

EXTRA-CURRICULAR ACTIVITIES

SCHOOL COLORS

Blue and silver

SCHOOL NICKNAME

Titans

PHILOSOPHY

Holy Spirit Catholic School offers all middle school students extra-curricular programs that blend with and enhance the basic instructional and spiritual curriculum by maintaining a value system consistent with Christian morals and teachings.

The extra-curricular programs are designed to develop the student physically, mentally, and morally, and to teach:

1. Rights
2. Respect
3. Responsibility

GOALS

The middle school extra-curricular programs offered by Holy Spirit will encourage:

1. Faith and trust in God
2. Strong communication and camaraderie with each other
3. Motivation for learning and for participation
4. Development of new skills and reinforcement of those already learned.

Extra-curricular programs will provide an opportunity:

1. For students to become good leaders
2. To learn to work as a team with others

Extra-curricular programs will develop:

1. A sense of true sportsmanship
2. Self-discipline

GENERAL POLICIES

Holy Spirit's extra-curricular programs are offered to any student enrolled in middle school and provide all participants opportunities to improve their individual skills while learning the importance of teamwork.

A. Physical examinations are required prior to participation in sports. No athlete will be allowed to practice or play until the signed physical form is on file in the school office. A doctor's or health care provider's approval and/or waiver to play despite a health condition must be signed and be on file in the office. Physical forms may be obtained at the school office or at the doctor's office.

B. A student release form for athletics (includes insurance, etc.) for each student must be on file in the office prior to participating. It is the responsibility of the athletic director to obtain forms and alert the principal if the forms are not complete.

GUIDELINES

All coaches, parents, students, and staff in extra-curricular programs are expected to make the best interest of the participants the number one priority in the program. In doing so, all involved should adhere to the following concepts:

1. Participants should always be treated with dignity and respect.
2. Treatment of participants should always be fair and consistent.
3. Activities will be conducted with the highest ethical and moral standards.
4. The program, participants, coaches, parents, and staff should have high standards regarding sportsmanship, honesty, integrity, and positive representation of the school and community.
5. Participants, coaches, parents and staff will not tolerate inappropriate behavior or use of inappropriate language.
6. The program should be well organized and planned.
7. The safety of the participants should be a high priority. The injury of a student must always be handled in an appropriate and professional manner.

COMMUNICATION

Parents, school staff, coaches and students are encouraged to keep communication open at all times. The first step in communication is with the parent, student, and coach. If a problem arises, it should be addressed in a timely manner before it escalates. If further discussion is necessary, please contact the administration as soon as possible. The head coach or sponsor of the activity has the right to expect certain behavior from all team/squad members. The standards of behavior will be given in written form to the candidates for an activity at the beginning of the activity season. All members of the activity will be required to adhere to the established standards for that activity. Open communication is essential at all times, so that teachers, administration and parents know what is expected of the student participating in the extra-curricular activity. Parents are asked to respect and accept decisions made by those in charge of extra-curricular activities.

STUDENTS:

ELIGIBILITY REQUIREMENTS:

Students must meet the following eligibility requirements:

The teacher(s), principal, and coach(es) determine student eligibility.

- A. Parents and students must read, sign, date, and return an eligibility form, pay the required athletic fee (including any past-due fees), and have a physical performed by a doctor with proper forms given to the coach prior to students' participation in any extra-curricular program.
- B. The student shall maintain a C average in each class.
- C. The student must not be a disturbing element to the learning environment in his or her class. Student behavior must be appropriate according to the discipline code found in the student/parent handbook.
- D. The student must be in school all day in order to participate in a sporting event or other extra-curricular activity on that day. Exceptions to this may be made by the principal / vice principal. The school office will notify the coach of the student's absence.
- E. Students participating in activities will conduct themselves with the highest ethical and moral standards
- F. Inappropriate behavior and/ or use of inappropriate language or gestures by student athletes will not be tolerated. A student who is ejected or removed from an activity for unsportsmanlike conduct will forfeit the right to play in the next scheduled activity. All unsportsmanlike conduct will be reported to the principal.
- G. A cooperative spirit, exemplary conduct on and off the playing field, and a desirable level of competition among participants must be preserved.
- H. Students are occasionally excused from classes in order to participate in activities. Students must complete assignments prior to the time they are excused. It is the responsibility of the student to check with their teachers to arrange for completion of missed assignments.

INELIGIBILITY

A student may be ineligible for or temporarily prohibited from participation in a sporting event or extra-curricular activity. In all circumstances the final decision regarding eligibility for participation will be made by the principal and / or vice principal.

A. If a student fails to maintain a C average in any class, the teacher will alert the principal immediately by completing the ineligibility form. The principal or vice-principal may set up a conference as needed. The student, parents and coaches will be notified of the student's ineligibility. All coaches will observe the recommendations of the teacher and principal.

B. The first time the student fails to maintain a C average in any class, the student will be placed on Athletic Probation for 7 days in order to allow the student an opportunity to improve the grade(s). The 7-day period will begin on the date the student is given the written ineligibility form. During the Athletic Probation, the student will be allowed to participate in practices and games. If at the end of the Athletic Probation the student has not improve the grade(s), then the student is restricted from participation in all games and practices until the grade is improved to a C average.

C. Each student will be allowed one Athletic Probation per sport. After the Athletic Probation, if the student fails to maintain a C average in any class, then the provisions of paragraph (A) above apply:

If a student fails to maintain a C average in any class, the teacher will alert the principal immediately by completing the ineligibility form. The principal or vice-principal may set up a conference as needed. The student, parents and coaches will be notified of the student's ineligibility. All coaches will observe the recommendations of the teacher and principal.

The student is restricted from participation in all games and practices until the grade is improved to a C average.

DRESS CODE

All coaches and students representing Holy Spirit on a trip / activity are to "dress up" when traveling as a group and representing Holy Spirit. Young women should wear skirts, blouses, dresses or dress pants. Young men should be in dress pants and collared shirt with tie. While traveling, student/athletes are expected to behave courteously and respectfully.

PARTICIPATION FEES

All students participating in extra/co-curricular activities must fill out and sign, with their parent/ guardian, the Activities Participation Agreement Form. Besides meeting the academic and physical eligibility, students who participate in extra-curricular activities are assessed a participation fee. These fees are assessed annually.

CHURCH NIGHT

Religious activities are an integral part of Holy Spirit Catholic School. Coaches, sponsors, and parents are encouraged to support our students in all religious activities. It is the intent of Holy Spirit Catholic School to honor Wednesday church night in the scheduling of all activities.

PARENTS

Parents are to demonstrate high standards regarding sportsmanship, honesty, integrity and positive representation of the school and community. They should treat all athletes, coaches, referees and other parents with respect and in a courteous manner. This behavior should be maintained at all sporting events and all other places where parents' actions and language could reflect on the school.

1. All parents are members of the Booster Club.
2. All parents have the following responsibilities:
 - a. Reading all information in the extra-curricular activities handbook.
 - b. Reading, dating, signing and turning in the eligibility requirements form prior to the first practice.
 - c. Attending the mandatory parent meeting at the beginning of the season.
 - d. Encouraging and supporting their athletes to do their best always - individually and as team members.
 - e. Obtaining a physical for the athlete and turning in the physical form to the office prior to the first practice.
 - f. Seeing that permission slips and any other required forms are signed and returned on time.
 - g. Dropping off and picking up the athletes from practice and games within the assigned times.
 - h. Helping with the transportation of athletes to and from practices and games in a safe and responsible manner. All students must wear seat belts at all times while traveling.
 - i. Paying required athletic fees or applying for scholarship assistance at the beginning of the school year.
 - J. Uniforms will be issued with parent signature only.
3. Parents will be assigned various responsibilities through the Booster Club.
4. **ALL** parents are responsible for cleanup of the facility at all home games.
5. Parents will be open to being a team parent and:
 - a. Assisting coaches with phone calls and distributing information.
 - b. Calling parents/athletes with game changes (phone tree).
6. Parents are responsible for supervising and keeping family members in the gym at all games.
7. Parents' language and actions are to be in keeping at all times with Holy Spirit's Christian value system.

GUIDELINES FOR CHAPERONES AND SUPERVISORS OF MINORS

General guideline for behavior of all adults with minors according to the Diocese of Great Falls-Billings for a safe environment for minors.

1. Supervisors are responsible for reviewing diocesan Code of Pastoral Conduct and all related guidelines.
2. Facilitates must be monitored during all organizational activities.
3. Children may be released only to a parent, guardian, or other person who has been authorized in writing to take custody of the minors.
4. During overnight activities, coaches, sponsors and chaperones are responsible for establishing a curfew and for enforcing it.
5. Coaches, sponsors, and chaperones must check rooms after curfew to make sure that young people are in their rooms and remain there.
6. Adults must not go anywhere during the event and or trip where the youth may not go with them (e.g. cocktail lounges, bars, etc.)
7. Inappropriate conversation, vocabulary, recordings with minors is prohibited.
8. Adults should not be alone with a minor in a residence, sleeping facility, locker room, rest room, dressing facility or other closed room or isolated area .
- 9 If an adult in charge must go into a sleeping room with minors, a second adult must be present with him or her.
10. Supervisors, coaches, teachers on an over-night travel never stay in a hotel or other sleeping room with minors. At least two adults must be present when children participate in over-night events.
- 11 Adults should not take an overnight trip alone with a minor who is not a member of his or her own family, unless the child's parents have signed a release allowing the trip.

ACTIVITIES AVAILABLE IN MIDDLE SCHOOL

BOYS AND GIRLS BASKETBALL is open to boys and girls in 6th grade through 8th grade. The A team will be made up of 8th graders. Some 7th graders may move up if numbers necessitate the need for additional members on the team.. The B team will be made up of 6th and 7th graders. C team may be created if 6th grade numbers warrant. Holy Spirit may field a 5th grade team, to play in the Parochial League, if numbers warrant and a coach is available. Team members must supply their own basketball shoes. The Booster Club supplies uniforms for the teams. Girls basketball begins the first week of school and ends the last week of October. The boys season runs from November until mid-February.

FOOTBALL is available to 7th and 8th grade boys. This is full contact football. The team is a combination of students from Holy Spirit, Our Lady of Lourdes and Foothills. The team name is the Mustangs. The Booster Club provides pads, pants, helmets and jerseys. Players must provide mouth guards and cleats. Practice begins the end of August, with games in September through mid-October.

DRILL TEAM is open to any middle school student. The season for drill team runs from November through February. The team performs during the boys basketball season. The Booster Club will supply uniforms. Students shall provide their own shoes. If there is no coach, there will be no drill team.

CHEERLEADING is open to any student in middle school. The season for cheerleading runs from November through February. The team performs during the boys basketball season. The Booster Club will provide uniforms. Students shall provide their own shoes. If there is no coach there will be no squad.

VOLLEYBALL is available to all middle school girls. Determination of 6th grade teams will depend on numbers and availability of a coach. The 6th and 7th graders are on the B team. 8th graders are on the A team. Some 7th graders may move up. The season runs from February through the end March. The Booster Club will supplies uniforms. Girls shall provide their own shoes and kneepads.

TRACK AND CROSS COUNTRY is available to all middle school students. We have a combined track team with Our Lady of Lourdes called the Mustangs. Students shall provide shoes and shorts. The Booster Club will provide shirts. Practice for the track team takes place at Holy Spirit Catholic School and at Paris Gibson Middle School. Track season runs from mid-March through the middle of May. Cross country season runs September to the middle of October.

MIDDLE SCHOOL ATHLETICS

PLAY/PARTICIPATION TIME

Coaches are responsible for determining playing time for all athletes. Playing time will be based on the attendance, attitude, effort, and skill of the athlete.

PRACTICE TIME

Coaches are responsible for scheduling practice times and gym space or field space for their teams and having this approved by the athletic director and principal. This will be coordinated with the athletic director, principal and the parish personnel in charge of gym activity scheduling.

LEAGUES

1. Grades 7 & 8
2. Grades 5 & 6

TOURNAMENTS

Tournaments may be scheduled by the athletic director and principal and normally consist of:

1. Basketball:
 - (a) Tournament for grades 7& 8
 - (b) Tournament for grades 5 & 6
2. Volleyball:
 - (a) Volleyball League Tournament
 - (b) Other tournaments may be scheduled by the athletic director and principal.

SPORTS BANQUET

A Sports Award Banquet is held in the spring to honor the athletes and their coaches. The Alan Gallegos award is presented at the annual banquet. The Alan Gallegos award is presented to the 8th grade boy and girl who have continually striven to improve themselves both academically and in sports activities.

GRIEVANCE PROCEDURE

The grievance procedure for coaches and students includes a meeting with the principal and/or vice principal, teacher, athletic director, and parents. If necessary, the meeting will include the student.

BOOSTER CLUB

Booster Club is a volunteer group of which all middle school parents and students are members. Parents and students not in middle school are invited to be members and contribute in any manner. Booster Club has four officers: president, vice-president, secretary and treasurer. These officers are nominated by the members at large and are voted upon in the spring of the year. The primary responsibility of the Booster Club is to facilitate the success of the athletic programs offered at Holy Spirit Catholic School.

The responsibilities of the Booster Club are as follows:

Booster Club officers have the following responsibilities:

1. Assist with the parents meeting for each sport to educate parents on the needs of the athletic program, secure volunteers for all home game needs and assist in the issuing of uniforms.
2. Organize and finance the Sports Awards Banquet.
3. Organize and conduct a meeting in the spring for all middle school students and their parents to inform them of the middle school athletic programs and Booster Club expectations.
4. Organize and conduct a meeting in the spring for 4th grade students and their parents to inform them of the middle school athletic programs and Booster Club expectations.
5. Arrange motel/hotel rooms for tournaments.
6. Arrange for team pictures at the beginning of each season
7. Assist the Athletic director with screening, interviewing, and securing qualified coaches from submitted applications.

Financial

1. Set, collect and track payments of athletic fees.
2. Provide a stocked money tray for the gate at home games for girls basketball and volleyball and for boys basketball.
3. Provide a stocked money tray for the concessions at home games for girls basketball and volleyball and for boys basketball.
4. Provide money for volunteers to stock concessions.
5. Pay for referees for girls basketball and volleyball and for boys basketball, all coaches, the athletic director and all tournament fees.
6. Purchase all equipment/uniforms deemed necessary.
7. Organize, coordinate and manage finances for any fund-raising deemed necessary.
8. Work with athletic director on financing tournaments.
9. Maintain a checking and/or savings account for paying the fees and expenses discussed above.
10. Coordinate the Mustang account for football and track. This account is in conjunction with Our Lady of Lourdes and other participating schools for football and for track.
11. Provide a financial report to the school board.
12. Keep detailed financial records, including receipts for all expenses, for the purpose of potential audits.

VOLUNTEERS

Booster Club will be responsible for providing adult volunteers to do the following: (Job descriptions start on page 14.)

1. Gym set-up: set out and take down chairs.
2. Concessions: set-up, sellers, clean up and supplier.
3. Gate: sell admissions.
4. Lobby: supervise lobby and hall.
5. Game clock: run clock and score board for girls basketball and volleyball and boys basketball.
6. Game books: keep books for girls basketball and volleyball and boys basketball.
7. Line judges: girls volleyball.
8. Yardage markers: boys football.
9. Clean-up: gym, bathrooms, lobby and hallway.
10. Team parent/parents.

JOB DESCRIPTIONS

PRINCIPAL

The principal will be responsible for the overall execution and success of the athletic program. He/she will approve all schedules and changes in schedules, as well as work and coordinate programs with the athletic director. The principal is responsible for appointing a committee to interview and hire a qualified athletic director.

The principal must be made aware of disciplinary action within the extra-curricular program and, when necessary, become involved in the process. The principal or vice-principal will notify the student, coaches and parents if ineligibility results.

ATHLETIC DIRECTOR

1. Is responsible to the principal or principal liaison.
2. Shall be the liaison between the school and the Booster Club and:
 - a. Actively promote the athletic program by attending Booster Club meetings.
 - b. Attend monthly School Board meetings and gives monthly activity reports.
3. Coordinates programs with emphasis on uniformity.
4. Jointly with Booster Club officers: Screens, interviews and secures qualified coaches for each sport prior to each season's startup from submitted applications.
5. Shall make equal amounts of resources available to all students regardless of gender.
6. Conducts a coaches orientation meeting preceding each sport season and:
 - a. Issues all coaches copies of the Montana High School Association rules for their sports.
 - b. Issues game schedules, athletic equipment, uniforms, keys, first-aid kits, etc.
 - c. Develops a communication system with each coach.
 - d. Coordinates gym practice time with coaches, parish personnel in charge of gym activity scheduling and the school office.
 - e. Advises coaches of available first-aid training programs.
 - f. Issue keys at beginning of season (keeping a written record) and collect keys at end of season and return to school office.
7. Is responsible for all athletic equipment and uniforms:
 - a. Inventories equipment and uniforms after each sport season, providing a copy of the inventory to the Booster Club president with purchase/replacement suggestions. This should be done at the end of each season.
 - b. Collects keys issued to coaches to access facilities.
 - c. Assists in the replacement and purchasing of equipment.
 - d. Supervises the issuing, collection and storage of equipment and uniforms.
8. Maintains a list of phone numbers of all athletic directors and all coaches in the league (to be kept on file in the school office).
9. Works with other schools' athletic directors on scheduling tournaments.
10. Makes certain that all pre-participation procedures for student athletes are followed.
11. Gets media forms from the development office and passes them on to the coaches.
12. Scheduling responsibilities, include:
 - a. Securing Montana Officials Association referees for all home games in each sport.
 - b. Meeting with athletic directors in the 7th & 8th Grade League in the spring (May) to schedule boys and girls basketball and boys football games.
 - c. Meeting with athletic directors in the 7th & 8th Grade League in the winter (December/January) to schedule volleyball games and track meets.
 - d. Meeting with athletic directors in the 5th & 6th Grade League in mid-summer for girls basketball scheduling.
 - e. Meeting with athletic directors in the 5th & 6th Grade League in the fall (October) to schedule boys basketball.
 - f. Arranging tournaments (scheduling, bracketing, etc.).
 - g. Honoring church night in the scheduling of all activities.
13. The athletic director is to be made aware of disciplinary action within the extra-curricular program and, when necessary, is required to become involved in the process.

ATHLETIC DIRECTOR

(continued)

14. Maintain and track all physical forms, medical releases, birth certificates, eligibility requirement forms, permission slips and other required forms. Provide each coach with a packet containing medical releases and permission slips with copies kept on file at the school office.

COACHES

1. The coaches' positions are the key to a successful extra-curricular program; open communication in all aspects is essential to achieving the teams' goals and objectives.

2. Coaches must attend an orientation session with the athletic director before the beginning of the season to learn about Holy Spirit's athletic program. Philosophy, procedures, goals and discipline should all be discussed. Coaches' keys will be distributed at that time.

3. Coaches, in conjunction with the athletic director, should establish a communications system between the two positions so information can be exchanged in an efficient and timely manner.

4. Coaches will be responsible for holding a parents meeting at the beginning of the season to discuss philosophy, procedures and needs for the upcoming season. This meeting is extremely important to the success of the season.

5. The coaches of boys football and girls basketball should determine the date of the parents meeting and have it included in the August registration packet so all parents are informed and can attend.

6. Coaches will be responsible for selecting team parents to help administer the program. These individuals are essential to the program and will be delegated important responsibilities to aid the coach.

7. Coaches will need to work with team parents in securing all physical forms before the beginning of the season. They will also need to secure all necessary permission slips and medical releases and carry original copies of all these forms to all games.

8. Coaches must keep records of emergency medical treatment slips.

9. Coaches will be responsible for communicating their equipment needs to the Booster Club. All requests will be considered but may not be attainable based on Booster Club funds. Coaches will not make any purchase without approval from Booster Club.

10. Coaches are personally responsible for team equipment (balls, uniforms etc.) when received from the athletic director. This includes the dispensing and collection of uniforms and keeping records of which athlete has which uniform.

11. Coaches are responsible for scheduling practice times and gym space or field space for their teams and having this approved by the athletic director and principal. This will be coordinated with the athletic director, principal and the parish personnel in charge of gym activity scheduling.

12. Coaches are responsible for athletes during assigned practice and game times. Athletes should not be allowed to wander throughout the facility before or after assigned practice and game times. Coaches will remain at the facility until all athletes have left the premises.

13. Coaches will give a roster to the school office.

14. Coaches must have a first-aid kit available at all practices and games.

15. Coaches are responsible for keeping locker rooms and gyms clean after all practices. Gyms must be in good order when a practice is finished; lights must be turned off.

16. Coaches will give ensure that parents and the office are notified of a change in practice time or game time.

COACHES
(continued)

17. Coaches are responsible for verifying game times and any rescheduling of games with opposing coaches. This is to prevent unnecessary time loss for all individuals involved in the program. Opposing coaches' phone numbers will be located at the school office and with the athletic director.

18. Coaches will not be responsible for securing transportation for all athletes to and/or from games. At no time, while at home or traveling, should a team be left alone or unsupervised.

19. Coaches will notify the school in written form containing the time of release, date of release and students names two days before an early release.

20. Coaches will provide names and sport involved in to Booster Club for the athletic banquet certificates and attend banquet to introduce his or her team.

21. Coaches are responsible for determining playing time for all athletes. Playing time will be based on attendance, attitude, effort and skill of the athlete.

22. Coaches will be responsible for discipline of athletes. The athletic director and the principal are to be made aware of disciplinary action within the extra-curricular program and, when necessary, are required to become involved in the process. Coaches will observe the recommendations of the principal and athletic director.

23. The A team will be made up of 8th graders. Some 7th graders may move up.

The B team will be made up of 7th graders with additional 6th graders is numbers warrant it. C teams are composed of 6th graders only.

24. After each game, coaches will hand in a media form to the development office to help with the recognition of the program. Media forms can be obtained from the athletic director.

25. Coaches' language and actions are to be in keeping at all times with Holy Spirit's Christian value system.

26. Coaches are to honor church night in the scheduling of all activities.

27. Coaches must be at least 18 years old or have an adult supervisor with them at all times.

SET UP

Please arrive 45 minutes prior to game time

1. Get keys to open gym.
2. Turn on lights—takes approximately 15 minutes to come on
 - a. Flip 1st five switches on left side of breaker box found at back of gym.
3. Turn on heat—turn on upon arrival then turn off when gym is warm (Approximately 45 minutes).
 - a. Flip bottom 3 switches on left side in breaker box to turn on.
4. Sweep/mop floor as needed:
 - a. If mopping, only do areas that need it and make sure floor is dry.
5. Set up chairs, table for scorekeeper, and table for gate.
6. Set up score boxes:
 - a. Scorekeeper box and possession box found in back storage room on south wall shelf.
 - b. Plug cable into table controllers—cable should remain attached to wall scoreboard and wrapped around wooden dowel on wall.
 - c. Turn on power switch found on east side of stage near locker room (may need key to get into stage area).
7. Score keepers will be needed for each game.
 - a. Instructions on use of score box will be available.
8. Two line judges will be needed for each volleyball game.
 - a. Referee will explain responsibilities prior to game.
9. Coaches will set up net and referee box for volleyball games.

CLEAN UP

1. Put away chairs and tables in storage under stage.
2. Sweep/mop gym floor.
3. Vacuum anteroom.
4. Check bathrooms:
 - a. flush toilets,
 - b. pick up trash,
 - c. turn off faucets,
 - d. turn off lights,
5. Check locker rooms (both visitors and home team):
 - a. pick up trash,
 - b. turn off faucets/make sure paper towels are not blocking drains,
 - c. turn off lights,
6. Take trash out to dumpsters in parking lot.
7. Close/lock windows.
8. Return score box and possession box to south wall shelf in storage room.
 - a. turn off power switch on east side of stage near home team locker room.
9. Turn off heat if still on.
 - a. flip bottom 3 switches on left in breaker box
10. Turn off lights.
 - a. flip 1st five switches on left in breaker box
11. Make sure doors are locked and return key to concession/gate box.
12. Person signed up for clean up is in charge of making sure all steps are completed.

GATE

Please arrive at least 30 minutes prior to game time

1. Put up signs (“no food outside gym” at concession stand and on doors leaving gym; “must be accompanied by coach” on home team locker room door).
 - a. signs are found in concession refrigerator in storage room.
2. Sell admission to game and season passes.
3. Monitor activity in anteroom and hallways:
 - a. keep door to hallway closed,
 - b. put up rope to close off “sofa area”,
 - c. no one is allowed in “sofa area”,
 - d. children are not to be left unattended,
 - e. there is to be no running or hanging out in anteroom or hallways,
 - f. no food is allowed outside gym,

CONCESSION SET UP

Please arrive at 45 minutes prior to game time

1. Obtain cash boxes and keys.
2. Make popcorn:
 - a. plug in machine found in back storage room.
 - b. Turn black knob on inside mechanism to ‘on’.
 - c. heat approximately 45 minutes
 - d. flip on left switches on inside mechanism (one is for light, one is for rotate popper).
 - e. follow directions on machine for popping corn (put corn in before adding oil).
3. Heat nacho cheese approximately 30 minutes ahead of time:
 - a. warmer found in refrigerator or above fridge.
 - b. put nacho cheese can into warmer.
 - c. turn on temp to 200 degrees (on back of warmer).
 - d. stir frequently during heating and occasionally thereafter.
 - e. may need to decrease temp if cheese gets to hot.
4. Set up candy, snacks, etc. into serving trays on counter.
5. Put out sodas, water, gatorade, juice.
6. Put out price lists, napkins, sugar, creamer.
7. Make coffee if desired (generally if morning game).
8. Pretzels must be stored in freezer (to right of fridge in storage room).
 - a. take out for game and heat one at a time for approximately 1 minute.
 - b. can use white BT Booster Club microwave found on cart in storage.
8. Nachos found on top of fridge in storage room.
10. Money to pay referees found in cash box
 - a. referee fees will be posted inside cash box lid.

CONCESSION CLEAN UP

1. Return everything (candy, snacks, beverages, nacho cheese) to refrigerator in storage room and pretzels to freezer to the right of fridge.
2. Return coffee pot and microwave to cart in storage room.
3. Note if running low on anything and put list in cash box.
4. Wash out nacho cheese pump:
 - a. use little brushes found in pump box and run under water.
 - b. Return pump to fridge.
5. Lock fridge and return key to moneybox.
6. Empty out popcorn machine:
 - a. wipe down inside and outside windows with clean cloth (do not use soap!).
 - b. remove bottom plate and wash inside.
 - c. pull out bottom cookie sheet and empty old kernels.
 - d. when top lid of popper cool, wash with clean cloth.
 - e. return machine to storage room.
7. Take out trash to dumpsters in parking lots.
8. Lock doors to storage room.
9. Turn off kitchen lights –switch near back doors.
10. Close service a window and lock door to the kitchen.
11. Take moneyboxes.

The kitchen must be left cleaner than found!

TEAM PARENT

1. Team parents are needed for each sport to assist the coach with the many details involved with assuring a successful season.
2. Following is a list of responsibilities the team parent may be requested to fulfill:
 - a. collecting money (pictures, athletic fees, jerseys)
 - b. checking uniforms in and out
 - c. assisting with team photos
 - d. assisting with phone calls or organizing phone chain for practices, games, etc.
 - e. organizing or assisting with pep assemblies
 - f. organizing car pools for games
 - g. taking photos at games (a disposable camera will be available)