**AUGUST**

**Team Apparel Chair**

**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, in the past adult large was purchased for all.
* 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 - Date TBD**

* 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
* 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 – Date TBD**

* 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 envelops 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 – Date TBD**

* 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.
* 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**

Concessions chair duties: Please have 2 people on the committee with you.

* Concession stand agreement: Sign/return concession agreement to HS Athletic office; There is a $100 fee that will require a check request to the Treasurer. Review agreement for any new guidelines. Most recent has been the directive that we must use on Pepsi products for cold beverages. This excludes energy drinks. When you return agreement, sign out and keep keycard during season. Will need to be able to open: Door to concessions, door to freezer, door to storage and door to beverage cooler.
* Purchase food/drinks to sell at home FH games
* Track receipts and submit for reimbursement to the FH Treasurer (or can make a check request, both forms are on the PR FH website.
* Make check request for $300 cash to have for change in the cash drawer
* Create menu’s for game sales, print for concession stand and give to announcer to share the menu.
	+ Prices should be similar to other sports
	+ Need to follow concession agreement,
	+ Requires estimate for sales, as you do not want food left over at the end of the season
* Arrange for coverage in the concession stand during the games. Per the concession agreement, no one under 14 y.o. is allowed to operate any equipment in the stand, there must be at least 1 adult in the stand. Ideally there will be 3 people for 2 shifts, one during the JV game and one during the Varsity game.
* The person(s) handling money, shall not handle food
* Those handling food shall wear gloves.
* Chair will ensure that two people count the money at the beginning of the day and sign off and then two people count at the end of the day and sign off.
* Chair will coordinate with the Treasurer to calculate cost/profit of the stand.
* Upon closing stand, all equipment that was used needs to be cleaned, put away and unplugged. Doors locked.
* For increase profit, the stand has been open earlier (4pm) as the football team practices and tends to purchase a good amt of items, namely cookies!
* Use only items purchased by FH to sell. Each sport has an area in the coolers, freezers and cupboards, so items need to be clearly marked for FH. Recommend black sharpie on all sides of package

The chair has a concessions binder, this will be passed through each concession chair:

* Instructions on cooking each item
* Past menu’s with amount sold; weather (conditions and temperature), school played.
* Concession agreement

**SEPTEMBER - Date TBD**

**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.)
* 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 - Date TDB**

**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.
* 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)
* 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 – Date TBD**

* 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.
* 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
* Arrange for announcer to have the senior bio’s, the opposing team seniors.
* See folder for notes.

**NOVEMBER – Date TBD**

**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.

**SEASON:**

**Action Pictures**

* Take pictures throughout the season, at the events and action shots during the game.
* If by field, stay off of the turf and the goal ends, allowed to take from the track on the sides.
* Varsity Views began taking pictures during the 2016-17 season. If registered, will receive an e-mail when updated pictures are available. These are at a cost. Last year, they did have 1 day where pictures could be downloaded for free. May want to watch for this.
* Pictures used for end of season banquet video. Girls have pictures usually too. Need volunteer to create video, can be player or parent.