

Travis High School Athletic Booster Club Sport Coordinator Duties

1. POSITION IDENTIFICATION

Each sport at Travis High School is represented by a Travis High School Athletic Booster Club (THS ABC) Sports Coordinator. The varsity coach is responsible for providing the THS ABC with a Sports Coordinator. The coordinator must be a family member of an athlete in the school and become a member of the Booster Club.

2. POSITION OBJECTIVE

The primary role of the sports coordinator is to be a liaison between the coach and the parents/families of the athletes. They also act as a focal point for the THS ABC communication to coaches and parents. The sports coordinator must attend monthly board meetings according to Article IV, section 3 of the THS ABC Bylaws:

Section 3. Members of the Board of Directors missing two (2) consecutive regular meetings without notification, prior to the meeting, to the President or Executive Vice President, will be considered as submitting a formal resignation.

If you are unable to attend, please send a replacement or a co-coordinator.

3. RESPONSIBILITIES

Preparation for Season	<p>First, complete a Criminal Background Application as soon as possible. Go to: https://www.fortbendis.com/Page/133013. Meet with the coach to determine responsibilities for the season.</p> <ul style="list-style-type: none"> • Kick-off /Parent meeting date and number of people expected. • Game schedule • Concession schedule (if any) • Merchandise (fan t-shirts, etc.) • Fundraiser (each sport should have at least one)
Communication	<ul style="list-style-type: none"> • Act as a focal point for communication between coach and parents – this includes notification of game changes, meetings, updating parents on ABC board meeting info, etc. • Main source of communication between THS ABC and the coach/parents. • Notify THS ABC President of the following for publication to all THS ABC members: special events (car wash, fundraiser, etc), kick-off/parent meeting date, etc. • Send out a monthly email to all parents - • <u>All coaches of your sport need to be included in all forms of communication (email, flyers, etc)</u>

Communication cont'd	<ul style="list-style-type: none"> • Send sport information to the Website Coordinator for posting: coach photo, coach bio, coach's welcome letter, team photo(s), roster, schedule, fundraiser info, candid photos if you have them. (Basically it's the same information you submit to GameDay Media for the Sports Program.)
Merchandise (T-Shirts, jackets, shorts, etc)	<ul style="list-style-type: none"> • Coordinate with coach on a design for all merchandise ordered. Coach must approve all designs and order quantities. • Collect all merchandise orders and distribute items upon arrival. • If online sales are conducted, coordinator is responsible for collaborating with the sales company. • Let over t-shirts can be given to the cheerleaders to throw at games if desired.
Concessions	<p>Prior to start of season clean the indoor or outdoor Concession Stands.</p> <ul style="list-style-type: none"> • Clean all appliances, inside and out. • Wash down all counters and shelving. • Sweep and if needed, coordinate mopping with custodial staff. • Stock and organize all purchased foods and paper goods. <p>Purchasing - It is up to the support running concessions to stock concessions using their sports fund. All proceeds go back to sport. Set price list for food sales based on current pricing. Send invoices for all items purchased to the treasurer.</p> <p>Staffing</p> <ul style="list-style-type: none"> • Work with all sports coordinators for staffing the concession stand weekly. • Train the volunteers/ sport coordinators how to properly heat up food & set up the concession stand.
Yard Signs	<p>Sport yard signs are available for all athletes. Teams order signs by: Varsity, JV, or freshman. Order forms are on our website, www.travistigers.com with instructions on who to turn the form into.</p>
Roster/Contact Information	<p>With the coach's assistance, maintain a roster for the season. Information included should be:</p> <ul style="list-style-type: none"> • Parent's/Guardian email • Player/Guardian's name associated with player
Sports Banquet	<p>Sports banquets are up to each individual sport to plan and host. These are typically done at the end of the school year, but can also be held at the end of the sport season.</p>

Individual Sport Fundraiser	To receive a portion of the THS ABC distribution at the end of the school year, all sports must hold a fundraiser. Each sport will conduct their own fundraiser and the funds will benefit the sport.
THS ABC: Fundraising & Meetings	All sports coordinators are required to participate in THS ABC fundraising activities. <ul data-bbox="597 289 1356 367" style="list-style-type: none">• Promote parents/guardians to join the booster club.• Attend and work the Tiger Bingo Bash.