



Monte Vista Athletic Boosters *The Role of the Sports Liaison*

The Monte Vista High School Athletic Booster Membership is composed of parents who have an interest in improving and assisting the athletic program. The Boosters' primary purpose is fund-raising to support the athletic programs at Monte Vista High School. The Athletic Boosters fund-raisers include the sale of "VIP" cards, proceeds from sales at the Snack Shack for home Football games, scoreboard advertising and the sale of athletic logo wear. Other fund-raisers are chosen annually. In the past, these have been Crab Feeds and Coaches Appreciation Dinners. The Athletic Boosters provide funding for "capital improvements" to athletic facilities and to purchase permanent equipment. The Boosters Club was formed and operates under the auspices of the Monte Vista High School administration, and is subject to the rules and guidelines of the school.

The Sports Liaison to the Athletic Booster Club and the school administration is an integral part of the relationship between the Booster Club and the individual athletic programs. The parents who occupy these positions play a vital role in the operation and improvement of the athletic programs.

Choosing Sports Liaisons

The head coach of each team (Varsity, JV and Freshman) program chooses his or her Sports Liaison, usually at the end or beginning of the school year. The coaches choose their Liaisons because it is essential that there be good communication between the coach and the Liaison. Usually Sports Liaisons are parents of athletes, who have been in the program for several years, have served as team "parents" and who have the confidence of the head coach. They are also parents who have demonstrated that they can put the interests of the team and the program ahead of the interests of their individual son or daughter. Sports "politics" have no place in the Athletic Boosters program. The Liaison position, as well as any volunteer activity, should be freely undertaken and should not be considered as a means of furthering the "Athletic Career" of any child.

Duties of the Sports Liaison

The Sports Liaison is an *advocate* for his or her program. This responsibility cannot be overstated. The duties are summarized below.

- Actively attend and participate in monthly Booster meetings.
- Bring to the attention of the Booster Club and the school administration the funding needs of the athletic program that they represent through a Capital Improvement Request Form.
- Report to the Booster Club on the progress of the program, its successes on the field/court/pool, and provide a conduit from the Booster Club to each program by bring back news of events and activities that are important to each program.
- Support fund raising activities sponsored by the Boosters by selling tickets to events and providing baskets/donation items as requested.
- Organize parents to work at the Snack Shack during Football Season.

Athletic Booster Club Meetings

The Athletic Boosters meet on the second Monday of each month from September through June in the school library. Any interested person is invited to attend. Liaisons constitute the majority of the Boosters' membership at meetings and provide the volunteers necessary for the Boosters to function. Sports Liaisons **ARE REQUIRED** to attend these meetings throughout the school year – *even if their sport is not playing in season*. Should the Liaison be unavailable to attend a particular meeting, they should arrange a substitute to participate on their behalf. These meetings include discussions of the activities of the Boosters; provide an opportunity for Liaisons to explain and promote their funding requests; and report on the progress of each team. Attendance at Boosters' meetings is the best way to stay informed about Monte Vista athletic programs.

Request for Funding

Requests for funding assistance for capital improvements are submitted on forms provided for the purpose. A "capital improvement" is defined as "a permanent improvement to a field or building; or for the purchase of equipment with a useful life of at least three seasons." Generally, Booster funding will not be used for equipment or supplies that are consumed in one season, such as balls, first aid supplies, hats, etc. The Boosters will fund up to 50% of a Capital Improvement Request. This policy extends the available Booster funds and encourages teams and programs to contribute to their own improvements. Active Liaison participation and contribution in Booster meetings, activities and fund-raising is required for a sport to be given consideration to receive capital improvement funding.

The coach of the athletic program and the program's liaison must complete and sign the Capital Improvement Request Form. The form is then submitted to the school administration in care of the Assistant Principal for Athletics. The school administration will review and evaluate all requests submitted. Upon approval by the school

administration, Capital Improvement Request are then reviewed and prioritized for potential funding by the Boosters. Request are discussed and reviewed during the monthly Booster meetings. Please note that, the submission of a request does not constitute approval.

Participation in Fund-Raising Activities

The Liaison is expected to drive and secure active participation of the sport they represent in each of the Booster fund raising activities. For each sport, the Sports Liaison(s) is expected to gather parent volunteers from their sport to work in the Snack Shack at least one home football game.

Each year the Booster Club selects a fund-raiser activity such as a Crab Feed or Coaches Appreciation Dinner. Each Liaison is expected to sell a minimum number of tickets to the event and well as supply donations (such as baskets for a silent auction). The active participation and support is required on behalf of each Liaison.

Volunteers are needed to drive fund-raising activities. Whether it is working the Snack Shack, working at registration, serving on a committee to support the yearly fund-raising project or other activities, the Liaison are needed to support the ongoing operation of the Booster Club. Active participation is required on the behalf of the Liaison.

Summary

The Sports Liaison system provides an essential link between the athletic program, Athletic Boosters, and the school administration. If you have any questions about the role of the liaison, please discuss it with Booster Club officers, the Athletic Director or Administrative Liaison. The teams, the Booster and the school administration appreciate the hard work and dedication of each Sport's Liaison!

I have read and understand the Role of the Sports Liaison.

_____	_____
Print Liaison Name	Sport and Level
_____	_____
Signature Liaison	Date
_____	_____
Liaison email	Liaison phone
_____	_____
Signature Coach	Date
_____	_____
Athletic Booster Member or Board Member	Date