

TYPICAL YUKON MILLER FOOTBALL SEASON

In an effort to better inform current & future QBC members, we have created this document to outline a typical year for the QBC. Please keep in mind that everything is subject to change & this is just to give an idea of the activities as well as where opportunities are for you to contribute to helping your son's football program.

THIS DOCUMENT IS CONTINUALLY CHANGING. Please email any contributions to yukonqbc@cox.net

Spring until school is out:

In the Spring, the new QBC officers will meet to start discussing the upcoming year, what will be required, any new ideas that have been presented, etc. Typically, the first few meetings are officers only.

When a meeting for club members is scheduled, this will be posted on the website. Usually, this would be sometime in March. The frequency & timing of the meetings in the Spring can sometimes be sporadic due to it being off season, but they are always posted on the website.

Some typical things that we do in the Spring are:

- Spring Football (in May) – supplying anything that the coaches request (food, equipment, etc).
- Check the lockers & see if anything needs fixed or replaced. If so, perform those repairs.
- Check the game night equipment – make sure the tunnel & helmet are in good shape, check the fog machine to make sure it works, etc.
- Begin forming committees for spring/summer fundraisers as well as the upcoming season (especially clothing, media day & programs). Some of these responsibilities require an early start, some are not necessary until the games actually start. Please see the end of this document for more information.
- Start getting camp information together, finding out from the coaches what might be available, the athletic department also does physicals in May (these are required for participation).

After school is out:

Spring football will be over. There is usually a week long break. Starting the 2nd week in June, the boys (7th – 12th) should ALL be planning to participate in the summer program referred to as Miller Iron. Miller Iron is provided by the coaches at a minimal cost. This program provides a safe, structured environment for your athletes to work out and get stronger, faster, more agile & overall prepared for the upcoming season. A well conditioned body is proven to be much less prone to injury. In addition, they will build stamina & endurance that will be essential for two-a-days in late summer.

During the summer, the team will typically host a team camp. They will also usually attend a team camp.

The last 2 weeks of July, the coaches will hold Fun Runs. Fun Runs are 3 times a week. The runs start out shorter & get longer each time to ease the players into two-a-days. The coaches run with the players & they choose the routes (usually through a neighborhood near the school).

Official practices begin in August. The QBC usually provides (or funds) fruit for the players during two-a-days. That means a person (or people) needs to volunteer to pick up, prepare & distribute this fruit to the team.

Mid to late July, the QBC will be finalizing plans for Media Day. Media Day is a Saturday in early August that is set aside for 7th – 12th grade players and involves many activities.

- ✓ Individual & team photos are taken by a professional photographer. These photos are available for purchase. They are also the photos that will be used in the football programs.
- ✓ Following the photos, the players will participate in intersquad scrimmages.
- ✓ The QBC clubs organizes & hosts a family cookout/picnic to take place after the scrimmage. Food for this picnic is provided partially by the QBC & partially by food/drinks that the players are asked to bring (what they bring is determined by grade).
- ✓ After the picnic, the high school players (9th – 12th) will form groups and canvass the city for the annual booster card sales. Booster Cards are plastic cards that are about the size of a credit card. They give the card holder discounts for food/services at local businesses. The players/coaches sell these cards to help raise money for the QBC which in turn goes to the football program. Middle school athletes are asked to sell these cards as well, but they do not go door to door. They sell only to people they know.

Media Day involves:

- Choosing & scheduling a photographer (we have used Candid Color the last few years)
 - IMPORTANT: all students involved in the football program need to have a green screen shot taken. All group photos must be determined prior to this day & a list provided to the photographer upon their arrival. SENIOR photos (all combinations) should be taken this day as well.
- Someone will need to purchase & pick up the patties/buns for the picnic
- Someone needs to get the flyers to the players (usually via the coaches) to let them know what to bring. This is also posted on the website.
- Someone needs to find & arrange to get a grill large enough to cook all those burgers.
- Someone needs to find people who have ice chests & pop-up pavilions we can use that day
- Someone needs to schedule volunteers to work at the Miller trailer selling Miller Wear

- Someone needs to coordinate a membership table to provide people the opportunity to join the QBC.
- Someone needs to be in charge of giving incoming freshmen their “A Yukon Miller lives here” yard sign. If we are running low on signs, that person also needs to contact the printer to obtain more.
- We need people to help set up at 6:30 – 7:00am that morning
- We need people to help clean up afterwards
- Prior to Media, we have to find businesses to participate in the booster card discounts, put a card together, find a printer & have them printed
- We need people to stay & help with the booster card sales (issuing cards, receiving cards/money upon their return, counting money, etc)
- There are many other “things to do” not listed, but you get the idea.

After Media Day, the season is close to “officially” beginning.

Mid-August:

Form committee for Czech Day (Czech Day is first Sat. in October) –

- Homecoming royalty riding in their cars in the parade followed by floats (7th, 8th, 9th, varsity, seniors)? Need to determine what we are going to do, who is going to provide trailers for floats, who is going to decorate floats & who is going to pay for it.
- Submit paperwork/application to Czech officials by Sept. 1st – make sure football is near pom/cheer in parade order.
- Miller wear trailer – need to determine location (parking lot near FBC last year), find volunteers to haul it there, volunteers to work it for a few hours.

Create document with Guidelines/Suggestions for Homecoming Parade/Rally based on last few years. Maybe also for the Mustang Rally?

MISCELLANEOUS – not sure how to organize it but working on it.

Alumni Game – started in 2010, don't know if it will continue to be held in Yukon? If so, QBC stocks & runs the concession. Requires many workers & they should work in shifts. The games are all day. QBC member must go to Sam's to get supplies for this & we used the concession stand at the stadium.

Lift-a-thon – started in 2010. Players get sponsor to donate based on how much they can lift. Moved equipment out to football field. Coaches also held parent meeting prior to the lift-a-thon & QBC sponsored an ice cream social as well. This event was lots of fun & went really well. Expect it to continue in the future.

Ball Boys – Middle school players are given the opportunity to be down on the field on Friday night as ball boys. Typically 4 ball boys per game. They wear their jersey (opposite of what the high school is wearing so that they stand out more) & are chosen by the middle school coaches.

DVD Sales – member takes a game film & transfers it to a DVD that is presold. This is done for each game. Mark Deeds currently handles this – need to check to see that it involves.

Memberships – QBC membership gets you a Yukon Football sticker, voting rights & on the email list of meeting minutes.

Signs & Banners – Advertisers can purchase end zone banners to be displayed at all home games. Advertiser provides design & the QBC arranges to get it printed & hung.

Game Day Parking – area roped off for paid parking. Requires at least one monitor to stand at the entrance & allow people who are paying or have already paid to enter OR redirect those who are not paying.

Game Day Program Sales – usually Freshmen sell programs. Requires a Freshmen parent to coordinate players & have programs ready for sale at all Varsity home games.

Game Day Setup – Tunnel, helmet, air compressor, possibly generator, smoke machine. All these need to be set up & ready (home & away games) prior to the game. Then it all has to be broken down & put back into storage for the next week.

Class Reps – prefer to have a rep from each class, 7th – 12th, to represent their son's class & relay information back to the parents who do not attend meetings.

Team Meals – most game days are school days. Thursday night the team gathers for a team meal. A QBC member is responsible for contacting different churches in the community to schedule these meals (food/location provided by the church). In the event that a game day is NOT a school day, they usually do a team breakfast & then have a walk-through to prepare for the game that night.

Coaches Meals - on Sundays, the coaches spend most of the day at the field house reviewing film, analyzing & preparing for the next game. So that the coaches do not end up skipping dinner or eating junk, QBC members sign up to provide dinner for the coaches. Sometimes one person provides a meal &

sometimes several people get together to provide a meal. The meal is enough to feed 12 adults. It includes the main course & usually drinks, sometimes it also includes a salad & dessert. Plates, plastic ware, cups & napkins are provided by the QBC. The meal is at the members expense.

Back to School Nights – This is where QBC members go to the elementary & middle schools on the schools back to school night. They set up a table & offer QBC membership / Miller wear to the parents/kids that will be attending those schools. Requires at least one person per school to volunteer to set up a QBC table & take the QBC forms/clothing to the school. That person collects money/checks (hopefully) and returns that to the treasurer. Unsold Clothing/leftover forms are returned to the club meeting.

Senior Night – need to clarify/determine what senior groups are included. Do we do the same thing for Managers, trainers, cheer, pom & band as we do for the football players? Do we involve the other groups sponsors in this? After we determine our policy on this, we need to send it to the other groups sponsors. Needs to be determined in the Spring meetings.

Miller Wear – Designs, Bids, determine items to be sold, qty & sizes to order, etc. When received, inventory and stock Miller Store. Prepare for media day & game sales.

Program Ads – letters to potential advertisers need to be sent out in May. We have a list from the prior year, but this list should grow & change as businesses change in Yukon area. We also have the letter template to be used. Trying to organize this so that there is a spreadsheet that can be used with mail merge in MS Word to simplify this. Also, the goal is to use MS Word & mail merge to print address labels.

- For prior year advertisers – include letter, ad specs sheet & copy of prior years ad/size for them.
- For potential first time advertisers – just send letter & ad specs sheet
- Contact band – they usually do 2 full page ads. One of the whole group & one of the seniors. Be sure they know to get their group photos by the deadline if that is what they want to do.

The member who is going to track & collect ad payments should have their contact info on the letter, including mailing address & phone number.

Late June/Early July – contact businesses who have not responded by phone or in person. Get QBC members to help with this & split it up into groups. Deadline for ads should be media day – after that date, ads ONLY accepted at the person doing the programs discretion. The person doing ad sales should be working closely with the person doing the programs.

Programs –

Determine specs for programs (type of paper, approx. how many pages, how many colors, quantity to order, etc). Get quotes from local printers (mainly for me it's to make sure we are getting a fair deal from Red River).

Communicate with Candid Color on media day & make sure you have a list of all group photos that you need for the program. They will usually have the digital photos ready to pick up by the Monday following media day. Also, if band uses Candid then get that photo as well.

Trying to get everything in digital format. Ads submitted in digital format are much easier to work with. Ads that have to be scanned might have to be recreated based on quality. If you can't recreate it & the quality is bad – contact the advertiser to get a good image. We will not print blurry or grainy images.

When layout is close to being done, take to printer for them to review.

Create cover – determine what will be on the cover, it's usually a photo of the football player seniors only. The t-shirt design is usually on the cover as well, but doesn't have to be.

Create details on how to create the program.

End of Year Banquet -