Team Parent Coordinator Guide

MONEY MATTERS

Every season, the booster club provides each team with a financial reimbursement. The amount your team is allocated this season is stated in the email to which this document is attached. If you do not see it, please contact me or the booster club. Anyone can purchase for the team but we will ONLY accept one reimbursement form submitted by either you (the designated team coordinator) or the team coach.

Examples of what teams put the money towards are **player costs** such as: player's bus meals, a team dinner/party, team practice shirts, a team outing (ie: bowling trip, out for ice cream), player recognition night or senior night banners or decor. The money should not be used for coach's gifts or coach's expenses. We encourage open communication between you and the coach before spending the funds to ensure you are both on the same page.

Make sure to save your receipts. To get reimbursed please follow the guidance below.

HOW TO GET YOUR REIMBURSEMENT

$ Download and electronically complete the reimbursement form attached to this email. Keep it as an excel file (do not convert to a PDF), and send it AND pictures of receipts to Boosterclub@popefrancisprep.org. If approved, the Pope Business office will cut you a check for the amount requested, not to exceed your team's determined amount. Teams will often take up a collection to cover any remaining expenses not covered by the Booster Club. $

SENIOR NIGHT

Senior night is a tradition for many sports teams at Pope. It's a time to recognize and highlight senior players and celebrate with their families, friends, and spectators at one of the last games of the players' high school careers. It occurs at a home game and at a minimum typically includes Senior Banners, a pregame ceremony with family, and teammate produced posters/décor.

Scheduling Senior Night

Early in the season, ask the coach when he/she wants to schedule Senior Night. They sometimes pick a well-attended Friday night game against a rival (for instance), or something like the last home game of the season. The season's game schedule is posted on the athletics page of the Pope Francis website. Each team often has their own way of doing it. Either way, it's good to get the date on the calendar relatively early. Once you have this date, *please email it to me*. We will check with the school and give you a thumbs up or let you know if there is a problem. Many people like to attend senior night so we will also announce it in the Cardinal Catch Up.

Preparing for Senior Night

Senior Banners: Most of the time, teams will hang large banner photos of the seniors on the field fence, concession stand, hockey rink, or gym, etc. The company we are familiar with to get these is BestofSigns.com. A 2x3 banner generally costs about $10 each (with shipping) and it looks like they take around 2 weeks to get delivered, though there are more expensive expedited options. If the team does not have someone to take the pictures, you can ask Wendy Harrington if she will take them.

Senior Posters: Teammates make posters with personal photos for the seniors and hang up on the fence/area/court. Kids have free access to art supplies at Pope to assist with this.

Pope Banners: there are banners that say "seniors" that are stored at the school. Presently Jen Turmel (parent and soccer coach) helps teams get them out but you can also probably ask Mr Goda.

Other Ideas to Celebrate Seniors:

- use plastic cups to convey a message or list the senior players' numbers in the fence
- set up balloon arrangements
- include a cake with a team photo
- collect money $5-$10 dollars from non-senior players to purchase gifts for seniors: gift card, tshirt, water bottle, towel, etc
- create a program for the night highlighting each senior with a picture and bio
- provide flowers to senior players or their moms

***all items put up around the arena/field/court, etc must be removed that night

Ceremony Announcements: Contact Mr. Geoffrey to get in touch with the school's current MC. Talk to the MC about announcing each senior before the game. Examples of details to cover are format for the introductions, (i/e player name, position, number of years on the team, plans for after graduation, families' names in attendance, etc.) and then making sure the MC has all that information so he/she can script it out for the pregame ceremony. It is customary for the home team to also recognize/announce the names of the seniors on the opposing team. You will need to work with the coach to get the names and positions.

Pictures: At the pregame ceremony, as each senior is announced he/she will be joined by family members on the field for a photo. Wendy Harrington will often handle taking these pictures since she is the one who takes pics for all the social media.

Timing: Based on the number of seniors and how long you think the pregame ceremony will last, make sure to schedule it so the game still starts on time. For instance, if you have a 6pm game, you might schedule the senior night ceremony to begin at 5:40.

TEAM PARTY/MORALE EVENTS

Parents are encouraged to host or plan team dinners throughout the season. This can be at someone's house or out somewhere casual. Teams have also planned bowling outings or trips to 6 flags together. Every team handles this topic differently. It's not a mandatory event but most teams decide to have at least an end of season/senior night team party. We've seen casual get togethers, such as an on-site pizza party directly after the senior night game. Depending on the sport and the weather, this has been on tables put out near the concession stand after a game, at the hockey rink, inside the school near the gym or the commons, tailgating in Pope's parking lot, etc. For the areas inside Pope, you would contact John Goda (the athletic director) for the area around the outside concession stand you would contact the Booster Club. We've also seen off-site buffet dinners and banquets organized by teams at places like Nathan Bills, Pisano's and the Portuguese American Club. It's whatever the team wants and what they are willing to plan and pay for.

PLAYER RECOGNITION

Please note that as of the 24/25 school year, we no longer host a Player Recognition Night at the school at the conclusion of each season. We encourage each team to celebrate their season according to the team and coach's desires, and for coaches to recognize players at that event.