

565A - ISD 727 Booster Club Guidelines and Expectations

Introduction

This document was created to set guidelines and expectations between booster clubs and the Big Lake School District. This document should be reviewed in conjunction with Big Lake School District Policy 565 – School District-Booster Club Relationship. It is meant to be a tool used to better relationships and clarify procedures and rules. The Big Lake School District is grateful for the support and help provided by its Booster Clubs.

General Guidelines

1. Prior to the first practice of each season, each Booster Club president must provide the names and contact information (address, phone number, and email) of each club officer to the Activities and/or Community Education Director.
2. Booster clubs should have meetings open to the public, follow a set agenda, and record minutes of each meeting. It is recommended that meetings be posted.
3. A representative of the School District (coach, advisor, director, or activities director) shall be notified of all booster club meetings.

Legal Compliance and Organization

As referenced in School District Policy 565, external Booster Clubs are strongly encouraged to organize as a 501(c)3 non-profit. It is recommended Booster Clubs seek the advice of a tax professional or attorney to organize as a non-profit entity and fundraise in compliance with state and federal regulations. School district employees cannot give tax advice or legal opinions regarding the legal organization of a non-profit entity.

Fundraisers

Big Lake Schools is very thankful for the fundraising 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.** Big Lake Schools does not recommend fee requirements or mandated fundraising for parents. It is strongly recommended that booster clubs notify the Activities or Community Education Director prior to beginning fundraising activities.

Purchasing

Booster clubs wishing to purchase athletic equipment for their teams or activities must go through the athletic and/or community education department for approval. Booster clubs should not purchase equipment independently. When equipment is purchased from donated funds, it becomes the property of Big Lake Schools.

After the Activities or Community Education Director has approved an equipment request, the booster club should donate the funds to the athletic or community education department, specifying its purpose. District Policy #706 “Acceptance of Gifts” must be adhered to. The

activities or community education office will then complete a purchase order to initiate the order. **All equipment and supplies must be shipped to a Big Lake School District address. Booster clubs will not order equipment directly or ship items anywhere other than a school building at Big Lake Schools.** It is emphasized that any supplies or equipment cannot be shipped to a personal home.

If a booster club is funding a coaching position, half of the estimated funds must be donated to Big Lake Schools prior to that coach receiving pay. At the end of the applicable sport or activity season, the coach's pay and benefits will be reconciled, and a final balance will be due. The Booster Club must donate the remaining funds within 30 days of the final reconciliation. All coaches must complete new hire paperwork and will be subject to School District employment policies and practices. They must also follow Big Lake Schools and MSHSL guidelines as a coach (this includes volunteers).

The athletic and communication education departments cannot give out the School District tax-exempt number. Tax exempt purchases must be made by the school district.

Billing to Booster Clubs

All transportation, fees, and equipment purchases must be approved by the Activities or Community Education Director. The District's finance department will charge booster clubs for any "coach" bus transportation that exceeds the cost of a regular school bus. The finance department will charge booster clubs for any fees for tournaments or games that exceed the given district allocation.

Advertising

The Booster Club must submit all advertisements in printed programs and other printed materials, to the Activities or Community Education Department for approval to distribute during school programs, activities, or in buildings prior to printing. The Athletics and Activities Director and Community Education Director must have access to Booster Club social media postings. All printed materials and social media postings must be consistent with district mission and values following policies 109, 904 and 905.

MSHSL Basics

Coaches are allowed to work with their teams during the designated MSHSL season and the summer waiver period only. No booster club member may recruit or encourage athlete(s) from another school to transfer to Big Lake Schools. Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic. Visit the Minnesota State High School League website for more information at www.mshsl.org

Booster Clubs SHOULD NOT:

- Openly discuss or conduct a performance review of a school district head coach or school district coaching staff.

- Review the performance of a school district coach funded by the booster club; staff evaluations are solely the responsibility of Big Lake Schools.
- Discuss any specific student or situation as official business. See *Parent Communication Protocols* below for process
- Openly discuss playing time issues.
- Ransom funding of the program to control the hiring or firing of the school district head coach or school district staff member.
- Offer up a petition by booster club members to hire/fire a school district coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the school district head coach or Athletic and Activities Director

PARENT COMMUNICATION PROTOCOLS

Please promote the below process when conflict occurs:

- 1) The student and coach will meet to discuss the issue.
- 2) The parent/student should schedule a meeting with the coach within one week of incident. Meetings must be at a time convenient to both parties. Student must attend.
- 3) Parent/student/coach will meet with the athletic director with all parties in attendance.

Other key points:

- 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.
- Playing time is determined solely by the coach; discussion should focus only on how the student athlete 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.