for ticket takers at all home varsity games (including playoffs).
- Create and follow up with sign ups for parents to work the chains at all JV1 and JV2 games.
- Request volunteers for Packer ticket scanning and follow up.
- Gather all parents emails and forward any information from coaches, the Athletic Director and any other football related information.

- Collect money and purchase items for the Booster Bash football basket.
- Collect money and purchase coaches & volunteers end of year gifts.

Golf - Boys

- · Introduce yourself to the coach and keep open lines of communication.
 - · Preseason welcome letter.
 - · Keep the email database updated with players and adult contact information.
 - · Coordinate fundraising activities for the golf team, Booster Bash, cookout, etc.
 - · Secure parent volunteers for ticket scanning at 1 Packer Home Game.
 - · Attend and contribute to the monthly Booster Club meetings.
 - · Help assemble parent buttons for sports.
 - · Assist and help with the Homecoming Cookout & Booster Bash.
 - · Keep parent representative responsibilities up to date.
 - · Collect money for coaches' gifts.
 - · Assist with the end of season party.
- 1) Provide general overview to parents about golf etiquette while watching an event.

Golf - Girls

- Assist with apparel orders
- Create, organize and execute fundraising efforts

Soccer - Boys

Preseason welcome letter

Gather email addresses (and/or phone numbers) for all the parents of the players. They will come from the AD or the AD's secretary.

Introduce yourself and let everyone know what your job is as the parent rep to the Booster Club and what the Booster Club does.

Explain the Booster Club's fundraising events and the need for help. We have the fall coupon book sale, the tailgate party at Homecoming and the Booster Bash in late January/early February (explain the basket that we provide). We also scan Packer tickets and the soccer team will be assigned one game to cover along with one other sport.

Ask for siblings/cousins etc to act as ball chasers for home games. You can also reach out to the girl soccer players or the Heart of the Valley Soccer group.

Concessions are different for us because we play our games off-campus at Van Lieshout Park. This will end very soon we hope. The Heart of the Valley Soccer Association uses the concessions stand as well and their season ends in July. We usually buy whatever they have left in the stand for cost and buy whatever else is wanted to stock it. Keep your own cash box and make a schedule of parents to staff it. Ball chasers are paid \$5 per game from concession money and they can eat for free at halftime. We have our own cash box and we keep all the proceeds from our sales.

Team meals can be handled by the other parents. You already do enough. Work with the coach or captains to get them set up.

Parent/Senior night is usually toward the end of the season. Check with the school to be sure a school representative can attend. We've always had a flower for the players to give to their parents when introduced on the field and we've had six dozen cookies after the game.

Preparing for the banquet

Coach will pick a date, a Tuesday or Thursday to stay on regular soccer days. Book the Mariner and get pricing. Invite the AD and principal. Guests will pay regular price and players will pay \$8 for their meal. This can come from concession money or the school fund. Coaches and school reps will be paid for by the soccer fund through school. Get the banquet registration form out. Head table will be coaches and spouses, school reps and seniors. Seniors will prepare their senior boards to display at the banquet.

Soccer - Girls

Set up sign up times for working concessions at girls basketball games.
Set up sign up to work concessions during girls soccer games. (2019-AD decided with okay from HOVSA not to run concessions at games. HOVSA opened it on own.)
Collect money for coaches' gifts and purchase gifts.
Email parents any other fundraising information that takes place in the Fall or Winter because our season has not started.
Email parents updates regarding games per coach.
Talk to girls about senior night (juniors take care of) and teacher appreciation night.
Set up game in which HOVSA U14s and under can attend and do World Cup Walk out with team.
Post pictures to district media site. Should've sent to Times Villager too. No representation in paper this year.
Help coach with end of season banquet as needed.

Softball

- Introduce yourself to the coach and keep open communication
- Collect parent email addresses from coach or Athletics administrative assistant
- Email parents and introduce yourself as parent rep
- Ask parents for monetary donation to cover cost of Booster Club Basket (\$ amount for basket set by Booster Club)
- Ask parents for monetary donations for coaches gifts for end of season
- Organize Coupon Book Sale for your designated team held in August/September. Keep track/collect from families who chose the buyout or sold books. If players are in multiple sports, they would sell for the first sport of the year. Cross check with those parent reps
- Email parents from your sport to take tickets at one Packer home game each season
- Train upcoming parent rep during your last year
- Attend monthly Booster Club Meetings(generally first Wed of the month)
- Assemble parent buttons for each participant for fall, winter and spring sports
- Review parent rep responsibilities list for your sport every year and make any necessary changes
- Volunteer for set-up, serving and/or clean-up for the cookout for Homecoming Tailgate Party
- Schedule player/parent concession workers for Boys basketball games- receive email from Kelly on which games to cover
- Email parents schedule to bring food/drinks for doubleheader softball games at home or away(rotate 4-5 per game so they don't have to bring every time).
- Email parents to help put up windscreen at beginning of season/ coordinate with Coach
- Senior gifts are usually handled by the under classmen.
- Talk to Coach about ordering Senior posters to put up at home games early in season.
- Plan and organize Senior Day with Coach- pick a home date game/each Senior makes a poster for display at the game-work with Kelly/Lori Van Handel to use easels/ purchase cookies for players(I got the senior numbers on the cookies)/ added balloons to the easels/ schedule parents to bring food for this game / Email senior parents when posters should be ready and when game/time is.
- Email parents with times/locations of games the day before the game (this was very helpful when we had lots of new players).
- Work with Coach on handing out t-shirts for Youth Day/ finding announcer while Youth run out on field/ take pictures/ plan meal to feed kids for game(assign parents like we do for the doubleheaders).
- Work with Booster Bash Team on calling & collecting donations from local businesses for prizes for the Booster Bash.

- Work with Coach on location for end of year banquet/ food/ amount per person/ generally cost of food is covered for players/ parents pay for meal at a discounted price-- video is shown at banquet(assembled with pictures from parents throughout the year and players put together)

Track

Track and Field traditionally has two parent reps. One for girls and one for boys, but it doesn't necessarily have to be this way. If multiple representatives they can choose how to split the responsibilities (ex: one could take care of all booster club responsibilities while one could take care of track specific duties or representatives could split duties)

Track and Field Responsibilities:

- Get and organize event workers for home track meets
 - Make sure workers are where they need to be at the meet
 - Get volunteers to work the concession stand
 - Order and organize food for concession stand at the beginning and during the season
 - Run Concession Stand during the meet (get someone to oversee it)
- Get it ready before meets
 - Clean it and close it down
 - Count money and give cash boxes to coaches or to office
- Organize the team t-shirts for the boys and girls teams
 - Collect Money for coaches gifts
 - ○
 - If Hosting Regionals or Sectionals
 - Help Coaches with planning
 - Organize Selling of Meet T-shirt
 -

Organize and notify Senior Parents about Senior Recognition Poster Boards

Usually this Happens the last homemeet of the season

Notify parents early in the season

Get a Design

Order Extra food if needed

State Meet Responsibilities

Manage and hold the athlete and parent hotel room block to Stoney Creek Hotel in Onalaska

Contact Stoney Creek in March/April to Confirm rooms

Sign party permit

Confirm hold (and sign contract) for next year's block of rooms the day the team checks out of the hotel or shortly after the state meet

Create and organize the ordering of a State Meet T-Shirt

Organize Garage Sign Painting

Create or Get Someone to Create State Hotel Door Signs

○

○

○ = Currently Coach Verhagen is taking care of these Duties

Volleyball

- Collect parent emails from Admin and introduce yourself as parent rep. Email parents any info given by coach.
- Coordinate with coach on June Varsity home tournament, includes food and concession workers.
- Create Sign Up for Varsity team meals for home games (1 night per week even if there are 2 home games per week. Keep in mind Wednesday night Religion).
- Create Sign Up for ticket taking at home games , 4 Varsity parents for JV games and 4 JV parents for Varsity games (include playoffs as well, 6 ticket takers needed) Allow parents to sign up and then fill with those who didn't. Possibly allow for no other ticket taking or concessions if working a Packer game. Forward ticket schedule to Athletic Director.
- Create Sign Up for concessions of basketball games. Allow parents to sign up and then fill with those who didn't. Forward concession schedule to Athletic Director.
- Organize someone to make short video for the end of the year banquet.
- Organize senior gifts with players. Typically, the junior girls take care of this on their own but may need to be reminded. Talk to coach about funding from volleyball account.
- Organize banquet with the coach.
- Collect money for the Booster Raffle Basket and coach's gifts, usually \$25. Purchase items or designate to purchase for the basket, theme is "Shop Local". Purchase or designate to purchase gifts for JV and Varsity coaches.

Wrestling

- Help organize Booster Club fundraiser
- Secure Packer ticket scanners
- Help with Homecoming tailgate
- Help with Booster Bash donations and party
- Share information from Athletic Director and Booster Club to team parents
- Attend monthly Booster Club meeting
- Assist coach with Wrestling team volunteer needs
- Send out sign up genius for ticket takers for wrestling events