

## **Seneca Valley Girls Lacrosse Booster Meeting Minutes from September 2, 2015**

**In Attendance:** Carolyn Miller, Richard Hanks, Linda Batykefer, Carol Schweitzer, Katie Smolter, Eric Clakeley, Eileen Podolec, P.J. Foley, Donna Latsko, Cindy Edkins, Erin McClintock, Debbie Walker, Charlene Martin, Donna Haus and Jill Moriarity.

**Call to Order & Welcome:** 7:00 p.m.

**Review of Previous Meeting's Minutes:** Approved. In order to reduce printing expenses, prior meeting minutes will be distributed only via email to membership.

**Treasurer's Report:** Richard Hanks: Richard presented the 2015-2016 budget and noted that it is based on 30 players with booster fees of \$175. The booster fees for last season were \$150 per player. The \$25 increase is due to rising food costs for player meals and potential playoff game meals. The boosters provide optional fundraising opportunities to families to help offset fees. The Sponsorship Program guidelines were reviewed. (For the first \$350 in sponsors obtained, half will go to the boosters and half to the player's individual fundraising account. Any amount secured over \$350 will go directly to the girl's account to be used at her discretion for SV Girls Lacrosse expenses. In the event a player leaves the team, the funds become the property of the boosters.) The general liability insurance policy will be renewed at the cost of \$302 with Selective Insurance through the ESS Nex Tier Insurance Group, LLC. Budget was voted on and approved.

**Correspondence:** None.

**Youth & Middle School Club Report** – Elise Breakford: The Middle School team will remain as a club this year. Many families have expressed interest in fall ball again this year. Both Youth and Middle School will participate in the Robert Morris Colonial Classic on October 25th. Signups will be held in January 2016 for the spring season. It is anticipated that the team will practice on the high school campus.

**Varsity/JV Report** - Coach Katie: Fall Ball practices begin this month at the Haine School Field and will be free to participants. Grades 9-12: Mondays beginning September 14th, 4:00-5:30 p.m. Grades 8 & Under: Thursdays beginning September 17th, 5:00-6:15 p.m. Coaches are in need of V/JV players to help instruct the younger girls on Thursdays. A detailed email will be distributed shortly.

A Saturday Fall Clinic (possible nominal participation fee) to promote lacrosse in our community is being considered.

Katie is hoping that the team will participate in one or two tournaments this fall. Seneca Valley Homecoming sometimes conflicts with tournaments, but this will not be an issue as it is in September this year. Thus far, Katie has received information on two tournaments and she expects to receive more - Blackhawk 7v7 tournament on October 24th and the Robert Morris Colonial Classic on October 25th. Katie will select tournaments and determine player interest. Fees will be divided among participating players.

Katie is working on approvals for the The Claw Draw in Damascus, Maryland on April 1st & 2nd., 2016. This tournament would be for the Varsity team only. Teams play one game on Friday and one on Saturday. The tournament tries to accommodate out of town teams in their game scheduling, i.e, later games Friday and earlier games on Saturday. We are permitted to play two non-section games, so this would fulfill that option. Teams from Maryland, New Jersey and Pennsylvania are already registered. Entry fee is \$300 and all costs (hotel, food, travel expense, fees) would be paid by participating players.

Spring Tryouts are scheduled for the week of March 7, 2016. Teams will be determined by Friday, March 11th. Coach Sterling is expected to return as JV coach.

Parent interest was expressed for another Disney spring training trip. Carolyn will survey parents to determine interest in a potential Spring 2017 trip.

**Committee Reports:** There are many committee openings for the 2016 season. Carolyn provided a brief explanation of a few positions. A full list of Committee Job Descriptions is below. Please consider volunteering.

a. **Apparel** - Kristin Hanks: A current sale of old apparel inventory is going well. Thank you to all those who have made purchases. Kristin is planning an apparel sale to open online in October so that items will be received in time for the holidays. Contact Kristin Hanks at [kmhanks@verizon.net](mailto:kmhanks@verizon.net) with questions.

b. **Game Announcer** - New committee head needed.

c. **Stat Keepers** - New committee head needed.

d. **Game Video** - New committee head needed. \*Note\* Responsibility to film games may be assigned to families similarly to how we operate the concession stand.

e. **Photographer & Banquet Video** - New committee head needed.

f. **Concession Stand** - New committee head needed.

g. **V/JV Team Parents** - New committee head needed.

h. **Sponsorship Program Administrator** - New committee head needed.

i. **Game Day Sponsor Board** - New committee head needed.

j. **Game Day Programs** - New committee head needed.

k. **Picture Day** - New committee head needed.

l. **Team Community Poster** - New committee head needed.

**m. Webmaster** -Steve Salvatore. No report.

**n. Individual Account Fundraising** - Linda Batykefer, Carol Schweitzer, Jill Moriarity: The August 29th car wash was a success with nine girls raising \$56 each of their individual accounts. Jill will send thank you letters to both Viola Properties and Revolution Physical Therapy for the use of their facilities. Approval for a Pittsburgh Popcorn fundraiser will be obtained from the Athletic Director. A tentative kickoff is scheduled for September 21st with information being distributed to the girls at the second fall ball session. Orders will be due mid-October with delivery expected later the same month. This will be the last fundraiser coordinated by the current volunteers. New committee member are needed. Membership suggestions for the future consideration included another sports ticket raffle and night at the races.

**o. Senior Night** - New committee head needed.

**p. V/JV Banquet**- New committee head needed.

**q. Homecoming Booth** - Linda Batykefer & Bob Malone: Bob will be cooking for us for the third year! He will prepare pasta offerings for folks to enjoy. Other items for sale will include breadsticks, buffalo chicken dip and chips, fresh fruit cups and bottled water. An email will be distributed later this week to secure volunteers willing to operate the booth and to donate food items and supplies. A possible raffle item or a game at the booth is also being considered; however, space limitations may prohibit.

**Old/New Business:** MSP, a printing company based in Cranberry Township, has forwarded a brochure of products offered which may be of interest to booster organizations, including yard signs. P.J. Foley has offered to contact the representative at MSP for more information. Thank you PJ!

**Meeting Adjourned:** 8:00 p.m.

**Next Meeting:** Wednesday, October 7, 2015 — 7:00 p.m. Haine Middle School Cafeteria

Minutes submitted by: Jill Moriarity, Secretary/Communications

## **Seneca Valley Girls Lacrosse Boosters Committee Job Descriptions**

**HS Apparel** - select sportswear to be offered to HS & MS players and their families for purchase, present selections to SVGLB board, obtain approval of SV Athletic Director of all designs, distribute order forms, take orders, collect payments and deliver merchandise to players. Track pinnie numbers by player and coordinate distributing pinnies to new players.

**HS Game Announcer** - announce all home JV and Varsity games, play National Anthem, announce community sponsors either before the game or during half-time, announce concession stand items available for sale, make other announcements as needed.

**HS Stats Table** - maintain statistics book for the season, organize a team of volunteers to keep statistics at JV and Varsity games (home and away), arrange a training session with Coach Smolter before the season to train volunteers to achieve consistency in record keeping.

**HS Game Video** – organize a schedule of volunteers to record each Varsity game (home and away) and get video to coaches in a timely manner.

**HS & MS Photographers/Banquet Video** – take pictures during games, upload pictures and provide link to share pictures, prepare a video recap of the season to show at banquet.

**HS Concession Stand** – reserve concession stand by coordinating with Booster President who will contact SV Athletic Director and complete Use of Facilities Form, arrange and collect water and Gatorade drink donations from each player family, organize volunteer sign-ups to staff concession stand for all home games (usually Varsity parents work the booth during JV games and vice versa), organize volunteers to donate food items for each home game (for example ham BBQ, pierogies, brownies etc.), ensure concession stand is stocked with paper products etc. and is left clean after each use.

**V/JV Team Parents** - prepare or purchase, deliver and serve a meal within budget and Coach Smolter's guidelines to SV campus on game days for the V/JV teams before each away game, deliver cooler with small water & Gatorade bottles to the sidelines before each home and away game.

**Sponsorship Program Administrator** - administration of our sponsorship program whereby players solicit sponsorship money from local community businesses to help offset their booster fees: includes correspondence with players and their families, accumulation of checks that are sent in, maintaining a spreadsheet that tracks each sponsor check by obtaining player, communication with SVGLB Treasurer, keeping track of logos that come in and getting those to the people preparing the game day sponsor board and the team community poster, and preparing a summarized list of sponsors that will be read by the announcer at home games and printed in the game programs. Position will also send thank you letters to all sponsors and prepare framed team pictures for girls to deliver to thank larger sponsors.

**HS Game Day Sponsor Board** - coordinate the production of the Game Day Sponsor Board within budget guidelines and display prior to each home game next to concession stand and take board home after each game.

**HS Game Day Programs** - prepare game program layout including a list of community sponsors (see above), obtain visiting team information prior to each home game to include in the program (by contacting athletic department of the visiting team), print programs within budget guidelines (print at HIP in Zelienople or print programs free of charge at work) and bring programs to ticket booth prior to start of JV game.

**Picture Day** - in coordination with Coach Smolter, plan date for team pictures and reserve official SV photographer for date, communicate information about date and order forms to SVGLB Secretary for electronic distribution, attend picture day and help coordinate players for pictures. Work with Team Poster Committee to obtain photos necessary for poster.

**HS Team Community Poster** - within budget guidelines, lay out and oversee the production of team poster including business logos from sponsorship program; distribute posters to team players and to community businesses.

**Webmaster** - maintain the SVGLB website with current information such as game schedules, results, team pictures etc.

**Individual Account/Training Trip Fundraising** - plan and oversee various fundraising opportunities to offer players to offset cost of potential future training trip. Past fundraisers have included Sincerely Yogurt gift card sales, Soia candle sale, community car wash, sports ticket

raffle etc. Possibly organize other booster general account fundraisers such as a North Park Lounge night, a Cranberry Grill Night, Anthony's Coal Fired Pizza Give Back Day etc.

**HS Senior Night** - reserve Senior Night date by coordinating with Coach Smolter and SVGLB President who will contact SV Athletic Director for date approval, within budget guidelines plan and coordinate decorations and gifts including senior gifts, banners, flowers, photographer, program, balloon arch etc.

**V/JV Banquet** - reserve V/JV banquet date by coordinating with Coach Smolter and SVGLB President who will contact SV Athletic Director for approval of date, reserve facility for banquet within budget guidelines and in coordination with the SVGLB Board, plan and coordinate with a team of volunteers the food, gifts, decorations, program, RSVPs and payment collection for event (following the SV Booster Club Manual guidelines for end of season banquets).

**Homecoming Booth** - reserve booth spot for annual fall SV Homecoming Parade, plan and coordinate food and/or game, donations, volunteer staffing, etc.