



Book	Policy Manual
Section	900 Community
Title	Booster Clubs
Code	915
Status	Active
Adopted	April 15, 2002
Last Revised	May 8, 2023

### **Authority**

The Board recognizes the existence and appreciates the efforts of the various community-based booster clubs at work in the school community. The Board further recognizes that the purpose of such clubs should be to assist and support, but not to direct or supplant the existing activity or athletic program. It is absolutely necessary that all school district-sponsored activities remain at the school level and under the control, direction and supervision of the Board of School Directors, administration and Athletic/Activity Director through its duly elected professional employees. Only those clubs operating under bylaws approved by the Board of School Directors will be recognized by the school district as official and permitted to use the school district name.

The Board and administration are also fully cognizant that without the countless hours members of these groups give to their respective organizations, there would be an impact on district programs. It is recognized by the Board and administration that the impact of each group is student-centered and, thus, these groups contribute in a material way through services, supplies and equipment to school district students. Therefore, the financial burden to district taxpayers is significantly reduced.

### **Guidelines**

In order for this process to flow appropriately, the following items must happen:

1. The Board shall provide booster organizations opportunities to support local school athletic/activity efforts.
2. Each booster organization shall submit a listing of officers annually to the Athletic/Activity Director after the booster organization's annual organizational meeting. The officers must also sign off that they have read and agree to the Booster Club Policy and its guidelines.
3. It is understood by all members of booster/support groups that the district shall be responsible for:
  - a. Supervising athletics and activities.

- b. Posting, recruitment, interviewing, selecting, evaluating and monitoring athletic and activities personnel.
  - c. The selection, purchase, use, maintenance and storage of equipment.
  - d. Ensuring that district athletics and activities adhere to district, league, and state rules and regulations.
  - e. Hiring and supervision of officials.
  - f. Transportation of participants to and from regular functions and district facilities.
  - g. Scheduling of competitions and activities.
  - h. Maintenance and administration of athletic department and co-curricular activities funds.
  - i. All decisions concerning the program operations, maintenance, and administration.
4. Students are not eligible for membership in any booster group.
5. Concerns or issues of individual members of booster groups or support groups regarding the team or athletic/activity program should follow the chain of command indicated below:
- Step 1 - Coach/Activity sponsor.
  - Step 2 - Athletic/Activity Director.
  - Step 3 - Building principal.
  - Step 4 - Central office administration.
  - Step 5 - Board of Education.

In summary, the Board views booster organizations as a full partner in the promulgation of these provisions.

### Fundraising

A key to the success of any organization is clear communications. It is required by the Seneca Valley School Board for each booster organization to have clear communications with their members as to the purpose of the organization and the desired voluntary commitment of the members. It is imperative for the booster organizations to communicate with the parents/guardians at the first possible opportunity, prior to tryouts if possible.

Letters should go home to parents/guardians explaining the fundraisers or booster dues. Parents/Guardians should be informed of the meeting dates, location, and when fundraising agenda items will be discussed and/or voted on in the organization. If the majority of the membership is against a fundraiser, the organization should look at alternative ways to raise money.

Parents/Guardians should be given the option to participate, donate money of equal value or not participate in the fundraiser. **Mandatory fundraisers are not permitted.**

Fundraising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Athletic/Activity Director or building principal.

Seneca Valley students are not to sell games of chance (50-50, raffles, lotteries, etc.).

Adults may participate in games of chance. Appropriate Small Games of Chance licenses must be secured prior to 50-50's, raffles, lotteries, etc.

Booster organizations should be aware of the demands placed on the student athletes during the season and determine if the student athletes are capable of participating in the fundraisers.

Requests for fundraising activities shall be directed in writing to the Athletic/Activity Director, using the district fundraising forms conforming to the district guidelines. Approval must be received prior to the beginning of each and every fundraising activity.

The extent of student or parent/guardian participation in fundraising activities of booster/support groups shall have no implications on the opportunities for students to participate in the activity or sport or on the receipt of awards or benefits distributed by the booster/support group. One exception to this rule is the responsibility for accumulation of funds for an individual to attend an overnight trip requiring travel, such as a band trip. Another exception is participation in an off-season league or tournament where costs are assessed on a per student basis to cover entry fees.

The Athletic/Activity Director or high school principal shall retain the right to prohibit the sale of certain items that may create unsafe conditions or require unusual clean-up procedures at our events.

#### Charging a Booster Fee Instead of Fundraising

Some of the booster organizations charge a fee in lieu of fundraising. The School Board and administration does not feel this is a problem as long as the following guidelines are established:

1. It is imperative for the booster organizations to communicate with the parents/guardians prior to tryouts (if possible) explaining any fundraiser event or the booster dues and how the organization utilizes the money.
2. If the fee is to be used for an overnight trip or off-season leagues or tournaments, the parent/guardian can be assessed on a per student basis to cover the entry fee or trip.
3. If a parent/guardian refuses to pay the fee, the student cannot be punished for the lack of parental support. The athlete must not be treated differently in regards to the banquet, gifts, and awards.
4. Hardship cases should be dealt with on an individual basis and held in the strictest confidence.
5. **Booster fees must be pre-approved by the Athletic/Activity Director.**
6. **Booster fees may not be collected prior to the first permissible day of the season (as set by the PIAA), the first permissible day of activity (per Seneca Valley School District), or the first day of school, where applicable.**

#### Finance and Reporting

Each booster group shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds. An annual financial report, specifying at least the beginning fund balance for the fiscal year, revenues, expenditures and ending fund balance, should be submitted to the Athletic/Activity Director and/or building principal by June 30th of the fiscal year.

When using any school facility for meetings, fundraising, socials, banquets and other activities, booster groups must complete the Facility Use form.[1]

The Board of Education does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur.

Booster groups shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State as a charitable nonprofit organization.

**Booster/Support groups must send, regularly, copies of meeting minutes to the Athletic/Activity Director or building principal.**

### Hiring Policy

The Athletic/Activity Director and principals will interview prospective candidates and make recommendations to the Superintendent.

Students and booster representatives will not be part of the interview process.

Booster organizations are not to interview applicants for supplemental positions in advance of the Board review process.

### Role of the Head Coach

The head coach should have an active role in his/her respective booster organization and the decision-making process of the club. However, it is not permissible for any coach (head or assistant) to hold an officer position within the booster organization. S/He should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach cannot attend, a representative from the coaching staff should attend.

### Improvements to the District Buildings and Grounds

**Proposed improvements to the district buildings and grounds being made by the booster organization** must have the approval of the Athletic/Activity Director, Director of Buildings & Grounds, and Supervisor of Safety & Security. Consultants to the booster groups for various projects (i.e. construction) should not be engaged without School Board approval. Submit all requests in writing to the Athletic/Activity Director and Director of Buildings/Grounds, Seneca Valley School District, 124 Seneca School Road, Harmony, PA 16037.

If you are making a request to the School Board, please plan to make your request early so the School Board will not have to make a decision at the School Board meeting. The School Board is requesting time to consider the request.

### Requests for the Addition of New Sports

Requests for the addition of new sports must be submitted to the Athletic/Activity Director. The request will be reviewed by the Athletics/Activities Committee and a recommendation will be given to the School Board. If approved by the School Board, the request will become part of the district's three-year plan.

### Banner and Signs

**All banners and signs must be preapproved by the Athletic/Activity Director** or building principal before they are ordered and displayed on school grounds. If an advertisement is on the sign, the school district and Board of Education must give approval before the signs are ordered.

### Team Picture

The school district has an approved photographer that must be used for team and individual pictures. Contact the high school office or athletic office to obtain the name and number.

### Recognition Functions (Banquets)

To avoid conflicting events and demands on students and school personnel, each booster club may sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes.

A booster club planning a recognition event shall request permission of the Athletic/Activity Director or building principal to conduct such event and shall clear the date for the event with the Athletic/Activity Director.

In an attempt to avoid potential conflicts, each organization should check with the Athletic/Activity Director's office prior to scheduling recognition banquets.

The School Board and administration believe each booster organization should evaluate the expenses and gifts that are being given to the senior high athletes. The School Board and administration suggests the following:

1. If the middle school and junior high teams are not included with the varsity banquet, all efforts should be made to minimize costs (the school cafeteria, pizza party, etc.).
2. The middle school and junior high banquet committees should look at the least expensive meal to reduce the cost for parents/guardians and siblings to attend.

When banquet facilities are used off of school grounds, the following guidelines will apply:

1. The facility will be recognized as a school zone.
2. The banquet will be recognized as a school function.
3. All school rules will apply and be enforced.
4. No alcoholic beverages or tobacco products will be permitted in the banquet area.
5. An announcement must be made at the beginning of each banquet summarizing these items.

### Overnight Trips

The School Board understands the benefit of overnight/travel trips; the number of days of school to be missed is critical, and will be weighed in connection with the educational benefit.

### Programs

Booster organizations should encourage the parents/guardians and members of the booster organization to support the community sponsors in the game programs.

The booster organization must screen each ad for appropriate content. Ads in question must be cleared by the Athletic/Activity Director. Alcoholic beverages and tobacco product ads should be eliminated from the program.

A follow-up letter should be sent to each advertiser with a thank you that can be displayed in their business indicating that they were a proud sponsor for Seneca Valley.

### Concession Stand in the Buildings

Booster organizations will not be permitted to cook food in the lobby, hallways, classrooms or areas outside the kitchen. No one will be permitted to use the kitchen without prior approval from the Food Service Director. All concession stand areas must be coordinated with the Athletic/Activity Director.

### Club Sports

Although the district does not fund and select the coaches for club sports, all club sports must adhere to the booster club policy and guidelines. All club teams must submit all required clearances, background checks, concussion and sudden cardiac arrest education certification, and CPR documents to the Athletic/Activity Director prior to coaches having contact with students and participating in team activities.[2][3][4][5]

All overnight trips must be approved by the School Board. The trip will be approved as a school-sponsored activity and all school rules will apply. Incidents must immediately be reported to the Athletic/Activity Directors or building principal by the coach or Association President.

The fundraising guidelines must be followed by all club sports. All fundraisers must be registered and approved in the athletic office prior to the start of each fundraiser.[6]

The initial operational fees for the clubs can be mandatory for participation, but general budget fundraisers cannot be mandatory.

All of the established Seneca Valley guidelines must be completed before the beginning of the season to continue to receive Seneca Valley School District approval for club status.

Particular attention must be paid to the administering of physicals, Act 34, 114, and 151 clearances for coaches, the school district waiver, insurance, eligibility, drug testing and ImPACT baseline concussion testing.

If a student does not participate in the drug and baseline concussion testing processes, s/he is not permitted to try out.

### Recommendations

The Seneca Valley School District recommends that each organization operate using the following:

1. Bylaws.
2. Membership roster.
3. Equal opportunity declaration.
4. Incorporation and tax exempt status.
5. Annual reorganization meeting.
6. Annual financial audit.

Legal

- [1. Pol. 707](#)
- [2. 24 P.S. 111](#)
- [3. 24 P.S. 5321 et seq](#)
- [4. 22 PA Code 8.1 et seq](#)
- [5. 23 Pa. C.S.A. 6301 et seq](#)

[6. Pol. 229](#)

[24 P.S. 510](#)