

**2016 PR FIELD HOCKEY BOOSTERS
COMMITTEE DOCUMENTATION**



AUGUST

Game Sock Order

- Order a pair of black and a pair of white socks for each HS player and each MS player. Get counts from coaches.
- Use: <http://soccer.epicsports.com/cat/20/index.html> or similar discount online site
- Socks need to be available before the first game.

Uniform Handout/Collection

- Uniforms are handed out after the end of tryouts, once players are appropriately placed.
- They can be handed out after a practice or at the team picnic.
- Track uniform number by player. Make note of other items player took – including sizes – White under armor, black under armor, warm up pants.
- Upon completion of the season, arrange date for players to drop off items. They should be all placed in a bag with players name clearly marked. These can be done at school - box near AD's office, etc.
- Uniforms are to be checked and confirmed. Any outstanding uniforms/other apparel will need to be reported to the AD's office & head coach. The PRSD owns the uniforms.
- Collected uniforms are to be stored in the appropriate bins. Check with the head coach.

Team Pizza Tailgate (August – 1st practice after tryouts)

- Check budget with PRTFB Treasurer
- Book PR stadium Spirit Room, in advance in case of rain. If weather good, you can opt to have it outside in a grassy location (field 9, by MS)
- Players, coaches & families are invited

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- Order Pizza from Supremo's in Mars (soon to be in Pine Twp) – 724-625-1700. They provide BOGO for non-profit organizations (PRFHB is a non-profit). Contact owner, Don, 412-445-8207
- Min 3 large coolers
- Assign items to bring by grade
- Determine what paper products are needed. Check supply bins for plates, napkins, silverware, figure out how many tablecloths needed and sizing. Dollar store or Party City.

Team Pictures

- Coordinate date/time with head coach and Robin DeNoma (Photographer)
<http://www.robindenoma.com/index.html#/contact-page/>
- Players need to be in full uniform, including socks, shin guards and shoes.
- Get order envelopes from Robin in advance to hand out to players.
- Be sure to order team photo's for coaches.
- Pictures done in early season.

Car Wash

- Coordinate a location (PRYC, Auto Zone, J&D Tractor) in Wexford or Gibsonia, within PR boundaries.
- Book a date and coordinate with the booster board and the head coach. Generally a Saturday morning 8-12, right after tryouts.
- Coordinate by grade to bring buckets, towels, sponges, soap, hoses & nozzles.
- You will need a few parent volunteers as well.
- Purchase several dozen donuts for the team.
- Prepare team flyer to be sent out with info and to be posted to the PRFH website.

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- Send the car wash info to PR e-news prnewsletters@yahoo.com (Jill Gruber) and notify the local Pine Creek Journal.
- Coordinate the girls to make signs and bring to advertise the car wash.

Away Game Drinks/Snacks

- Include a bottled water for all players including coaches. Number cap of water bottles with each players uniform number with sharpie
- Include small Gatorade bottles for all. Small bottles are best – too much waste with larger bottles.
- Be sure to put in a cooler that will be able to fit in the seat of bus
- Coach Steve will indicate which seats in the front of the bus the coolers will be placed- need to be secured. Players can load items on the bus
- Don't forget to pick up your cooler when the bus returns to the school
- Snacks: granola bars/protein bars, assorted.
- Include large garbage bag for clean up

Concessions

- Info is being updated. Please check back.

SEPTEMBER

Spaghetti Dinner

- Recommend only 1 dinner per regular season. Suggest doing in mid to end of September. Do right after an earlier practice (recommend starting by 6pm or 6:30pm if possible).
- Dinner will be through grade level team donations.
- Make sure board President reserves the Spirit Room (stadium) through district Facilities, several weeks in advance. Allow for setup & teardown, plus about 45 min to eat (about 1 hr 45 min.)

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- Items:
 - 6-7 lbs of pasta (Penne preferred) w/ sauce
 - Salad
 - Parmesan cheese
 - Assorted desserts – cake, cookies, brownies or even just a ½ sheet cake.
 - Drinks – no soda! Waters, tea, lemonade. If you do not do cans/bottles, remember to bring cups.
 - Remember table clothes for large round tables (5-7)
 - Remember serving utensils

OCTOBER

Play 4 the Cure Event

- Always the North Allegheny game at home.
- Have booster President complete facility request to reserve the Stadium lobby during the event, at the beginning of the season. Allow for setup and breakdown times. Need 4 tables for baked good sale, 1 table for entrance fee collection table, 1-2 tables for t-shirt sales.
- Register event with USA Field Hockey
- P4C event is a Breast Cancer Awareness Fundraiser
- Advertise event in the PR e-news prnewsletters@yahoo.com (Jill Gruber), Pine Creek Journal, Trib and Post Gazette.
- Order pink socks for HS players and team manager
<http://soccer.epicsports.com/cat/20/index.html> or any other discount store
- Design T-shirt. If using the PR Ram, it must be GREEN and if using the PR logo it must be GREEN and in the correct font. You can use the Pine-Richland name without issue.
- Order T-shirts (order approx. 150)

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- Contact MS Coach to request the MS team make posters for HS players. These are to be collected by a P4C volunteer and hung before the game on the fence by track (facing field). Use zip ties.
- Organize donations of baked good from HS families (2 dozen of baked goods each)
- Contact Kathy Morrow at HS office to arrange for announcements regarding game and sale of t-shirts during lunches (during week of leading up to game and during the game week). Let Kathy know of sale of t-shirts in cafeteria during lunches – usually the M-T-W leading up to the game. Request 1 table in cafeteria.
- Make sign for Cafeteria sale – Shirts usually sell for \$10 ea. If students purchase a shirt and wear to the game, they get in for free
- Arrange with MS Head Coach the number and size of t-shirts for MS team. Do this about 2 weeks before the game so shirts can be pulled prior to sale in school.
- Pull t-shirts for HS players/coaches
- Need pink tablecloths (enough for the bake sale, entrance table and t-shirt sale tables)
- Entrance Fees are charged for this event and donated to the cause. \$5/adult; \$2/student.
- Set pricing for baked goods.
- Send out Volunteer Spot for needed volunteers for baked sale, entrance collectors, t-shirt sale (in school cafeteria and during the games)

Senior Recognition

- Take action shots and group shots of just seniors. Best to coordinate with them on a time.
- Have each player complete a Player Bio and return to you asap. Suggest handing out the first week of practice.
- Senior Booklet (2 for each senior family) and Tri-fold (about 15-20) – see Senior Night files for templates
- Senior Gift – Canvas Print (action shot of you can get). Can order from Costco or another online store. Suggested Size 12x16 or 14x14
- Invite for administration (Josh Shoop, Principals, Superintendent, Asst. Superintendent). These can be dropped off at the front office of the HS.

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- Flowers –
 - Around arch (a few mums)
 - corsage for moms
 - roses for senior players
 - rose for other team's senior players (have Coach Steve get count from other team) along with senior names.
- Reception after game – cake, small waters, apple cider(hot or cold depending on the weather).
- Arrange for someone to take pictures during the senior recognition
- See folder for notes.

NOVEMBER

Banquet

- Choose location and date/time. Should be held after the season has ended, including playoffs/championships.
- Weeknight
- Check budget allowance from the PRFH Board
- Invites are sent to players & families, coaches, trainers who support FH, Athletic Director.
- Boosters pay dinner fee for all invited trainers, players, coaches, except family members. They pay for their own dinner, usually ahead of time. Money given to boosters. Set a fee & allow enough to cover dinner and gratuity.
- Player grade level gifts have been removed this season. All items were available to purchase at the beginning of the season.
- Prepare Thank-You Notes for coaches and purchase gift cards for coaches. See the PRFH Treasurer for amounts.