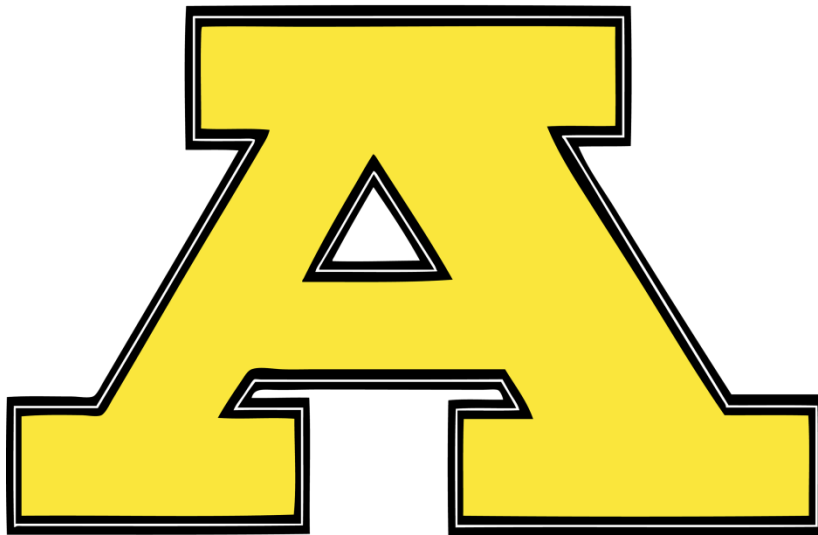


# **AMITY REGIONAL HIGH SCHOOL**

## **ATHLETIC DEPARTMENT**

TEAM CAPTAINS / PARENTS MANUAL  
PROCEDURES, PROTOCOLS, & POLICIES



ERNIE GOODWIN, CAA  
DIRECTOR OF ATHLETICS



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Dear Parents & Boosters,

First and foremost, we would like to extend our greatest appreciation for taking on the leadership role with your student-athlete(s). Our programs benefit greatly from the generosity of your time and effort. As with any organization, we have to be cognizant of the procedures, protocols, and policies to ensure we are fair and consistent amongst our entire department.

## **MISSION**

TO PROVIDE A COMPREHENSIVE, DIVERSE, WHOLESOME AND DYNAMIC PROGRAM, WHICH IS CONSISTENT WITH THE BASIC PHILOSOPHY OF THE AMITY REGIONAL SCHOOL DISTRICT. AS AN INTEGRAL PART OF A STUDENT'S TOTAL EDUCATION, AMITY ATHLETICS MAKES A SIGNIFICANT CONTRIBUTION TO THE PERSONAL GROWTH AND DEVELOPMENT OF THOSE INVOLVED.

## **VISION**

THE AMITY REGIONAL SCHOOL DISTRICT IS EXTREMELY PROUD OF THE SUCCESS OF ITS MANY PROGRAMS, BUT DOES NOT CONDONE A "WIN AT ALL COSTS" ATTITUDE. THE PURPOSE OF THE PROGRAM IS TO ENSURE A POSITIVE EXPERIENCE FOR THOSE STUDENTS WHO CHOOSE TO PARTICIPATE. IT IS ALSO A GOAL TO PROVIDE ALL STUDENT-ATHLETES WITH AN OPPORTUNITY TO LEARN THE IMPORTANCE OF ETHICAL BEHAVIOR, GOOD SPORTSMANSHIP, POSITIVE VALUES AND A REALIZATION OF THEIR SELF-WORTH.

## **EDUCATION-BASED ATHLETICS**

In addition to creating successful teams, Amity emphasizes:

- A learning environment
- Being part of a team and caring for each other
- Fair-play and sportsmanship
- Character: playing with class, respect, and humility
- Life skills: commitment, dedication, perseverance
- Goal setting
- Doing things, "the right way"
- Leadership skills
- Giving Back > Community Service



## Chain of Command

One of the tenets of a highly functioning organization is a strong chain of command. It is vital to our success that everyone functions through this process. Skipping steps of the chain can serve to undermine the people responsible for the guidance and leadership of our program. Given this protocol, we ask the following chain of command be followed for all aspects of Amity athletic teams:

**Student-Athlete/Parent >> Coach >> Athletic Director**

## Communication

Establishing a quality communication system is a key element of a successful experience. Captains must be a liaison between the coaching staff and the team. Establishing a quality trusting relationship with the coaching staff can prove to be an invaluable part of a highly successful team. Being able to communicate expectations and concerns to the coach will allow the team to focus on the success of the team, rather than creating stress behind the scenes.

## Information on Website

All parent group information may be found on the athletics website at:

<https://www.amityregion5.org/departments/athletics/handbooks-policies-parent-group-information/parents-group-information>

## Fundraising

The Amity Regional School District Athletic Department does not encourage fundraising projects, but on occasion coaches, athletes and/or parents may desire to sponsor a fundraiser to acquire monies for a particular need outside the scope of the district budget.

- Uniforms, football and lacrosse helmets, and other team equipment are the responsibility of the school district and are not able to be purchased through individual team fundraising. Team fundraising may not include individual player equipment.
- Teams wishing to purchase and donate team equipment must complete the form with explanation and gain approval prior to purchasing the equipment. Items purchased in advance of approval for any or all fundraisers will not become the financial responsibility of the Amity Regional School District or Athletic Department.
- Any equipment purchased through fundraising will become property of the Amity Regional School District.
- All fund-raising activities must comply with Federal, State, Local and Board of Education regulations and be fully approved by the athletic department prior to the event.
- Adults must handle all monies before, during, and after the fundraiser. Student-athletes may not be responsible for the accounting of or deposit of team funds.
- Fundraising is a voluntary activity. Student-athletes or their parents will not be required to submit payment of any kind in advance of the fund-raising activity. Participation (or



non-participation) in fundraising activities has no bearing or impact on a student's participation, tryout status, or playing time.

- Student-athletes or their parents will be responsible for unreturned items or funds they were presented for the fund-raising activity.

#### **PROCEDURES:**

1. The student-athlete(s) and/or parent(s) must submit a completed Athletic Department fundraiser Request form to the Varsity Coach for proper approvals. The Coach will submit the form to the Director of Athletics.
2. The Director of Athletics will notify the Coach of the approval or rejection of the request.
3. All monies derived from fundraising activities must be deposited into the team's student activity account at Amity High School or the team parent booster account, the same or following business day the funds were collected.
4. A Financial Statement of the team's parent booster account must be made available upon request of the Administration.
5. A final statement of the team parent booster account must be submitted to the Coach at the conclusion of the season.

#### **Deposit to team Student-activity Account**

1. Count all money and checks twice
2. Arrange all cash by denomination and face up
3. Make a photocopy of all checks and place them in a deposit envelope.
4. Arrange all checks by denomination.
5. Complete Deposit slip (in athletics office) and sign
6. Seal envelope with money, photocopies, and deposit slip
7. Place in deposit safe in teacher lounge

#### **Reimbursement from Student Activity Accounts**

Coaches and/or teams may choose to have a student activity team account at the school. If a team does not currently have an account, one can be set up with the athletic department and coach. The coach will have control over the funds that are in the account and how they are spent. All deposits and withdrawals from the account must be made through the Director of Athletics.

##### **Reimbursement Protocol**

To obtain an authorized reimbursement from a team student activity account, the following protocol will be followed:



1. Prior to purchasing the items, obtain permission from the coach. The coach will determine if there is sufficient money in the account and if he/she deems the expense to be funded by the team student activity account.
2. An invoice and proof of payment must be submitted for reimbursement.
  - a. It is best to have the person's name being reimbursed on the invoice as the billed to.
    - i. If the invoice does not have the name of the person being reimbursed on it, proof of payment must have both the purchaser's name and the amount matching the invoice included. If the credit card slip does not include both the name of the person and transaction details, the credit card statement will be required.
    - ii. If payment is via check, a "Bank" copy of the check or bank statement will be required.
    - iii. If payment is via cash, a receipt from the business with purchased items, amount paid, and person's name must be submitted.

## **Banquets**

Individual sport banquets are a way for a team to gather and celebrate a team or program's season. Banquets should not be mini "proms" and should be reasonable in cost.

Amity has established positive relationships with many local businesses which provide a quality banquet experience for our teams. The following businesses are recommended for you to reach out and schedule your team banquet:

Birchwoods at The Tradition at Oaklane (Racebrook Rd. Woodbridge)

Race Brook Country Club (Rte. 34 Orange)

## **Pasta Parties/Cafeteria Reservations**

All teams are invited to hold social events during the season. These events have become known as "pasta parties". These events are sometimes held at a parent's house, but can also be held in the high school cafeteria. Each team will be allowed 2 pasta parties in the cafe. These events are many times held directly after practice or a game. They can be used as a welcome to the season, a part of the senior day celebrations, or at the end of the season. Some teams use the cafe for their banquet. This is a low-cost alternative to other venues. For instructions on how to sign-up the cafe (or any other room at Amity), please follow the instructions located: [HERE](#)

## **Food/Dessert Trucks on Campus**

Amity BOE Policy [P3542.331](#) requires any outside vendor, including vending trucks to have a permit in order to sell or distribute food on campus. Please read the policy and contact the athletic department with questions. Permits can be secured through the Amity business/finance office.



## Senior Days/Nights

Senior days/nights are a special time for us to recognize and congratulate our seniors for their dedication and commitment to our team. While many times senior days/nights are the last home game, the parents, head coach, and administration works together to find the appropriate date for the ceremony and celebration. Parents should work with the head coach when beginning the planning process.

While we give latitude on much of the planning to the parents, we have established some department guidelines to follow:

1. Once the senior day/night date has been agreed upon, the person taking the lead in planning the day/night should contact the athletic department for approval.
2. Teams may decorate the gym/field/rink/pool with the following guidelines:
  - a. All decorations must be purchased by the individual team
  - b. Decorations should be of reasonable cost.
  - c. All decorations must be taken down and the area cleaned to previous standards.
  - d. If there will be a gathering after the game, the facility must be signed out through the FS DIRECT system (see pasta parties/cafeteria reservations above).
  - e.
3. The lead parent must contact the athletic department with the name of the seniors and their escorts for announcements. This should be done 1 week in advance of the event.

## Senior Gifts

Senior gifts are meant to be mementos of an athlete's participation on a given team. They are not mandatory, but can make for great long-term remembrances of their experience. They should not be gifts such as jewelry, headphones, gift certificates, or any other gift which does not carry long-term meaning and/or memories of their experience. The price should be within reason, \$50.00 is an estimation.

## Gear Sales - Approved Vendors

Teams are allowed to run their own gear sales. These sales should be reasonable to allow all members of the team to purchase something. We have 5 approved vendors who have our logos and have been vetted as quality businesses to use. Please refrain from using vendors who have not been vetted or have permission to use our logos.

Blanchette Sporting Goods, John Glorioso: 203-929-6331 x104, [ctglori@yahoo.com](mailto:ctglori@yahoo.com)

Sportsmen's, Jay Karlins, 203-710-7727, [jhkarlins9@gmail.com](mailto:jhkarlins9@gmail.com)

Stadium Systems, Mike Schopp, Jr., 413-429-5210, [mikeschopp@stadium-system.com](mailto:mikeschopp@stadium-system.com)



Nantucket Embroiders, Joey Seymour, (203) 737-0908 or 203-874-5558 [sales@nantucketemb.com](mailto:sales@nantucketemb.com)

Midnight Creations, Nicole Papadopoulos, [info@mcreationsusa.com](mailto:info@mcreationsusa.com)

## **Use of School logos**

The Amity Regional High School logos have been created by students and staff. They are unique to Amity and represent our school and athletic department. Any unauthorized use of our logos is strictly prohibited. Any items bearing our logos should not be sold for profit. Use is strictly for Amity Regional School District #5 teams only. Please address any questions directly to the athletic department.

## **Amity HS Athletic Booster Club, Inc.**

The Amity HS Athletic Booster Club is committed to supporting and promoting athletics as well as encouraging the development of the athletes of Amity Region District 5. We believe academics and athletics go hand in hand toward the success of our children. The Booster Club is dedicated to the continued support of ALL our student athletes, coaching staff, trainers and Athletic Department. We take pride in ALL our athletes and their accomplishments.

Through membership and fundraising, the Booster Club contributes toward the purchase of items that fall outside the realm of the athletic budget.



# AMITY ATHLETICS TEAM FUNDRAISER REQUEST

\*A separate form must be completed for each fundraiser

THE \_\_\_\_\_ TEAM PLANS TO RAISE FUNDS.

THE FUNDRAISER WILL START ON \_\_\_\_\_ AND END ON \_\_\_\_\_.

1. ADULT IN CHARGE OF THIS FUNDRAISER: \_\_\_\_\_

CELLPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

2. FULL DESCRIPTION OF FUNDRAISER:

\_\_\_\_\_.

3. THE FUNDS WILL BE USED FOR THE FOLLOWING:

\_\_\_\_\_.

4. THE FUNDS WILL BE DEPOSITED IN: \_\_\_\_ TEAM ACCOUNT \_\_\_\_ SCHOOL ACCOUNT

5. THE ESTIMATED GOAL AND/OR PROJECTED FUNDS THAT WILL BE RAISED \_\_\_\_\_.

6. WILL A PROFESSIONAL COMPANY BE USED? YES \_\_\_\_\_ NO \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY CONTACT NAME: \_\_\_\_\_

I have read the policy on fundraising and I understand that all monies derived from the fundraising activities must be deposited into the team's school student activity fund account or team account and a receipt be sent to administration upon conclusion.

APPROVAL (MUST ACQUIRE ALL SIGNATURES PRIOR TO START):

1. REQUESTED BY (Print): \_\_\_\_\_ Sign: \_\_\_\_\_ Date \_\_\_\_\_

2. COACH (Print): \_\_\_\_\_ Sign: \_\_\_\_\_ Date \_\_\_\_\_

3. DIRECTOR OF ATHLETICS: \_\_\_\_\_ Date \_\_\_\_\_