



Dublin Jerome Kickoff Club

Operations Committee Descriptions

Committee Name	Description
7x7 Host Family Cook Out	<p>Person to coordinate cook out activities for the evening of the July 29, 2009.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> • Coordinating cook out with Coach Hundley • Establish Communication Details (Time, What to bring, etc.) for the cook out at Coach Hundley's. • Details should be distributed to hosting families.
Hospitality	<p>Committee coordinates food and drink for teams during August scrimmages (8/15 & 8/21).</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> • Providing "Sack" Lunch for teams. • Providing Gatorade for teams. <p>Chair Person and Volunteers (2).</p>
KOC Family Cook Out	<p>Committee coordinates Cook out at DJHS for Football Team and Family members.</p> <p>Date: Saturday, August 15, 2009</p> <p>Chair Person and Volunteers (2).</p>
Monday Night Game Review	<p>Person makes arrangements for the KOC members to watch game films every Monday during the football season. Includes procuring a projector and securing a banquet room.</p>
Picture Day	<p>Committee will coordinate all activities on Picture Day.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> • Ensures each player is identified correctly for the program. • Assists with collecting picture payments. <p>Volunteers (3).</p>
Senior Night	<p>Committee works with the band and cheerleader parents to organize senior night.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> • Obtaining biographical information for each senior to be announced at halftime.



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	<ul style="list-style-type: none"> Communicates logistics during Senior Night for participants. Coordinates reception after the game. Refreshments (i.e. Cake and Punch) are served at the reception. Coordinates “Memory Boards” activities. “Memory Boards” for each son or daughter are prepared by the senior parents. The “Memory Boards” are displayed in the commons area. <p>Chair Person and Volunteers (3). (Staffed by Sophomore/Junior Parent)</p>
Varsity - Game Photos	<p>Person takes digital pictures from the sidelines of all Varsity games. Required to upload pictures to a web photo album site (http://picasa.google.com, http://www.snapfish.com, etc.) to be shared via the Dublin Jerome Football website.</p>
Varsity Post Away Game Meals	<p>Committee provides sandwiches, chips, and drinks for the team after away games. Meals are given out to the players on their way to the locker room and must be consumed prior to loading the bus.</p> <p>Chair Person and Volunteers (3).</p>
Varsity Pre-Game Meals	<p>Committee arranges for pre-game meals and drinks (Gatorade) for the Varsity team every Friday after school. The main part of the meal is bought or sometimes donated from local restaurants. Parents may also provide parts of the meals (desserts, side dishes etc.).</p> <p>Chair Person and Volunteers (6).</p>
Varsity/JV Banquet	<p>Committee procures a location for the varsity banquet, usually held in late November or December depending on the playoffs. Responsibilities Include:</p> <ul style="list-style-type: none"> Communicating place and time. Collecting payment for family members. (Team members and coaches are paid for by the KOC). Program Development (Printing and Copying) Coordinating Microphone and projector/DVD player for Highlight Video/Pictures Table decorations



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	<p>KOC provides budgeted amount for banquet.</p> <p>Chair Person and Volunteers (4).</p>
JV - Chain Gang	<p>Three reliable people are required to work the chains for every Junior Varsity home game. The Chain Gang should be at the field no later than 30 minutes prior to game time.</p>
JV – Clock Operator	<p>A reliable person is required to work the clock for every Junior Varsity home game. This person should report to the press box no later than 30 minutes prior to game time.</p>
JV - Game Photos	<p>Person takes digital pictures from the sidelines of all JV games. Required to upload pictures to a web photo album site (http://picasa.google.com, http://www.snapfish.com, etc.) to be shared via the Dublin Jerome Football website.</p>
Freshmen - Banquet	<p>Committee procures a location for the varsity banquet, usually held in late November (or December, depending on playoffs). A buffet meal with beverages is served. Arrangements must be made for communicating the place and time to parents and collecting payment. Team members and coaches are paid for by the KOC. Program Development, Printing, and copying program, Microphone and projector/DVD player for Highlight Video, Table decorations</p> <p>Chair Person and Volunteers (3).</p>
Freshmen - Chain Gang	<p>3 people are required to work the chains for every Freshman home game. The Chain Gang should be at the field no later than 30 minutes prior to game time.</p> <p>Chair Person and Volunteers (2).</p>
Freshmen – Game Photos	<p>Person takes digital pictures from the sidelines of all Freshmen games. Required to upload pictures to a web photo album site (http://picasa.google.com, http://www.snapfish.com, etc.) to be shared via the Dublin Jerome Football website.</p>
Freshmen - Pre-Game Meals	<p>This committee arranges for pre-game meals and drinks (Gatorade) for the varsity and junior varsity teams every Friday</p>



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	<p>after school. The main part of the meal is bought (sometimes donated) from local restaurants. Moms may also provide parts of the meals such as dessert or side dishes.</p> <p>Chair Person and Volunteers (4).</p>
Freshmen -Clock Operator	<p>A reliable person is required to work the clock for every Freshman home game. This person should report to the press box no later than 30 minutes prior to game time.</p>