

Episcopal Fall Team Meeting

August 23, 2006

Present: Chris Burgin, Allison Chabolla, Jim Cheyunski, Charlie Clayton, Maureen Diederich, John Ferry, Keesy Goebertus, Sue Goebertus, Mary Green, Kristine Hershberger, Linda Ingham, Jan Maisch, Amelia Palfy, Sara Strom.

Welcome: Chris Burgin welcomed the Team Parents and stated that the purpose of the meeting was to provide information and the resources of further information on performing the Team Parent role successfully and smoothly. He discussed his role as Liaison to facilitate this process and reviewed the change in Booster format from monthly meetings to seasonal team meetings.

Communications: Chris and Amelia Palfy have worked to streamline the Team Parent guidelines and make them easily accessible through the Athletic website, Eaglesports.

In general, a Team Parent;

- Supports and assists the coach
- Organizes your team and designates helpers (you can't do it alone)
 1. concession set up, running and cleaning/closing, etc.
 2. announcements, stats, tickets, event organization, etc.
 3. any fundraising, Booster membership
 4. mentor a successor for next season,
 5. tournaments, food for athletes, travel arrangements, etc.
 6. work with photographer
 7. communicate any of above with Amelia Palfey to update your sport's section on the athletic website

Membership:

- Lee Prizia discussed that Booster Membership forms can be downloaded off the Athletic website and mailed in or dropped off at school. Membership forms will also be available at games/meets.
- In addition to season passes for home athletic events at EHS, membership provides direct funding to your child's team(s). The amount designated to each athlete depends on the percent of membership per team. A family membership will count towards each child's team(s) in that family.
- Team Parents are encouraged to ask their parents to bring their forms, checkbooks and a calendar to the first meeting. Lee will work

- with Mary Krombach in the Athletic Office to have her email Team Parents with their membership list for their team.
- To avoid further confusion, the “Staff” level of membership is for EHS employees only.
 - Coach Cheyunski asked that Team Parents remind parents to bring their “membership card” to all events. It makes it much easier for parents on ticket duty.

Concessions:

- Sara Strom reminded all that Mary Liston orders the supplies/food for concessions, and keys to open the concessions are available at the Athletic Office before the game.
- Please start set up at least one hour before game time.
- Betty is no longer working the gym concession after school, so may need to bring a drink to practices. The Buck Center will be open.

Photography:

- Sue Goebertus is your contact person for individual athlete and team photos. Eric Rousseau is the photographer. Sue will meet with the Team Parent early in each season to arrange the time for the photos and again to make sure the names are correct on each picture. The Team Parent will distribute them.
- The athlete will automatically be charged unless the photo is returned by the designated deadline. They will also have the ability to purchase candid photos. This process is TBA.

Athletic Department:

- Jim Cheyunski acknowledged that the level of parent involvement is what sets Episcopal High School apart from other schools. He encourages the Team Parent to assist the coach in any way they can and in return the coach needs to communicate with and use the parent. Some suggestions are making hotel reservations, communicating with parents, updating schedule changes, etc.
- The proper chain of command with any concern is to address it with the coach first, but not immediately before or after a game. Using email is helpful. If results cannot be reached, you and the coach can meet with the Athletic Director, and then together to the Head Master if necessary.
- Any formal letters or emails to parents should be approved by the A.D.
- Any deposits or reimbursements for any athletic items need a P.O. number and A.D. signature. For example, if the team is having an end-of-the-year party, inform the A.D. of the time and place and how much money is anticipated to be needed. The A.D. will make

- sure funds are available in the team account and give the approval. *Original* receipts must be turned in for reimbursement.
- Procedure for games:
 1. Get money box from Athletic Department 1 hour before the game. Fans come with the opposing team at that time.
 2. Ticket prices and change will be all set up.Jim Cheyunski will pick up the box just after halftime. The ticket person should stay with the box until he comes.
 - Check any fundraising ideas with the Athletic Department for approval. They will get the idea approved with the Development Dept. to avoid approaching the same individual or organization multiple times. Signs advertising businesses are for sale for \$300 and \$1,000 to be hung at the main field and concession stand. Credit for the sign goes to the athlete's team who sold it, not the place where it is hung.

New Business/Wrap Up:

- John Ferry suggested a storm warning system be considered as a recommendation for purchase that the Boosters would make to the Athletic Dept. Discussion regarding this.

Check the website for future meeting dates.

Respectfully submitted,

Maureen Diederich
Recording Secretary