Dowling Catholic Athletics

Parent Rep Guidelines

The parent rep position is designed to help the overall efficiency of the program they represent. Parent reps will serve and assist the program and the parents of the sport they represent as well as serving and assisting the Athletic Office.

Athletic Department Contact Information

Tom Wilson- 515-222-1004
twilson@dowlingcatholic.org

Jarred Herring- 515-222-1011
jherring@dowlingcatholic.org

Colleen Webb 515-222-1010
cwebb@dowlingcatholic.org

Parent Rep Structure

- Within each sports program a parent rep should be named for each level (9th, 10th, Varsity) or each grade (Frosh, Sophomore, Junior, Senior).
- Selection of reps should be made by the head coach of the program.
- The intent would be that the lowest level reps move up a level each year until they are the varsity team rep in their child's senior year.

Getting Started

Important for all parent team reps:

1. All requests begin in the Athletic Office.
2. All finances and financial requests begin in the Athletic Office
3. Purchase orders (PO's) MUST be used whenever possible and be secured from the Athletic Office. (PO's are used to help with tracking, budgeting, tax exemption).
4. Promote the Dowling Catholic Booster Club.

Getting Started

Important Items Continued

5. Communicate dates for kickoff events, senior night, and banquet prior to the season.
6. Communicate with ALL parents involved in helping with program what the guidelines are for team reps.

Main Responsibilities

- Communication
- Clothing Orders
- Organization of Events
- Team Posters/Locker Magnets
- Miscellaneous

Communication

- Parent reps are a great way for coaches to share information with everyone involved in the program (coach sends email to the rep(s), the parent rep(s), send email to their respective level).
- Questions that arise by level can be sent directly to the parent rep. If the rep is unsure they can communicate with the coach.

Clothing Orders

- On-line orders should be done for all fan clothing.

- The coach and parent reps should work together with Deb Derry in the campus store.
- dderry@dowlingcatholic.org

Clothing Orders

Parent Rep/Coach Procedures

1. Work with Deb Derry.
2. Clothing order work should begin well in advance of the start of your season.
3. Select articles of clothing that you plan to offer (limit 5-7).
4. Select artwork (artwork must be approved by Athletic Office).
5. Set a start and end date for your online store.
6. Share flyer, created by BSN, with program members and their families.
7. All orders will be pre-packaged by BSN and delivered to the school.
8. The coach and parent rep will determine how to distribute clothing.

Clothing Orders

Things to Remember

1. Clothing sales are used to help cover the cost of coaching gear and raise money for the booster club.
2. All sales must be done online.
3. Artwork, pricing, and flyer must be approved by the Athletic Office.
4. Must use BSN.

Post Season Clothing Orders

Guidelines

- Clothing may be ordered for postseason/ state championship play. Deb Derry will assist with this. Timing is of importance.
- Clothing ordered at this time must come at no expense to the school.
- Purchase of this clothing must follow the same procedures as apparel sales.
- Coaching staff, parent rep, and Athletic Office will work together on distribution of clothing.

Organization of Events

- Kickoff Dinner, Picnics, Service Projects, etc.
- Senior Night
- Team Banquet
- Team Meals

Kickoff Dinners

Each sport will be somewhat unique in terms of hosting a kickoff function. It will be important for reps to communicate with the head coach as to what is being done in their respective sport.

Senior Night

Guidelines Continued

- Script of Event: The team rep will organize and script the events that make up senior night. Important to keep the head coach/ athletic director aware of what is happening.
- Senior Night Dinner (Optional): There is NO budget for this. Programs are on their own to determine price. The Dowling Catholic Cafe can assist with this need.
- Seniors to Recognize: Senior athletes, cheerleaders, dance, manager, stat keepers, student-coaches, film, etc.

Senior Night

Things to Remember

1. Before any purchases are made please be secure a PO through the Athletic Office.
2. Date for Senior Night should be determined early in the season and communicated to the Athletic Office.
3. Athletic Office, coaching staff, and senior team members and families should be made aware of the schedule.

Team Banquet

Things to Know

- Each varsity team may hold a year end banquet. Lower levels may do the same, but there is NO budget for these events.
- Banquets may be held in the Dowling Catholic Cafe or an approved location by the Athletic Director.
- Cafeteria can be reserved through Colleen Webb in the Athletic Office.
- Team rep is responsible for coordinating date and reservations and communicating their details with the coaching staff, Athletic Office, and parents.
- A proposal of the budget must be submitted to the Athletic Director for approval before any final arrangements or purchases are made.

Team Banquet

Guidelines

- Budget: Will be provided to each sport to help offset the cost of food and decorations. Budget consists of the number of projected participants X $6. The maximum charge for attendees is $20. This contribution is the contribution for the entire banquet. This includes, meal, invitation, decorations, etc.
- The Business Office will create an on-line payment link for each varsity banquet.

Team Banquet

Guidelines Continued

- Coach Gifts: $50 per coach. A gift for coaches may be given at team banquet.
- Gifts: $25 per senior. These gifts are either given on Senior Night or during the banquet but not both.
- Script of Event: Team rep will organize and script the events that make up the banquet.

Team Banquet

Things to Remember

1. Before any purchases are made please secure a PO through the Athletic Office.
2. Date for banquet should be determined early into the season and communicated to the Athletic Office, coaching staff, and parents.
3. Entire event must be approved by Athletic Director.

Team Meals

Things to Know

- There is a budget for these meals. Team meals are organized and hosted by team parents.
- Meals should be organized at the start of the season by each individual level (9th, 10th, Varsity, etc.)
- It is not mandatory to host team meals (level or individual).

Sack Lunches for Road Trip

Things to Know

- Two options for sack lunches:

1. Sack lunches are provided by school- In order to take advantage of this option the coach must have budgeted for the lunches or the parents pay for the lunch.
2. Parents organize and make individual lunches for the team.

- Both options are utilized often. It's important for rep and coach to communicate so reps knows if money has been budgeted for these meals.
- Any level may take advantage of sack lunches.

Team Poster

Things to Know

- Must secure a minimum of 10 sponsors not including super sponsors.
- Currently, we have super sponsors on every poster.
- Each add cost $150
- The team picture is the responsibility of each program.
- Poster add/theme must be approved by Athletic Office.
- Collection of money/business cards is responsibility of parent rep or individual organizing poster.
- When collecting adds, please make sure sponsor gives you a clear, sharp image (business card) that can be scanned.
- All money collected should be turned into Business Office or online. All ads or business cards should be turned into Colleen Webb or graphic design artist.

Team Poster

Things to Know Continued

- Poster size is 19x25 (football is exception at 40x28)
- Graphic Designer will help with printing.
- Turn around on posters is usually 7-10 days.
- You may use horizontal or vertical setting. Please let designer know ahead of time.

Team Poster

Organization Procedure

1. Parent rep will solicit volunteer(s) to help with poster.
2. Coach should contact Tim Vorland to set date for team photo shoot as early in the season as possible. THIS IS THE COACH'S RESPONSIBILITY.
3. Rep/athletes come up with unique theme or pose to be used. Once determined all must be approved by Athletic Office.
4. Volunteers work to find 10 sponsors.
5. Volunteers collect money for ads as well as business cards for poster. Money to be turned into Business Office or online.

Team Poster

Organization Procedure Continued

6. Parent rep will provide publisher with roster and schedule. It's also important to communicate how you would like team members listed (alphabetically, grade, jersey, etc.)
7. Once team picture is taken, ads/cards are turned over to publisher, and lay-out has been communicated to publisher they will provide parent rep/ Mary Pick a PDF proof to view via email.
8. Review the proof carefully for proper spellings, numbers, grades, schedule, etc.
9. Once all is finalized the posted will be handed off to printing company for printing. Please communicate amount to be printed (200-300).
10. Once posters are in it is up to team rep/ poster volunteers to distribute throughout the community (sponsors, grade schools, prominent businesses, etc.)

Team Poster

Questions can be directed to:

Colleen Webb
cwebb@dowlingcatholic.org

Miscellaneous

State Championship Protocol
When a team state championship is won at Dowling Catholic the following protocol will be followed:

- A celebration may be held at the school after the state championship contest or head coaches/reps may work with the AD in order to recognize the team.
- A trophy presentation to the school may be made in a public setting (pep assembly/ special ceremony).
- A public recognition may be planned at another school event where there can also be a “meet and greet” of athletes (i.e. girls CC at basketball game)

Miscellaneous

State Championship Protocol Continued

- Championship rings may be ordered at no cost to the school or the Athletic Department.
- Championship clothing may be ordered (see clothing order info.)
- Team photo will appear in touch screens in south lobby.
- All plans must meet approval from Athletic Director.

Miscellaneous

- Emergency Funding
  - Funding available for student-athletes in need of help for paying for:
    - Athletic fees
    - Camp fees for DCHS Camps only.
- In order to receive funding families must apply for financial assistance
- Decisions on funding based on need from financial aid documents
- Questions…..please contact the Business Office (222-1015)