



# Analy Booster Club

## Team Representatives Guide

### Team Representatives by Sport

#### Introduction

Analy High School Booster Club is composed of hard working committed parent volunteers who make an important contribution to the overall excellence of our high school athletic program. Through this organization, parents work to promote and support the interscholastic athletic programs and the individual growth and development of students through athletics.

The commitment of parents to common goals and objectives is an essential element of the Booster Club. The organization and structure of the Analy Boosters plays a major role in establishing and maintaining this tradition of commitment and involvement. Through well defined positions and clear objectives within the organization, Analy Boosters establish a core group of parent leaders who serve the athletic program by demonstrating support and participation as well as calling upon the rest of the athletic parent community for larger projects and fund raisers.

While all parents and other persons interested in the athletic community are encouraged to become members of the Booster club, the business affairs of the club are generally managed by a Leadership Committee comprised of the school's athletic director and the club's elected officers.

#### Athletic Team Representatives

Athletic team representatives are at the heart of Analy Boosters. A two-year term in office is a common and recommended practice. The first year as team representative-elect, or alternate team representative, and the second year as the primary team representative. A two-year term helps assure orientation, training, and continuity to the role of team representative and provides a broad base of parent leaders for club projects.

Team representatives should communicate frequently with the coaching staff. Both the representative and coaches should work collectively to plan and organize the various activities of the sport and coordinate the efforts of the sport's parent group with that of the booster club as a whole.

Team representatives are generally the workers and leaders of a successful booster club. By structuring the duties of the team representatives as described above, the leadership and work of a booster club are both shared and distributed among many facets which will result in a powerful organization that makes critical contributions towards its athletic program.

### **Guidelines for Team Representatives**

Each team or club is expected to recruit a team representative and an alternate from among the families of the team members and/or coaches. We encourage participation from underclass parents, so as to facilitate a smooth transition from year-to-year.

Team representatives may not be a team representative for more than one sport. Executive Board members may not be a permanent team representative.

Team representatives are not necessarily responsible for being the only persons from the teams who participate in Booster Club activities. Their responsibility is to ensure that, when needed, they can provide the Booster Club with volunteer parents and athletes from their sport to carry out the projects of the club. Other duties include securing Booster Club 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 Booster Club projects regularly to parents of the sport represented.

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

- Attend all Booster Club general meetings. Be prepared to represent the coaches and sport on all issues, especially those which require a vote. If you cannot attend a meeting, the alternate representative or a member of the coaching staff may serve as a substitute.
- Coordinate efforts with the team alternate representative.
- Actively serve as needed on at least one fund raising initiative during the year.
- Encourage booster club memberships from team parents, friends and fans directly involved in the sport represented.
- Secure volunteers from the sport represented when support is needed for various booster club activities including concessions.
- Work with the coaching staff to establish annual needs of the sport represented.
- Communicate booster club projects and initiatives regularly to all parents from the sport represented.