

TEAM REP 101

Thank you for agreeing to be a Team Rep for the upcoming school year. We look forward to working with you to make this year a huge success. As a Team Rep, you will act as a liaison between your team, the coach and the Booster Club. We will be depending on you to communicate with the parents on your team throughout the season about membership, upcoming events and the need for volunteers. **Here are some of the ways that you can work with the Booster Club to help keep the lines of communication open and to meet the needs of your team:**

Monthly Meetings - try to attend our monthly meetings to represent your teams' interests and concerns. Our meetings are a great way to learn more about how the athletic program and Booster Club operate and how you can get involved. Meetings are usually held the first Wednesday of the month in the media center at 7:00 PM;

Membership - encourage all families to join the Booster Club as it helps your team and the overall athletic program. Teams who attain certain membership percentages will be rewarded with a percentage of the revenue generated by membership. Specifically, teams who attain membership of 50 to 74% will earn 10% of membership revenue back to the team. Teams who attain membership of 75% or more will earn 25% of membership revenue back to the team. Teams who attain 100% membership for JV and Varsity, will receive a bonus of \$200.

The Booster Club will determine the cut-off date for accepting memberships to be counted as part of the percentage calculation and the date will be provided to Team Reps. Funds earned will be transferred back to the team's account and will be available for the team to use, depending on the wishes of the coach. You will get periodic updates from Dee Weiss, our Membership Chair, with your team membership percentage.

We understand that some families cannot join the Booster Club due to extenuating circumstances and we are always open to discussing these situations on a case by case basis. Please send an e-mail to me at president@woottonboosterclub.org if there is a particular situation that needs to be addressed. Parents can make a donation to the team on behalf of a family who is unwilling or unable to join the Booster Club for various reasons. The donation should be made in the athlete's name and will be counted as part of the membership percentage as long as the donation is made by the deadline. Donations cannot be returned if the team does not meet one of the incentives.

Team Wishlist/Equipment Requests – please speak to your coach first about requests to purchase equipment, services etc., for the team. The coach may have already requested the item(s) and there may be team funds available to cover the expense. The coach should contact our Treasurer to determine if team funds are available. If team funds are not available, the coach should contact the Athletic Director to determine if MCPS funds can be used to purchase the request. If MCPS funds are not available, the Athletic Director will contact

the Booster Club to research the options available. Sometimes the requests/wishlists are discussed on a case by case basis at our monthly meetings.

Please note that individual Teams and/or the Booster Club **CANNOT** directly purchase team uniforms as this must be done by the Athletic Director. More information will be provided by the Athletic Director about the process/rotation for replacing uniforms;

Funding for team activities - throughout the season, you or other parents may have a need to purchase items for team activities such as Senior Night, community/cluster school programs, decorations or gifts for end of the season events etc. You should always “clear” the purchase with the coach to make sure team funds are available. If possible, check with the parent who previously coordinated the activity for more specific planning and cost information. Once you have gotten approval from the coach, you/the parent will need to purchase the item(s) and get reimbursed with team funds. To get reimbursed, you should provide the treasurer with the receipts and a reimbursement form, which you can find on our website www.woottonboosterclub.org for all requests;

Communications – for the current school year, the Communications Chair and Team Rep Liaison for the Booster Club will be providing you with guidelines for planning end of the season events, which you should share with the parent(s) coordinating this activity. We will also be sending you information about how team funds can be used to pay for team expenses. In addition, we can help your team publicize special events like Community Night with schools in the Wootton Cluster;

Concessions – some teams will have a Concessions Rep to handle the coordination of volunteers for home games. Information will be provided to the Team Rep and/or Concessions Rep about the code to the concession stand, how things work inside the stand and who to notify if something is needed;

Opportunities for Contributions to Team Funds – beginning in the 2017-18 football season, the Booster Club offered some teams an opportunity to earn team funds by helping in the concession stand at home football games. We are going to continue this practice during the current football season. The Communication Chair will send a Sign-Up Genius link to Team Reps with volunteer “slots prior to each home football game. Please share this link with parents as the team will earn \$25.00 for each parent who helps in the stand. **Students cannot help in the concession stand at any time.** The funds will be transferred into the team account by the treasurer **IF** the parent signs-in for their shift and stays for the entire shift. Parents can coordinate with another parent to cover part of their shift, however, the team will only earn \$25 for the volunteer slot;

Please contact me at the e-mail address below with any questions or suggestions for how the Booster Club can best support your team and the Wootton community. I am excited to work with you and know that we are going to have a great year.

Brian Levine, President
Wootton Booster Club

2019-2020 Officers and Committee Chairs

Brian Levine - President (president@woottonboosterclub.org)

Jean Schuler - Vice President of Special Projects (kpsjms3@verizon.net)

Dee Weiss - Vice President of Membership (membership@woottonboosterclub.org)

Ursula Ratcliff - Treasurer (treasurer@woottonboosterclub.org)

Tammy Mariani - Communications Chair and Team Rep Liaison (rtmariani@msn.com)

Wendy Rodriguez - Recording Secretary (wmrodriguez17@gmail.com)

Andra Metz - Meet the Coaches Night Co-Chair (asmetz@verizon.net)

Keri Christovich - Meet the Coaches Night Co-Chair (christovich.dc@verizon.net)

Teri Stillwagoner – Wootton Merchandise