

## **SW BASEBALL BOOSTERS YEARLY RESPONSIBILITIES**

### 1. Fall Ball League

- a. Assist players in finding fall ball teams by sending emails, providing contact information, etc.
- b. Recruit coaches, if necessary

### 2. Fall SWHS Open House

- a. Arrange to have captains and other members of the SW baseball program staff an information table at SW's open house

### 3. Fall Meeting

- a. Decide with coaches the date for the meeting
- b. Arrange location. In the past, we have used the Church of the Good Shepherd on France and 48th. It costs \$100 to rent the Fellowship Hall. It is large and has a podium and microphone. You need to secure the date with the person in charge of renting rooms at the church pay the fee. 612-927-8849. The Edina Community Foundation may have a room available for us for free. Contact our treasurer, Edie Opdahl.
- c. Order food (pizza from Michelangelos) and buy paper products, etc. The boosters buy the pop. We ask people to bring a side dish to share but generally not the freshmen because we are welcoming them to the program.
- d. Email and promote among players, especially the new freshmen
- e. Update baseball forms for distribution at meeting and online (including poinsettia fundraiser forms)
- f. Draft an agenda for Coach Mountain
- g. See typed notes in Mittag's file regarding this event for past years

### 4. Bachman's Poinsettia Fundraiser

- a. Contact Bachman's to sign up for the fundraiser (they prefer to do the entire fundraiser online, the contact person will have an email address and this person usually changes from year to year)

- b. Select sale and distribution dates, arrange for pickup location (Lake Harriet United Methodist Church, contact "Pat" at 612-926-7645)
- c. Create flyers for boys to sell plants; have some available at fall meeting and post on the website
- d. Send many emails with fundraiser details and urging the boys to sell
- e. See typed notes in Mittag's file regarding this event for past years

5. Silent Auction and Wine Tasting Fundraiser

- a. Arrange location (the location is the Minneapolis Officer's Club near Fort Snelling; we negotiate the contract for the space a year in advance of the event) and date (usually in February each year)
- b. Consider a new venue and silent auction event -- beer tasting? Bowling event and silent auction?
- c. Need to arrange a wine tasting host
- d. Have boosters solicit silent auction items
- e. Create spreadsheet for items and for attendees
- f. Create bid sheets, buy decorations, find a hostess to greet people (Bonnie and Rick Kuhlmann)
- g. Work with the Club and order food for the event (Maureen Wagner, Officer's Club 612-767-1960)
- h. See typed notes in Mittag's file regarding this event for each year

6. Pre-Tryout Captains' Practices

- a. Have the captains and Coach Mountain work with Lamberty to get gym times for captains' practices
- b. Have the captains and Coach Mountain work with Lamberty to get batting cage times for batting practice
- c. Arrange for adult supervision for both the gym and the batting cages
- d. Email players

7. Florida!

a. A captain's parent usually takes the lead on organizing this trip with Coach Mountain

b. See separate page for list of duties

#### 8. Spring Tryouts

a. Work with coaches on tryout times and locations, email players, etc.

#### 9. Spring Baseball Kick Off Meeting

a. Combine the spring baseball meeting with the bowling event, meet first and then bowl

b. Decide date for meeting with coaches

c. Meet at the Church of the Good Shepherd or at the Edina Community Foundation

d. Collect booster club dues at the meeting and money for pizza

e. Bowling is always at the Park Tavern. They donate the bowling and shoes and we buy pizza and pop for boys and their families. Phil Weber is the contact person at 952-929-6810. Email works as well.

f. Create an agenda for Coach Mountain

g. See typed notes in Mittag's file for this event for each year

#### 10. Sleepy Eye BBQ

a. Varsity and JV teams play Sleepy Eye each season. Every other year we host a BBQ and feed all parents and players from both teams.

b. It is SW's turn to host in the 2015 season

c. Arrange picnic site (hopefully, either at Neiman or Parade Stadium)

d. Find grills, buy food, pop, ice, all paper products, arrange for families in the baseball program to bring side dishes to share (Edie's beans!) It is nice to have a tent for those that are cooking. Jacob Dolezal's dad helped with grills, tent, etc. He had a big pickup truck. Find someone with a truck!

e. See typed notes in Mittag's file for this event from 2013

## 11. Senior Night

- a. Work on date with Coach Mountain for this event early in the spring high school season
- b. Find a junior parent to take the lead--junior parents are responsible for planning and organizing senior night
- c. Buy food and supplies, simplest and cheapest is to boil hot dogs and keep warm in Edie's large roaster from her church. Buy potato salad from Cub. Buy pop and water. Dessert. You need enough food to feed the entire SW and opposing baseball team and their parents. (What happens is we end up feeding more than planned, fans, etc. so it is good to buy more than needed. That is why cheap hot dogs from Costco is a good idea.)
- d. Need pictures from senior parents of their son at all ages for poster boards
- e. Arrange for sound system at game
- f. Get players walk up songs from everyone on the team
- g. Do a program for the game highlighting each senior player; do a questionnaire of the players and include their answers in the program (see past year's programs as an example)
- h. Arrange for an announcer at the game
- i. Arrange for a national anthem singer
- j. See typed notes from Mittag's file from past years

## 12. Spring Banquet

- a. Arrange date for event with Coach Mountain (need to avoid Fridays because of Senior grad parties and must avoid Legion baseball dates)
- b. Arrange for location. Church of the Good Shepherd or the Edina Community Foundation.
- c. Create a colored program for each player only (I print up extra for players that live between two households so each can have one)
- d. Arrange for food--Fat Lorenzo's has done the food for the past three years, buy drinks, and dessert

- e. Create an agenda for Coach Mountain (need to thank people)
- f. Have a parent responsible for bringing the senior posters to the banquet to decorate the walls
- g. Make sure the coaches give you the name of the players who won awards (need for program), make sure the names are spelled correctly for the coaches for the awards and for the program
- h. Buy balloons, get change for the host at the door who collects money from parents
- i. It is nice to have a video or slide show of photos while the banquet is going on
- j. Get photos of Florida and frame for each player on the trip
- k. See typed notes in Mittag's file from past years

13. Legion and Junior Legion

- a. Work with coaches on tryout dates for summer baseball
- b. Determine budget for each team
- c. Fundraising

14. CHIPOTLE!!!

- a. Chipotle allows one fundraiser per organization each year
- b. Around Christmas time, pick a date before xmas for the spring season
- c. In May, pick a date for the benefit of both summer teams (preferably a date when neither team has a spring season baseball game)
- d. See gmail account for the folder labeled "Chipotle" for details on how to proceed setting up this very easy fundraiser

15. Winter Training

- a. In June or so, you must negotiate the contract for our winter training facilities-- St. Paul Saints Academy, Lake Street YWCA and The Batting Cages of Minnesota

- b. Contracts need to be negotiated months in advance or we will lose our dates and times to other teams
- c. See Mittag's file on "Winter Training" and the folder in the gmail account labeled "Winter Training" for contact information, dates and pricing.

#### 16. State Fair Parking

- a. In July, a contract is negotiated with Jim Benz, 651-442-4256 (cell) of the state fair. The boosters agree to provide 96 volunteers to flag cars into a parking lot at the fair for the entire 12 day run of the fair. There are 8, seven hour shifts to fill each day.
- b. Create a spreadsheet in google docs and share with the boosters
- c. Hound people to sign up during the month of August for the shifts
- d. See the typed notes in Mittag's file from past years. There is also a folder in the gmail account labeled "State Fair" for sample emails, etc.

#### 17. Ongoing Duties of the Booster Club

- a. Treasurer to maintain checking account, pay bills, create budgets (currently Edie Opdahl)
- b. Spirit Wear -- Order logo wear to sell to fans. Perhaps consider an online store (currently Danette Kittleson in charge)
- c. Website Content -- Maintain website (currently John McCreary, Edie Opdahl and Jeanne Erickson Cooley) [www.mplssouthwestbaseball.org](http://www.mplssouthwestbaseball.org)
- d. Communications -- Lori Mittag -- Lots O' emails