



Temple City Unified School District Booster Club Guidelines

Purpose and Function of Booster Clubs

A booster club is defined as "an organization that is formed to **help support the efforts of a sports team or organization**. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization's performance."

Another definition is "**a booster club provides enthusiastic support of a team or organization**." This type of support is much like emotional or psychological parental support, but is given in a collective manner. Booster clubs may play a key role in supporting Temple City activities in many ways, and we are very thankful for the positive contributions booster clubs will provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs, and team yearbooks. Booster clubs can financially support the program by providing additional funding for events, such as pre- or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in any way, in accordance with the above stated definition, **that supports or 'boosts'** the program they are formed to support.

It is the charge of the principal and the athletic director (when applicable) to ensure that their booster club operates within their defined parameters.

Temple City Booster Clubs SHOULD:

Volunteer time and raise money.

- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach/AD/principal).
- Financially support the program by providing additional funding for additional equipment, camps, or end-of-season banquets and awards.
- Organize team events, such as team meals.
- Listen and work closely with the head coach(es).
- Discuss official business items that meets the criteria listed above.

Temple City Booster Clubs SHOULD NOT:

- Openly discuss or perform a performance review of the head coach or coaching staff.
- Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the school district.
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- Openly discuss playing time issues.
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach/AD/principal.
- Discuss as official business any item that does not meet the definition and function of a booster club.

Banquets

- The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach.
- The awards given out at the banquet will be distributed by the head coach/assistants.
- There should be no open bar for adults, and parents shall not consume alcohol at banquets.
- To avoid conflict, banquets should not be held before 12:00 p.m. or on Sundays.

Advertising

- The Head Coach/Sponsor **must approve** all advertisements and content in printed programs for Riverview events.
- Please email or fax a copy of your ads and content for approval prior to printing (fax)
- The Temple City Unified School District reserves the right to pull programs that have not been approved or are not consistent with district policy.

Fundraisers

All fundraisers must be approved by the principal, well in advance of the event, through an authorized fund raising request form.

- Fundraising is a necessary part of school athletics today. We are very thankful for the efforts of parents and booster clubs.
- Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.

CIF Basics Concerning Pre-season Sessions & Illegal Recruiting

Boosters are not permitted to conduct pre-season practices, arrange scrimmages or conduct organized team activities.

- Coaches are allowed to work with their teams only during the designated CIF season and the summer waiver period.
- **No** booster club member may recruit or encourage athletes from another school to transfer to Riverview.

Boosters Will Not Have Any Role in Conflict Resolution between Parents & Coach

- It is inappropriate to approach a coach prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon as described in the Temple City Athletic Department Handbook for Coaches and Players..
- Playing time is determined solely by the coach; discussion should focus only on how your son or daughter can improve his or her skills as an athlete.
- Calls should be directed to a school phone only.
- If emotions rise to an unreasonable level during the meeting, it will be concluded immediately and rescheduled.

Starting a Booster Organization

Booster organizations must meet with the Principal and Superintendent to request formal recognition.

All of the areas discussed in these guidelines are required and mandatory by the Temple City Unified School District

- 1)** Each Booster Club should have elected or appointed officers (President, a Treasurer, and a Secretary).
- 2)** Prior to the 1st practice of each season, each booster club President must inform the principal and AD with the names and contact information (address, phone and email) of each club officer.
- 3)** Booster Club meetings should follow a set agenda each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business).
- 4)** All TCUSD Booster Organizations Should Comply with state and federal laws .
 - a. Each Club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the district.
 - b. To remain in good standing with Temple City Unified School District each Club should do the following:
 - i. Obtain a Federal Taxpayer Identification number.
 - ii. Clubs should be organized in some form consistent with non-profit status under Pennsylvania law, and must operate and fundraise only within state and federal requirements.

- 5) Upon request, provide the district business manager with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies, if applicable

Finances

- 1) Treasurer report should contain all transactions that took place prior to the meeting.
- 2) Finance of each booster club should be open to 100% of all members.