

# Guidelines for Team Representatives

Each coach is expected to recruit a team representative and an alternate from among the families of the team members. It is ultimately the coach's responsibility to assure that their team is represented. We encourage participation from underclass parents, so as to facilitate a smooth transition from year-to-year.

Team representatives are **NOT** responsible for being the **only** persons from the teams who participate in Athletic Booster activities. Their responsibility is to ensure that, when needed, they can provide the Athletic Boosters with volunteer parents and athletes from their sport to carry out the projects of the boosters. Other duties include securing Athletic Booster memberships from the families involved in the sport represented, working with the coaches to establish and communicate the annual needs of the sport and to communicate Athletic Boosters projects regularly to parents of the sport represented.

## **A Team Representative is expected to:**

- ❑ Attend all Athletic Booster general meetings. (All school year, not just their teams season) Be prepared to represent the coaches and sport on all issues. If you cannot attend a meeting, the alternate representative or a member of the coaching staff may serve as a substitute.
- ❑ Maintain an updated comprehensive parent's distribution mailing list (to include mailing address, phone numbers, and email address) for the complete team sports program, as well as individual teams lists (including Varsity, JV, Freshman & Jr. High). This is IMPARTITIVE!
- ❑ Secure volunteers from the sport represented for assigned concession stand and spirit wear booth time slots. Team representative will coordinate with the concessions & spirit wear chairpersons to assure coverage for all events.
- ❑ Coordinate efforts with the team alternate representative.
- ❑ Actively serve as needed on at least one major recognition program during the year.
- ❑ Chair, co-chair or actively serve as needed on at least one Athletic Booster (General Fund) fund raising initiative during the year.
- ❑ Coordinate team fundraising activities with the coaches, Athletic Director and Executive Board to insure maximum benefit to the team and avoid conflicts with other groups.
- ❑ Assist in obtaining Athletic Booster memberships from team parents, friends and fans directly involved in the sport represented.
- ❑ Work with the coaching staff to establish annual needs of the sport represented.
- ❑ Communicate Athletic Booster projects and initiatives regularly to all parents from the sport represented.

Team representatives should participate in at least one Athletic Booster general fundraising project, one work project and one recognition program during the fiscal twelve-month term as team representative.

### **Example Projects**

#### *Fundraising Projects*

- Membership campaign
- Concession program
- Spirit Wear
- Golf Outing
- Fall Program / Banner Advertising

#### *Recognition Programs*

- Senior Night Gifts
- Seasonal Sports Awards
- Senior Banquet
- Scholarships

#### *Spirit Programs*

- Spirit Bus
- Homecoming Pep Rally & Bon Fire

#### *Work Projects:*

- Concessions cleaning / Setup
- Advertising Banner deployment
- Building & Grounds (Field painting, Golf cart repair, Equipment maintenance etc.)

Participation in the above, as well as attendance to the general meetings is imperative for inclusion in Athletic Booster programs. Participation will be a major consideration of fund distributions.

### **Deer Park Athletic Booster Contacts**

Steve Gooch	H: 791-5457	C:545-5457	- President
Paige Beard	H: 793-0060		- Treasurer / Membership
Amy Wurtzler	H: 791-2925		- Concessions Chairperson
Catherine Heffner	H: 791-2826		- Cat Wear Chairperson
Terry Hartley	W: 936-4624		- Athletic Director