

Cross Country Parent/Guardian Committee

I. Purpose & Vision

The Cross Country Parent/Guardian Committee exists to support and elevate the student-athlete/team experience through organized and sustainable parent/guardian involvement that aligns fully with DeLaSalle's policies and mission and the culture and mission of the cross country program.

Its purpose is to:

- Support student-athletes holistically
- Strengthen the community and program culture
- Reduce administrative burden on coaching staff
- Create clear parent/guardian liaisons within the school approval system
- Establish a repeatable model that can sustain season to season

II. Primary Functions of the Committee

1. Student-Athlete Experience Enhancement

- Coordinate team dinners and team snacks
- Coordinate team pot-luck at conclusion of our 12-Hour Relay
- Support celebration of Senior student-athletes (i.e. Run the football/Conference)
- Assist with End-of-Season Banquet (decorations, food, planning)
- Assist in chaperoning service opportunities
- Gather 4-6 volunteers to help course marshall at our home meet
- Planning and organization of NXR (hotels, lodging, uniforms)

The focus of the committee is supporting the program and fostering belonging, culture, and program pride.

2. Produce Sustainable Organization and Future Guidance

The committee should be made up of parent/guardians of multiple grade level athletes in order to:

- Preserve institutional knowledge
- Document processes
- Give representation across the program
- Minimize burnout
- Create leadership succession
- Drive long-term stability

[3. Optional: Fundraising & School Liaison Representation]

DeLaSalle requires formal fundraising approval through the Activities Director and Advancement Office:

- The committee provides designated parent/guardian liaisons who would submit and present proposals for fundraising for the team with the approval of the Head Coach
- They ensure compliance with school policies
- They communicate transparently with families

Fundraising for the cross country program is done through our annual 12-Hour Relay, but additional fundraising opportunities can be added/created by the committee.

IV. Structure & Composition

5–6 Members:

- 1 Senior Parent
- 1 Junior Parent
- 1 Sophomore Parent
- 1 Freshman Parent (if available)
- 1-2 At-Large Members

V. Roles

Committee Chair

- Primary contact with coaching staff (if this makes sense - at a first thought I would think communication on how much is in the budget for the banquet and status of our snack supply would need to be communicated)
- Communicates with Activities Director(s) directly as needed (i.e. reserving spaces at DeLaSalle for events, checking school policy as needed, etc.)
- Organizes committee meetings/agenda
- Recruits to fill committee spots for upcoming season
- Gathers 4-6 volunteers to serve as course marshals at our home meet

Community Lead

- Organizes team dinners
- Organizing team snacks for meets
- Primary contact for End of Season banquet planning
- Organizes opportunities for additional fundraising and team activities

Events Lead

- Perhaps a parent/guardian of one of the upperclassman student-athletes
- Organizes appetizer pot-luck for after the 12-Hour Relay fundraiser
- Coordinates ways to celebrate Senior student-athletes (i.e. posters/yard signs for Run the Football/Conference, etc.)
 - Gets Seniors a meal after running the football back for the Homecoming game
- Coordinates NXR transportation, lodging, and uniforms

Committee Members

- Assist in execution of committee tasks/events
- Contribute ideas and resources as needed

Roles may overlap depending on the number of volunteers as well as the strengths/preferences of volunteers.

To note: These are just how Bryn split things up based on what the program has offered/done in the past - if roles/duties need to be shifted or additional duties are needed the committee can be adjusted. The intent of this committee is to retain traditions and activities that have become a part of our team's culture and continue to build community and drive a strong culture in our program.

VI. Scope of Authority

The committee IS:

- A support and liaison committee
- A [potential] fundraising coordination body
- A structured voice for parent/guardian support initiatives

The committee IS NOT:

- A governing body
- A coaching advisory group
- An independent financial entity
- A grievance committee

The committee will not influence coaching decisions, roster decisions, oversee tactical or competitive matters, and/or personally manage finances of the program. All competitive and program decisions remain under the authority of the Head Coach and school administration.

VII. Objectives

1. Organize a Sustainable Foundation

- Establish committee structure and defined roles
- Establish meeting cadence and communication system

- Create a method of documentation that can be shared for future years
- Produce end-of-season summary report with recommendations

2. Community & Events

- Coordinate End of Season banquet
- Organize team dinners and team snacks
- Support team culture-building initiatives
- Coordinate NXR lodging, transportation, and uniforms

[Optional - thoughts for future years] Financial Structure & Transparency

- Execute 1-2 full approved fundraisers in addition to existing fundraisers - this would be to support sending teams to NXR, get additional matching gear for the team (and fan gear for families?), etc.
- Establish a clear fundraising target
- Create transparent budget outline
- Order matching warm-ups/gear for team