



Dunwoody High School Booster Club Team Meeting Minutes Parent/Player Meeting January 18, 2023, DHS Cafeteria

In Attendance: Zoe Knight (DHS Varsity Boys Head coach), Hannah Siegel (DHS Varsity Girls Head coach), Kimberley Harlee (DHS Varsity Girls Assistant Coach), Taelor Rye (DHS Jr. Varsity Boys head coach), Heidi Forth (DHS Jr. Varsity Girls head coach), Fred Chiverton (President), Robin McCown (Booster VP), Michele Halliwell (Booster Treasurer), Laurie Munn (Booster Secretary), Ilana Tolk (Fundraising and Sponsorship chair), Kristin Smith (Website Coordinator), Meg Wallace (Uniform coordinator), Mindy Ouellette (Uniform coordinator), parents and team members

18:05 meeting called to order by Fred Chiverton. Fred welcomed everyone and congratulated the players on making the team. The protocol will be to go through the agenda (agenda is attached).

Coach Introduction

Fred Chiverton introduced the coaches, Zoe Knight, Hannah Siegel, Heidi Forth, and Taelor Rye. Kimberley Harlee will take over the Varsity Girls Team coach position when Hannah goes on maternity leave. Coach Knight went through the code of conduct. The Code of Conduct was distributed to players and parents at the meeting with a QR code to sign the document electronically. The Code of Conduct signature link is also provided on the Dunwoodytennis.com website.

Coach Knight covered the following items:

1. The revised Code of Conduct will be on the website and contains the following items.
 - a) Play time is not guaranteed, the best lineup will be played. Varsity gets 18 play days and JV gets 13 play days. Regional matches are not counted in this total.
 - b) Players are expected to act in a professional manner, be respectful of teammates and competition, make good clean calls.
 - c) Parents cannot coach players. Parents must be five feet from the fence. Only coaches can talk to players. This is per GHSA rules. If there is an issue, do not address the opposing team coaches, parents or players. The problem must be brought up to the DHS coach, and the coach will address the issue.
 - d) Players must maintain grades and schoolwork. Students must maintain a 75 average.
 - e) Players are expected to be at practice. If players are drilling at a different location, please let the coach know. Every player goes to every match. Players must be in the team uniform every match.
 - f) The grievances are addressed in the following order: a) handled by the coach, b) parents become involved, c) athletic director becomes involved, d) principal becomes involved and makes the final decision.

2. There are no buses this season. A carpool will be set up by the team parents.

DHS Booster Club Board

Fred Chiverton explained the role of the board. Dekalb County provides minimum resources for the tennis program. The board's responsibilities are listed below:

1. Communicating with Dekalb Schools to maintain the courts.
2. Repairing the courts to make them safe for practice.
3. Locating additional courts for teams to practice and play matches.
4. Providing financial support to pay coaches for their time during the season.
5. Providing financial resources to pay for tournaments for players and provide hotel accommodations for Varsity players at tournaments.
6. Providing balls for practice and the matches.

The dues are \$275 per player.

Volunteer Duties

Fred stated that each team will need the following volunteer positions. Please see Robin McCown about positions.

1. Carpool Organizer
2. Snacks and Drinks for match day
3. Team Photographer
4. Tournament Volunteer

Sponsorship and Fundraising

Sponsorship: Ilana Tolk explained the fundraising campaign. The sponsorship form is online along with the player letter. This information will also be emailed to parents along with the link to the google drive to sign up for contacting sponsors. We are asking everyone to find a \$300 sponsor, and we can reach the team goal of \$15,000. Last year we collected \$12,000. The leading fundraiser will win a gift card. Be on the lookout for spirit nights.

Uniforms, Spirit Wear, and Dues

Dues and Uniforms: Uniform orders and dues are due 1/19/23 at midnight. The uniforms will be delivered by the 2nd match. The uniforms are the same as last year. Michele Halliwell (treasurer) stated that everything is online. All orders for uniforms and dues should be paid via the website. The dues are \$275. Sponsorships can be completed online but they must be completed separately from the dues and uniform order. Please reach out to your coach if you need financial assistance with dues or uniforms.

Adjournment

Meeting was adjourned at 18:38

Respectfully submitted,

Laurie Munn, Secretary



2023 DHS Tennis Booster Club, Inc.
Parent/Player Meeting
January 18, 2023
6:00 to 7:30
Dunwoody High School Cafeteria

Agenda

1. **Welcome – Zoe Knight – Boys Varsity** (zoe_knight@dekalbschoolsga.org)
2. **Coach Introductions - Coach Knight**
 - **Girls Varsity – Coach Hannah Siegel** (Hannah_Siegel@dekalbschoolsga.org)
 - **Girls Varsity-Coach Kimberly Harllee**
(Kimberly_Hopkins@dekalbschoolsga.org)
 - **Girls JV – Coach Heidi Forth** (Heidi_Forth@dekalbschoolsga.org)
 - **Boys JV – Coach Taelor Rye** (Taelor_Rye@dekalbschoolsga.org)
3. **Parent/Player Expectations – Coach Knight**
 - **Code of Conduct (Form will be collected at first practice by coaches)**
4. **DHS Booster Club Board –Fred Chiverton President**
 - a. **Board Introductions**
 - Vice President – Robin McCown
 - Treasurer – Michele Halliwell
 - Secretary – Laurie Munn
 - b. **Mission of the Board – Support the Program**
 1. **Team volunteers needed (sign-ups will be emailed to each team)**
 - a. **Team Parent (All teams to coordinate snacks/driving etc)**
 - b. **Banquet – TBD**
 - c. **Photographer TBD**
 - d. **Tournaments**
 - i. **Varsity - LaGrange**
 - ii. **JV - LaGrange**
5. **Sponsorship/Fundraising – Rosemary Watts, Illana Tolk**
 - a. **Letter Writing Campaign**
 - b. **Corporate Sponsorships**
 - c. **Spirit Night – need volunteer**
6. **Uniforms & Spirit Wear –Mindy Ouellette Meg Wallace**
7. **Booster Dues and Uniforms/Spirit Wear form will be virtually collected**

Team rosters, schedules, and practice times will be posted on the website:
dunwoodytennis.com