

**Trinity Preparatory School of Florida ATHLETICS BOOSTERS  
Policies and Procedures**

**Standing Committees Defined**

- Section 1. The standing committees of ATHLETICS BOOSTERS shall include the following:
- a. Spirit/Fan Experience – Generate opportunities to enhance fan experience at athletic events. This may include finding Athletic spirit items to give away or market ATHLETICS BOOSTERS.
  - b. Sports Liaison – Shall consist of one member from each active sport. They will help improve communication between all sports’ teams, coaches, the Athletics Department and ATHLETICS BOOSTERS’ representatives.
  - c. Concessions:
    - The chair of this committee is responsible for coordinating efforts with the individual assigned to the specific sport, ensuring that inventories are adequate, and that equipment is maintained, in working order and safe to operate.
    - Team Parents/representatives will be responsible for finding volunteers to work concessions. If additional assistance is needed, they can contact the chair of this committee to assist in finding volunteers for concessions.
    - The chair of this committee shall maintain records on the operation of the concessions (instruction manuals, price sheets, etc.).
    - Concessions should be operated to generate profits, but prices charged should be reasonable. Items sold should be limited to stocked items and/or items pre-approved by the Board of Directors. Food and beverages stocked in concessions will be purchased by individuals given the authority to purchase such goods. Receipts for purchases are required for reimbursement in accordance with the financial operating procedures.
    - Merchandise sold in concessions stands should be pre-approved and not conflict with the fundraising of other school organizations.
  - d. Communications – Shall provide a weekly home game announcement to be sent by e-mail. Shall coordinate with team liaisons to obtain pictures and achievements to be shared with TPS marketing and Athletics so they can be properly announced/recognized by TPS to the school community.

- e. Special Events – The chair of this committee will be responsible for overseeing committees and working with the Department of Athletics and TPS school officials (when involved) to plan athletic special events such as, Beginning of School Kick Off Party. Homecoming, Silent Night, Sports Physical Night, Coaches Banquet, and the Senior Appreciation Luncheon/Banquet.

Section 2. The duties of each standing committee head shall include the delegation of the standing committee duties and responsibilities among its individual committee members.

### **Financial Operating Procedures and Authority**

Section 1. All expenditures must be accounted for with receipts and all reimbursement requests must be accompanied by receipts. All expenditures must be approved by the Board of Directors with the exception of supplies purchased for the concession stands.

Section 2. The Treasurer may accept as bona fide a bill submitted by TPS Head of School, Athletic Director, Assistant Athletic Director or the TPS Business Manager for purposes approved by the Board of Directors.

Section 3. All Checks issued against the account of the ATHLETICS BOOSTERS must first be approved by the ATHLETICS BOOSTERS' Treasurer prior to being signed by a member of the TPS Business office. The Treasurer has approval authority individually for disbursement of approved amounts up to \$500. Amounts greater than \$500 require the signature of the President as well.

Section 4. Treasurer Responsibilities:

- a. Shall work with the TPS Business office, review all monthly bank statements and reconcile all deposits and withdrawals made against the ATHLETICS BOOSTERS' account.
- b. Shall keep track of all funds received from concessions. Any funds that are not electronically deposited into the ATHLETICS BOOSTERS' checking account shall be deposited by the Treasurer or his/her designee.
- c. Shall review and approve reimbursement requests and sign off on the reimbursement forms submitted to the school. In the event a reimbursement is for an amount greater than \$500.00, the President's signature must also be obtained.
- d. Any ATHLETICS BOOSTERS related invoice submitted directly to TPS by a vendor must be approved by the Treasurer prior to payment being made. The

approval must be provided in writing and signed by the Treasurer. In the event, the invoice amount is greater than \$500.00, the President's signature will also be required.

Section 5. Use of Funds:

- a. Normally the ATHLETICS BOOSTERS will pay for the following items without a vote:
  - Varsity Letter apparel
  - Award plaques
  - District, Regional, or State Championship T-shirts; and
  - Transportation to regional or state competitions when TPS buses are not available or adequate to transport a team.
- b. The following requests have been traditionally supported but require approval of the Board of Directors:
  - Supplemental equipment requests from coaches with Administration pre-approval.
  - Capital expenditures of a long-term nature.
  - Special events not previously budgeted.
- c. Funds should not be used for support of club sports or required safety equipment and equipment to qualify to play.
- d. No funds should be spent for Board of Directors compensation or entertainment.
- e. A minimum cash balance should be maintained for unexpected operating expenses. Funds deemed as excess should be used for Athletics projects. Projects are to be determined by consulting with the Athletics department and must be approved by the Board of Directors.