



## Ramapo Athletic Booster Association

... Supporting a Tradition of Excellence

The Ramapo Athletic Booster Association is made up of hard working, committed parent volunteers who work to promote and support the Ramapo Student Community by providing funding for items not covered in the school budget. All parents are welcome and encouraged to attend monthly Booster meetings.

**Team Representative** - Team Rep (or TR) is the Liaison between Players, Parents, Coaches, Athletic Director and Ramapo Athletic Booster Association.

**Team Representatives duties (representative list – each Team Representative works with the Team Coaches and Parents to determine the roles and responsibilities for each particular Team):**

**Booster Meetings** - Attend and participate in monthly Booster meetings typically held on the second Monday of each month at Ramapo High School when school is in session or at an alternate location during the summer months (arrange for team parent to attend in your absence). Report by email to the Coach and team, topics discussed at the meeting. Announce Meeting Dates and invite parents to attend. Forward minutes to Booster Members when available. Disseminate *ongoing* Booster Information to the Coaches and team.

**Booster Membership** - Remind and encourage ALL families to join. Our goal is 100% participation for every team. Report final membership participation at the end of season Booster Meeting. *“Free with Membership”* - In 2014-15 member athletes received a branded luggage ID tag, to attach to their athletic bag. In 2013-14 members received a branded aluminum water bottle.

**Budgets and Finances** – For most teams, Budgets and Finances are a small part of the TR’s responsibilities. It is, however, important to liaise with the Treasurer to obtain the balance of funds in the Team account to make sure there is enough \$\$ on deposit to fund Team/Booster activities that are agreed with the Team Coaches. Some teams conduct fundraisers to raise money. Others collect \$\$ from parents. Individual teams do not have checkbooks. All financial related activities are run through the General Booster bank account. All Booster-related activities (fundraisers, apparel purchases, etc.) that have a financial impact must be run through the Booster Treasurer.

**Booster Fundraising** - support and promote Booster Fundraisers. ie. Boiling Springs Community Alliance Program. Encourage families to sign up for the Boiling Springs program, the bank will generously donate to our organization.

**Booster Website** – there is a Booster Website.

<https://sites.google.com/a/ramaporaiderboosters.com/ramapo-athletic-boosters/>

The website is available for each team to use it in whichever ways they would like. Many teams have individual parents that volunteer to manage the website for a particular season – posting pictures, maintaining the schedule, etc.

**Concession Stand** - Each team is asked to open, work, and close the concession stand. You will be assisted by the Booster concession stand chairpeople. Directions can be found on the Boosters' webpage. Assign 2 -3 parents as the Snack Stand team chairs. They can rally parents and player volunteers to staff the concession stand. *This is an opportunity to get the players involved in team fundraising!*

**T-Shirt Program** - work with Coach and Booster T-shirt coordinator to distribute Booster's complimentary T-Shirts to each player. Discuss with Coach the T-Shirt distribution event. ie. at practice, at preseason meeting, at Pasta Dinner, at end of season Awards Dinner. Be sure to communicate to Players/Parents that T-Shirts are complimentary from the Boosters. 2014-2105 T-Shirt Theme: **“Supporting Each Other”**

**Booster Policies and Forms**– Before a Coach purchases items for the team, the TR must obtain a form found on the boosters' webpage. The Coach and Athletic Director must sign this form. The form, along with an invoice must be turned into the Treasurer for payment to vendor. Supporting documents and receipts must accompany all requests.

**Treasurer** - see Treasurer forms on the Booster website. Utilize forms for submitting funds, and requesting payment for Coach's invoices and all expenses for the team. Supporting documents and receipts must accompany all requests.

**Pre Season Parent/Player Meeting** - Assist Coach to schedule preseason mandatory introduction meeting. Get the Booster information out. Captains and returning players can spread the word until roster contact information is gathered.

**“Talking Points” Recap Sheet** - Obtain the updated Booster “Talking Points” Recap Sheet to be used at Parent/Player Meeting. Encourage **Team Dinners** (Pasta Parties) or **team building events** for players and parents. Remind parents to visit the Booster website and Team page.

**Team Roster Sheet** - create a Team Roster including player, parent names, cell numbers, email addresses (to be used by Coach and Team Rep for tracking and team follow up purposes). Provide Booster Membership Chair with a Team Player Roster (just names) within 3 days of the start of the sport season. (Fall start date:     Winter start date:     Spring start date:     )

**Team Fundraising** - Discuss with Coaches team fundraising ideas, if applicable. Fundraisers must be approved and a form (see booster policies and forms below) signed by the Coach and Athletic Director beforehand and cannot overlap with Class fundraisers. If interested, you can obtain paperwork for a 50/50 raffle. Information and license can be found at the [www.franklinlakes.org](http://www.franklinlakes.org) under Clerk/Licenses, plan ahead as it takes roughly 3 weeks to obtain license.

**Team Programs** - Create a roster or program that can be given or sold at all home games, if applicable.

**Senior Night** - most teams host a “Senior Night” celebration at the last home game. Discuss with Coach and players if team would like to host. It should be a simple recognition of the Senior Players. Encourage players to participate in the planning and celebration of the event. Decide on a simple token gift.

**End of Season Awards Dinner (or celebration) -**

Coordinate with Coach and Athletic Director, any End of Season Team celebration. The Coach coordinates with the Athletic Director on a date and the Athletic Director reserves the date at the venue (most dinners are held at the Brick House but many teams opt for a more casual celebration). Rep must call “one” week before dinner with a head count. Centerpieces are optional and are usually the responsibility of the TR. Send invitations via email, collect payment, headcount, and Coaches gifts. Boosters would like to remind the TR to remind the parents of the school policy regarding alcohol. School Policy, any off-site celebrations should be conducted as a school function that follows District Policy 9160 Public Attendance at School Events, as well as Policy 7435 Alcoholic Beverages on School Premises in which alcoholic beverages are not allowed at school functions. The following tag line is appropriate to include in your invitation. “Please note: Since this is a school function, NO alcoholic beverages are permitted in the dining room.”

*Become a member of the **Ramapo Athletic Booster Association** and become part of the effort to support our student athletes and our Athletic Department.*

*Please visit the Ramapo Boosters' website, to learn our mission, recent accomplishments and initiatives, and to explore other features on our website.*

**GO PO!**

***“It’s amazing what you can accomplish if you don’t care who gets the credit.”***

**LINK below to important information;**

<a href="#">RHS Athletic Boosters Website</a>	<a href="#">Booster Membership Form</a>	<a href="#">“Team Page” Website</a>
<a href="#">Ramapo High School Website</a>	<a href="#">Ramapo APTS Website</a>	Booster Talking Points
Player Code of Conduct	Parent of Player Code of Conduct	Coaches Code of Conduct