Department of Athletics & Activities



Booster Handbook

last updated June, 2024

GUIDELINES

Booster Clubs at Scarborough Public Schools exist for the single purpose of enhancing and enriching programs for students by providing support in the form of manpower and funds to augment the various programs offered by the School Department. Although participation in Booster Clubs is entirely voluntary and the School Department seeks to permit each Club a certain amount of autonomy in how it is organized and what activities it engages in, Booster Clubs remain at all times under the control and direction of the School Department and its administration. Athletic booster groups will not function as a separate entity but in collaboration with the school department, therefore any booster club governance can not be in conflict with Scarborough Public Schools policies and/or directives. Recognition of a Booster Club by the School Department is conditioned upon the Club complying with the following guidelines. Failure to comply with the guidelines, as determined by the Director of Athletics and Student Activities, in his/her sole discretion, will result in de-sanctioning of the Club.

A. Booster Club Leadership

Scarborough Public Schools does not direct how booster group leadership is organized or selected with the following exceptions:

1. Booster Club Officers must be headed by a parent through a yearly formal election process.
2. Membership in the Booster Club is accessible to individuals within our Scarborough School community who hold a valid interest in the program. Officers of the Booster Club must have a child in the program in which they are boosting for and not live in the same household or be related to any other Booster Officer within the same sport.
3. Terms of Booster Club Officers are one year.
4. Elected Officers of Booster groups can be dismissed by the Director of Athletics/Activities for failure to comply with school guidelines.
5. Booster meetings should be held at the high school or a Scarborough municipal facility. The full membership may not necessarily attend regular booster meetings. Typically, regular booster meetings are attended by the Booster Officers and individuals holding functional positions known as "members-at-large." These positions are filled by individuals who oversee specific functions such as organizing events or team activities. Booster meetings can not be held without the Varsity Head Coach present.
6. All decisions affecting the school-sanctioned team must have the approval of the Director of Athletics and Student Activities and the varsity head coach/advisor. All items (i.e.: souvenirs, clothing, yearbooks, programs, etc.) that display the Scarborough School name/logo must have prior approval of the Director of Athletics and Student Activities and abide by all school branding guidelines.

Role of Officers:

President: Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization.
- Regularly connect with the athletic office regarding booster activities.
- Regularly meet with the treasurer of the organization to review the organization's position.
- Regularly attend the Red Storm Council meetings

Vice-President: The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve.
- Perform administrative functions delegated by the president.

Secretary: The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined.
- Maintain the records of the minutes and any standing committee rules, current membership and committee listing.
- Record all business transacted at each meeting.
- Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf of the organization

Treasurer: The treasurer works with the school department's business office related to the finances of the group. The treasurer receives and disburses monies indicated in the budget or as authorized. The treasurer will work with the school department's business office and bookkeeper related to deposits and disbursements.

- Issue a receipt of monies received and deposit said amounts on a regular basis
- Maintain proper accounting practices and responsibility for the petty cash of the group
- Maintain an accurate and detailed account of all monies received and disbursed.
- Complete the proper paperwork, required by the school department, related to the finances of the group
- Provide leadership to the group in developing a budget and ensuring the group upholds the goals of the budget.

7. Nominating Committee - The formation of the nominating committee is flexible and contingent upon the organization's needs, typically occurring within 60 days of the conclusion of the competitive season for the respective sport. This committee is entrusted with the task of gathering recommendations for potential officer roles within the organization. Its primary objective is to present a slate of candidates to the Director of Athletics/Student Activities and the Varsity Head Coach/Advisor for consideration in the upcoming school year. The nominating committee can recommend the current booster officers for re-election if they meet all the necessary criteria, ensuring that it is not mandatory to nominate new individuals. Subsequently, the committee presents its findings to the membership during their second meeting after the competitive season, facilitating the election process. Once officers are elected, it becomes the responsibility of the newly appointed secretary to furnish the contact details of the newly elected officers to the Director of Athletics and Student Activities.

8. The secretary and treasurer of the organization shall turn records over to the incoming officers within thirty (30) days of the election. Financial records will be maintained by the school department any other documents related to the group's business should be kept for a period of 10 years by the school. This includes such things as management of social media accounts, etc.

B. Booster Club Financial and Recordkeeping Requirements

1. Booster organizations are to submit, annually, [within 60 days of the end of the competitive season] to the Director of Athletics and Student Activities the following information:

a. A description of the group's purpose and goals;
b. A copy of the group's proposed budget for the next school year;
    - A list of proposed fundraising activities and estimate of funds to be raised;
    - A list of proposed expenditures in direct support of the school and/or student team, club or sport;
c. Minutes of all booster meetings must be forwarded to the administrator who oversees the group
d. A list of officers of the group and their contact information; [this can be done following the work of the nominating committee]

2. Booster organizations will:
    a. Establish all financial protocols and procedures with Scarborough's business office bookkeeper. (See flowchart)
    b. Deposit all booster funds within Scarborough Public School's student activity account designated for that sport in a timely manner, utilizing the standard "Activity Deposit" form.
    c. Follow established school guidelines related to deposits and disbursements.
    d. Ensure that all planned expenses are communicated with the athletic office for approval before any financial commitments are made.
    e. Complete and submit the standard "Activity Disbursement" form with supporting receipts/invoices when requesting checks for payment. Use a "check disbursement form" when funds are needed. *Only authorized individuals may request disbursement of booster funds.*
    f. Meet annually with the Director of Athletics/Activities and Scarborough's business office personnel to review financial procedures.
    g. Recognize that since it is an affiliated activity of Scarborough Public Schools it must abide by all district policies and directives. Although the Club would not function as a separate entity but in collaboration with the school department any Club governance can not be in conflict with Scarborough Public Schools policies and/or directives.

C. <u>Booster Club Fundraising/Purchasing</u>

1. Booster Clubs are required to complete a fundraising request form prior to engaging in any form of fundraising.(see fundraising form). All funds raised must be used for their intended purpose.
2. Booster groups wishing to make a donation to an organization (outside the school district) must have informed potential donors of the intended use of those funds ahead of any fundraiser. Booster groups wishing to donate to an organization (outside the school district) must work with the Director of Athletics and Student Activities ahead of making any donation.
3. The head coach/advisor and Director of Athletics/Student Activities must be involved with all decisions that directly involve his/her team/program and must approve all Booster Club expenditures in advance. The Director of Athletics/Activities will approve all check disbursement form requests. Booster Clubs must comply with the following purchasing requirements of Scarborough Public Schools (SPS):
    a. Booster Clubs must purchase from vendors approved by the Director of Athletics/Student Activities.
    b. Orders placed should use the school's tax-exempt number . Vendors can obtain the tax exempt number from the athletic/activities office.
    c. All apparel requires the use of Scarborough's branding guidelines and needs to include appropriate logos.

4. Once purchased, all items become the property of Scarborough Public Schools and stored at Scarborough school facilities. From time to time the Varsity Head Coach and/or Director of Athletics/Student Activities will adjust items that are desired to be purchased with items that need to be purchased (i.e.: game essential items will have priority over non-game essential items)
5. No group, without prior approval of the Director of Athletics and Student Activities and a completed fundraising form may accept or charge player/activity fees for any school sponsored activity or event without prior approval. Once the fundraising form is received further discussion may be required.
6. Community-wide sales campaigns must be coordinated through the Director of Athletics and Student Activities to minimize simultaneous sales campaigns.
7. Student athletes may participate in fundraising activities only during their sport season or summer months. (i.e. *A student athlete involved with a fall activity may not fundraise for that specific fall sport during the winter or spring athletic seasons.*)
8. Booster organizations may not fund athlete participation in camps, practices, or other activities outside of the sports season except during the summer season – dates of which are determined by the MPA. However, provided the Director of Athletics and Student Activities approves the fundraiser, parent boosters may have fundraisers outside the MPA sports season.
9. Booster fundraising that includes acquiring program "sponsors" will require the approval of the Varsity Head Coach and Director of Athletics and Student Activities prior to accepting a sponsor donation. Sponsor lists require the approval of the Varsity Head Coach and Director of Athletics and Student Activities prior to the release or reproduction of any sponsor advertisements or lists.
10. Games of Chance or Gambling are prohibited. Raffles are allowed as described in Maine State statue

    Raffle. *"Raffle" means a game of chance in which:*
    A. A person pays or agrees to pay something of value for a chance, represented and differentiated by a number, to win a prize; [PL 2009, c. 487, Pt. A, §2 (NEW).]
    B. One or more of the chances is to be designated the winning chance; and [PL 2009, c. 487, Pt. A, §2 (NEW).]
    C. The winning chance is to be determined as a result of a drawing from a container holding numbers representative of all chances sold. [PL 2009, c. 487, Pt. A, §2 (NEW).]

    Under these codes Public Schools are **not** considered eligible organizations, therefore:

    i. Raffle with a prize of $2,500 or less - organization is not required to register with the Gambling Control Unit to conduct a raffle in which the total value of the prize offered to the holder of the winning chance does not exceed $2,500. If the raffle is conducted in a manner in which there are multiple winning chances, the total value of all prizes offered may not exceed a value of $2,500.

D. **Donation Receipt**: Scarborough Public Schools maintains a standard "donation receipt" in the form of a thank you letter that can be sent to anyone that makes a contribution to Scarborough Public Schools. This donation letter contains our federal tax identification number that the contributor may choose to use for tax purposes. It is important that the school department maintains a record of donations so we ask boosters at the conclusion of their fundraising to send a list of contributors to the Director of Athletics/Student Activities. This list should contain the following: (1) contributors name, (2) address, (3) city, (4) state, (5) zip, (6) email and what the contribution was including dollar amount value if not a cash donation. A letter will then be sent to the contributor with the information they need as well as a thank you for their contribution.

REMINDER: as part of the initial fundraising approval process, sponsor lists will need to be approved prior to the solicitation of donations.

E. **Permanent Exemption Certificate**:. Scarborough Public Schools (SPS) does maintain a "permanent exemption certificate" (tax exempt certificate). Scarborough Public Schools is considered an instrumentality of the federal government and the State of Maine which allows for the purchase of tangible personal property or taxable services that will be used exclusively by the organization for the purpose which it is organized without payment of the Maine sales or use tax. In other words - Boosters are asked to not be set up as separate businesses and can use the schools tax exempt status.

Currently the preference is that boosters purchase items through the athletic office so we can ensure the vendor has SPS branding guidelines and the appropriate tax certificates. If the boosters have been approved to make an independent purchase that requires the tax exempt certificate then the boosters should contact the athletic office who will provide the appropriate certificate directly to the vendor.

F. Memo to: Scarborough Athletics & Activities Booster Organizations
Re: INSURANCE PROTECTION FOR BOOSTER ACTIVITIES

Scarborough Public Schools maintains a package of insurance coverage which is updated and renewed annually and which protects against potential losses in both property and liability. Annual policy reviews specifically address risks associated with fundraising and other activities of the many volunteers who work hard to support our students. We have consulted with our insurance agents regarding the specifics of booster activities to ensure that we have in place the proper coverage to address any potential risks.

Here are some of the types of insurance formerly purchased by many booster organizations which will not be necessary under the new policy:

Commercial General Liability insurance – Our district policy (Commercial Package with Liberty Mutual) provides for a general aggregate limit of $2,000,000 and a per occurrence limit of $1,000,000 (note: under the Maine Tort Claims Act, our liability is limited to $1,000,000 general aggregate and $400,000 per occurrence). In this year's policy we have specifically included parent support groups and student groups as Insureds.

Directors and Officers (D&O) insurance – While some booster organizations have purchased Directors and Officers insurance as well as general liability insurance, we have been advised that D&O insurance specifically for booster leaders should not be necessary under the revised policy. With booster funds deposited in the High School's bank account, purchasing and vendor agreements can be arranged through the Athletics & Activities office so that any contractual obligations become the responsibility of the school department as a whole and not the boosters.

Crime insurance – The district also carries a separate insurance policy which covers the theft of funds or assets by any employee with cash-handling responsibilities; now that booster funds are handled by school department staff, this protection is in place for them as well.

Excess (Umbrella) Liability insurance – This policy (with Peerless Insurance) provides $3,000,000 of additional coverage for all of the district's insurance policies.

Please note: the school department's insurance policies do not cover accidental injuries for students; as

with any athletic activity there is an expectation that students will be covered by their own medical insurance in the event of a true accident without liability.

It is important for us to be able to share as much information as possible with our insurance agents about booster activities, so that they can ensure that our coverage is sufficient. Booster groups should plan to communicate with the Director of Athletics & Activities regarding all school-sanctioned activities planned for each season and school year so that we may include them in our annual insurance renewal conversations, and so that we can be prepared to provide certificates of insurance where needed.

We appreciate the willingness of our booster groups to collaborate with us in this transition to more appropriate and advisable business practices.

G. Booster Club Termination

Should the group disband as an organization or be de-sanctioned for failure to follow these guidelines, all equipment and remaining funds that have not been deposited will be turned over to Scarborough Public Schools.

H. Miscellaneous

1. Employment and direction of coaches is the sole responsibility of Scarborough Public Schools and information relating to coach employment applications, discipline and termination is confidential under Maine law. Booster Clubs have no authority to supervise coaches and no greater right than the general public to obtain information relating to employment decisions.

2. It is important to remember that under Title IX outside funds for athletics programs, whether contributed by booster clubs or other private donors, once accepted by the school become public funds subject to Title IX's legal obligations in their disbursement. Boosters are specifically prohibited from the use of student activity proceeds to do such things as: cash personal checks, make loans or extend credit to individuals, or to pay compensation directly to employees. This includes gifts to coaches of any kind totally more than $50.00 each.

3. All banquets must be approved by the Director of Athletics and Student Activities and banquet arrangements should be made well in advance of their scheduled date. Banquets and team dinners should be held at the school, when available, and/or in a public venue.

4. Social Media: The use of social media by boosters, as it relates to Scarborough Public Schools sanctioned programs, must have the prior approval of the Director of Athletics/Student Activities and must meet all school board requirements related to internet use. This includes such things, but not limited to: web page, twitter accounts, Facebook, etc. Scarborough Public Schools is a public institution subject to the Freedom of Information Act. Therefore any social media accounts need to be registered in archive social with our webmaster. Please share social media sites with the Athletic Director to forward to the school departments webmaster.

5. Scarborough Public Schools is not responsible for the business operations of the summer programs. Summer programs that operate with Scarborough Community Services will be subject to their guidelines.

6. Booster groups that plan to provide awards, recognition or scholarships to teams or individual students must have the approval of the Director of Athletics and Student Activities on an annual basis. Booster groups should carefully consider whether or not to provide scholarships. Once established this should be considered a long-term commitment. To start the process please contact the Director of Athletics and Student Activities. In preparation for that, begin to think about the following ...

   In terms of Scholarships: In athletics we do have to do things a bit differently then what would be done with a "general scholarship" that any student could apply for --- this is mostly related to Title IX laws. The sport you are boosting for is legally aligned with another sport of the opposite gender. Relative to the law...

   To the extent that an institution provides athletic scholarships, it is required to provide reasonable opportunities for such awards to members of each sex in proportion to the participation rate of each sex in interscholastic athletics. This does not require the same number of scholarships for men and women or individual scholarships of equal value.

   However, the total amount of assistance awarded to men and women must be substantially proportionate to their participation rates in athletic programs. In other words, if 60 percent of an institution's interscholastic athletes are male, the total amount of aid going to male athletes should be approximately 60 percent of the financial aid dollars the institution awards.

   A. Work with the Booster President from each gender sport along with the Varsity Head Coaches to develop specific criteria for student eligibility for this scholarship. Your criteria should be the same --- I am sure we can provide examples.
   B. Select or allow students to apply for the scholarship to create a pool of candidates.
   C. Have the athletic office double check that all eligible candidates are in good standing within the program and school.
   D. Have the Booster Club Officers and Varsity Head Coaches vote on the candidate or candidates to receive the scholarship(s)

7. All decisions affecting the school-sanctioned team must have the approval of the Director of Athletics and Student Activities and the varsity head coach/advisor. All items (i.e.: souvenirs, clothing, yearbooks, programs, etc.) that display the Scarborough School name/logo must have prior approval of the Director of Athletics and Student Activities and abide by all school branding guidelines.

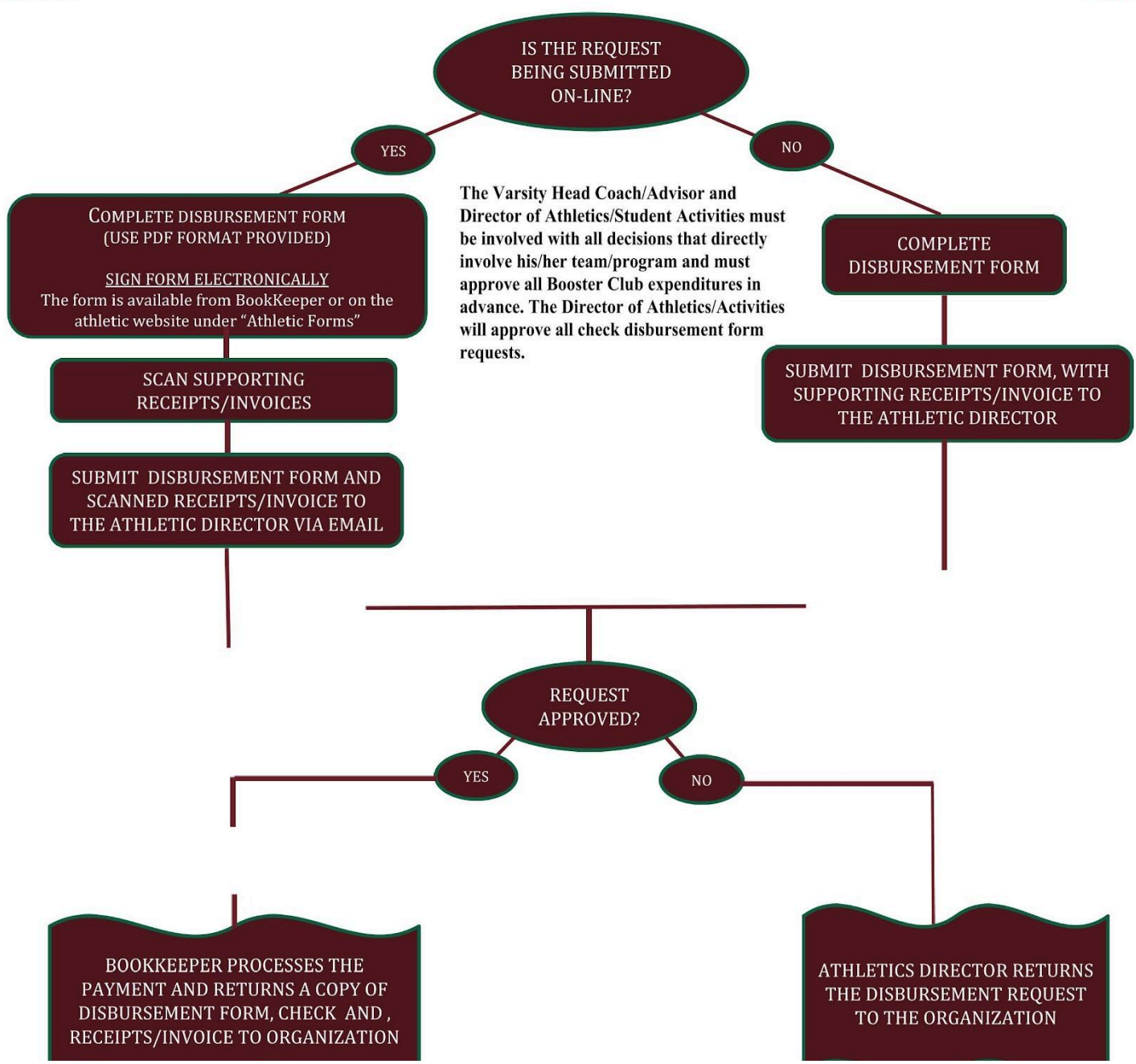
8. Game/Event management is the sole responsibility of the athletic/activities department. Booster plans for such things as: senior night, youth halftime shows, etc. are to be coordinated and approved with/by the athletic/activities office well in advance of the event.

9. Booster groups that have a particular question about a visiting team's venue should work through Scarborough's athletic staff and <u>not</u> contact the visiting schools' athletic office/staff directly.

10. Transportation: From time to time teams have requested a "coach" bus to travel as opposed to a

school bus. Coach buses will only be scheduled for school sanctioned activities if a Scarborough school bus and driver is not available. Exceptions may be made on an individual basis.

HOW TO REQUEST A BOOSTER ACCOUNT DISBURSEMENT



Any questions related to financial record keeping can be directed to Scarborough's Bookkeeper

Bill Penley

207-730-5187

wpenley@scarboroughschools.org

Office hours: Monday, Wednesday, Friday = 8:30am-1:30pm or by appointment

Office location = Scarborough High School - G116 *(next door to the nurses station)*

Senior Night Protocol

Senior Night at Scarborough should be a wonderful celebration of a student's four year effort in meeting the obligations of a rigorous curriculum while devoting the time required for participation in high school sports. Because this effort requires the support of the entire family, we want to include the parents of student-athletes in this celebration. To help ensure a well-managed event, this process has been established as a "check list" of those items that are part of the celebration. Although this may not be a complete list, it is offered as a guideline of those aspects of a senior night that have become part of a traditional celebration.

***It is important to know that Senior Nights may differ slightly by Sport/Activity and Location but should stay within these general guidelines. It is the decision of the SMAA that Senior Night be for the home team only and the visiting team will not be included.*

Senior night is a brief pregame celebration for each senior. This celebration essentially consists of an announcement of their name, introduction of the seniors parents/guardians and opportunity for a quick picture. The end-of-the-season banquet will provide an opportunity for a more detailed celebration.

Senior Night should be organized by the team's booster group in conjunction with the athletic department staff

All expenses for senior night are the responsibility of the Booster group.

Banners, pictures and other decorations may be hung on the walls, fences, etc. to decorate the facility for the event. However, these decorations must be properly positioned and secured as to not interfere with the game or be a distraction to the game and must be taken down immediately following the game by those who put them up. Normal school rules apply in reference to latex products and use of products that may cause any facility damage, such as the dye from "crepe-paper" type products. Crepe-paper type products or any product that will cause damage to the facility are prohibited.

Please consult the Athletic department staff for plans related to senior night.

SCARBOROUGH SCHOOL DEPARTMENT – BOOSTER CLUB ANNUAL REPORT FORM

This form and the attached required documents are due within 60 days following the end of your season.

Name of Group/Sport/Activity:	
Date:	
Person Completing this Report:	
Mailing Address:	
Phone:	
Email Address:	
Intended Use of the Funds Generated:	

Financial reports may be requested.

We are requesting permission to charge a fee to students?

Fee Amount/Student	Purpose

Please list the names and contact information (email and/or phone) of the officers of your group:

	Name	Email
President		
Vice President		
Treasurer		
Secretary		

Describe your group structure (Meeting Time, Meeting Location):

The President will be required to serve on the Red Storm Council and consistently attend those meetings.
Return Completed Application to the Director of Athletics and Student Activities

Scarborough Public Schools
FUNDRAISING PROPOSAL

This form must be completed at least two weeks prior to the commencement of the activity. The organization cannot begin the activity until approval is received from the School Department. Incomplete forms will be denied.

Date	
Organization	
Representative	
Phone	
Email	

Description of Fundraising Activity:

DRAFT
Please see webpage for updated fundrarsing form

Activity	
Location	
Dates/Times	
Targeted amount of fundraising activity	
Specific purpose for which these funds will be used	

Student Involvement:

Number of students involved	
Affiliation of students involved (e.g. NHS, 2nd Graders, etc)	
Role of the Students	

Signature of Group Representative:_____ **Date:**_____

REMEMBER:

1. Fundraising activities will not be conducted within the school during school hours without prior permission from an Administrator.
2. All funds raised must be used to achieve the stated purpose of the group.
3. Door-to-door sales will require prior permission from an Administrator and supervision of students
4. Fundraising that includes acquiring program "sponsors" will require the approval of the "sponsor list" prior to solicitations.
5. The fundraising event cannot violate a school rule/policy without prior permission from an Administrator.

Modifications (administrator only)	

Signature of Building Administrator:_____ **Date:**_____
Signature of Superintendent (or Designee):_____ **Date:**_____

Completed forms should be returned to the Administrator in charge of the program.
After approval, a copy of this form will be sent to the designated school.

-SAMPLE FORM-
SPORTS BOOSTER MEETING MINUTES

Date & Time of Meeting:	
Location:	
Officers Present:	
Members Present:	

Summary of Discussions:

Treasurer's Report:
- Income & Expenses
- Current Balance

Fundraising events:

Date of next meeting:

- All minutes must include, at a minimum, the above info.
- Please forward minutes to the AD's office promptly. Thank you.

MPA CODE OF ETHICS FOR SECONDARY SCHOOL ACTIVITIES

It is the duty of all concerned with secondary school activities programs to…

1. Cultivate awareness that participation in high school activities is part of the total educational experience and, as such, no one should either seek or expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
3. Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities.
4. Recognize that the purpose of activities in school programs is to develop and promote the physical, mental, moral, social, and emotional wellbeing of individual participants.
5. Avoid any practice or technique that would endanger the present or future welfare or safety of a participant.
6. Avoid practices that force or encourage students to specialize or which restrict them from participation in a variety of activities.
7. Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school activities.
8. Vigorously encourage the development of proper health habits and discourage the use of chemicals, including alcohol and tobacco.
9. Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
10. Encourage everyone to judge the true success of the activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

Reference: Maine Principals Association

MPA SPORT SEASON POLICY

Introduction

The MPA Sport Season Policy has been written and accepted by the membership for the following reasons:

● to provide a "level playing field" between schools, so that one set of students is not placed at a disadvantage to others with whom they compete for state championships;
● to create definable seasons of competition which allow students to participate in various activities without coaches feeling the need to "compete" with each other for athletes within their own school;
● to discourage specialization in the sense that students are not deprived of a variety of co-curricular experiences which the high school "exploratory" life stage provides;
● to create a corridor which protects some personal time for students between activities;
● to provide opportunity for families to clearly define times for vacations and other family functions; and
● to prevent the exploitation and "burn out" of participant student athletes and coaches.

Section 1

MPA member schools are required to limit all participation, play, or practice in a sport by all teams and individuals to the season to which the sport is assigned. This policy applies to all team and individual interscholastic competition grades 9 through 12 during the school year only and does not apply during the summer recess.

A coach, paid or volunteer, may coach a team that his/her high school aged son/daughter plays for outside the MPA assigned sport season provided that the son/daughter is the only student from that high school on that team. All other aspects of the sport season policy will apply.

In order to provide a window of personal time similar to the time available prior to the winter and spring sports seasons, summer recess is defined as the time period between the last day of the spring sport season to fourteen (14) days prior to the beginning of the fall sport season. This does not exclude individual students from attending camps during this two-week period of personal time as long as all other Sport Season Policy requirements are met. Individuals choosing to attend camps during this two-week period may use school protective gear or track and field implements depending on each school's policy. School teams wishing to attend a camp, etc. off campus may not leave until the Monday morning of the first day of practice.

Administration of an MPA member high school may request a waiver for a sports season coach to continue to have contact with specific student athletes during the two-week period prior to the fall sport season. The request must be in writing and must be received by the Executive Director no later than prior to the start of the hands-off period. The Executive Director is authorized to grant waivers only in unusual and specific instances. This waiver process is not intended to permit a coach to extend a summer program during this two-week period.

Booster Clubs are an extension of a school's athletic program and, therefore, are subject to the restrictions of the Sport Season Policy. It is understood that fundraising is exempt from this restriction for booster clubs and coaches but not for athletes. The sport seasons shall be preceded by a practice period of a minimum of two weeks and a maximum of three weeks. During the practice period, teams may participate in clinics, scrimmages, round-robins, exhibition games, and invitational events.

MPA sports committees will establish dates for the last countable games and play-off/tournament games. Exceptions to the Sport Season Policy have been granted for teams invited to participate in MPA invitational tournaments, the Aroostook potato harvest, Deering-Portland Thanksgiving Day

football game, skiing (when weather conditions dictate delays), and a faculty/ student exhibition game conducted following the sports season.

Section 2

Violations of this policy will occur when MPA member schools permit a team or individuals to play or practice a sport outside the sport's season through use of high school equipment including facilities, provision of transportation by the school or a school-affiliated organization, or use of the school name for out-of-season sports activities. Additionally, activities organized for the purpose of an out-of-season practice, as defined by the Sport Season Policy, are prohibited. Coaches or advisors are prohibited from coaching or giving instructions about a sport to members of their teams individually or collectively outside the sport season for that sport. Others who may not organize or coach include, but are not limited to, school affiliated organizations and their members, school administrators, captains, and players. Exceptions to this paragraph are:

1. A (one-time) meeting for the purpose of administrative organization is permissible.

2. High school students may assist their high school coaches in providing instruction to middle level or elementary schools for any three-week period designated by the high school administration.

3. Senior athletes may work with their coach after the close of the sport season in all sports except fall cheerleading, cross country, and indoor track.

Coaches whose employment by a school is limited to coaching duties shall be subject to the same restrictions as regular school employees with respect to the Sport Season Policy.

Section 3

The principal of MPA member schools is responsible to interpret both the meaning and intent of the Sport Season Policy for the local school and is also responsible for its enforcement.

Section 4

Violations reported under this policy will be dealt with as outlined in Article IV of the MPA Bylaws. Violations of this policy may result in sanctions against the school; in no case will violations of this policy affect a student's eligibility.

**Revised and Approved by the Membership, November 2002 Clarified by the Interscholastic Management Committee, January 2006 Clarified by the Interscholastic Management Committee, March 2009 and 2010*

School Board Policy **KJA/JJIBC - Scarborough Public Schools**

RELATIONS WITH BOOSTER GROUPS

1.0 The Board recognizes the role of booster groups in assisting the schools in enriching athletic and cocurricular activities and enabling more students to participate in such activities. A booster group is a parent and/or community group that is organized for the purpose of providing resources to support a particular sport or activity in the school or school district and to support the school in recognizing student participation in athletics and activities.

2.0 Only those booster groups that have been approved by the Board may use the name and/or logo of the School Department or its schools. The Superintendent will make recommendations to the Board concerning the approval of groups seeking booster status.

3.0 In order to be approved as a booster group, a group must meet the following criteria:

3.1 The group must be comprised of adults rather than students; and officers of the group are required to be a parent/guardian of a child in the program they are a member of.
3.2 The group must provide, with agreement and approval of the Director of Athletics/Activities details of the structure of the organization including its mission statement, the intended use of funds generated,; and if applicable: the names of its officers and its bylaws, and copies of the meeting minutes that show the election of officers and adoption of bylaws by a majority of the membership;
3.3 The booster president or designee must make application to the Director of Athletics/Activities for all uses of school facilities for fund raising projects, in accordance with the Board's facilities use policy and procedures (Policies KG, KG-R, KG-P);
3.4 Use of school facilities by the group will comply with all policies and regulations established by the Board and, as applicable, the Maine Principals' Association;
3.5 Monies collected by booster group fundraising will be deposited into a designated account for that group within the school department's student activities account;
3.6 All fundraising activities must be approved in advance by the Superintendent's designee;
3.7 Fundraising activities conducted on school property will occur before and/or after school hours; unless otherwise authorized by the Building Principal and/or Director of Athletics/Activities.
3.8 All funds raised by the group must be used to achieve the stated purposes of the group;
3.9 Booster group gifts to students shall relate to the activity; and must be pre-approved by the Director of Athletics/Activities
3.10 The Board and/or their designee will consider, many factors including gender equity and budget implications before accepting booster group donations; and authorizing expenditures.
3.11 Any booster group plan or project that would require expansion, renovation, or construction of school facilities or would increase maintenance costs for facilities shall require; the approval of the Superintendent of schools or his/her designee.
3.12 Any booster group plan to provide awards, recognition and/or scholarships to teams or individual students must be approved by the Director of Athletics/Activities before any award, gift, etc. is purchased or given.
3.13 Coaches should serve as advisors to the booster group; and in conjunction with the Director of Athletics/Activities approve all business of the booster group. No coach or immediate family members of the coach will have any fiscal or management responsibilities in the group. All decisions made involving a school sanctioned athletic/activities program must have the endorsement and support of the head coach and the school administration.

3.14 Booster group financial support will flow through the School Department Finance office;
3.15 Booster groups with responsibility for funding essential components of a sanctioned activity will meet those obligations as determined by the school administration.
3.16 Booster groups will not influence the selection of coaches, assistant coaches or advisors nor assume any supervisory responsibility of coaches or advisors.
3.17 The Board reserves the right to revoke the approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

Cross Reference: EFE - Competitive Food Sales
JJI - Philosophy of Athletics
Adopted: June 7, 2007
Revised: November 1, 2007
February 26, 2009
November 15, 2016
July 13, 2017



SCARBOROUGH ATHLETICS & ACTIVITIES

FUNDRAISING
(Webconnex)

RedPodium | TicketSpice | GivingFuel | RegFox

SCARBOROUGH ATHLETICS & ACTIVITIES

RedPodium

- Sports Event Registration Platform
- Fully customizable and brandable
- Ideal for Golf Tournaments, Road Races, etc. Anything that could involve teams or individuals with times & scores
- Ability to create teams within the registration. Teams can be created by admins or participants
- Edit registration on site to add purchases
- Coupon codes
- Check in App
- If this then that actions
- Widgets
- $.99 per donation + 2.99% Credit Card Fee - fees can be put on to registrant

Boys Lacrosse Boosters Golf Tournament Website

SCARBOROUGH ATHLETICS & ACTIVITIES

RegFox

- Event Registration Platform
- Fully customizable and brandable
- Ideal for conferences, virtual conferences, banquets, events with multiple sessions
- Ambassador Program. Incentivize others for sharing your page
- Print badges from registration list
- Edit registration on site to add purchases
- Membership Management
- Coupon codes
- Check in App
- If this then that actions
- Widgets
- $.99 per donation + 2.99% Credit Card Fee - fees can be put on to registrant

SCARBOROUGH ATHLETICS & ACTIVITIES

GivingFuel

- Donation Page platform (similar to SnapRaise)
- Fully customizable and brandable
- Page where people can go to give donations
- Students can send link to page to family members and others
- If this then that actions
- Widgets
- $.99 per donation + 2.99% (goes to 5.99% after $5,000) All fees can be put back on donor.

Boys Lacrosse Donation Page

SCARBOROUGH ATHLETICS & ACTIVITIES

TicketSpice

- Ideal for anything involving a ticketed event (need a ticket to enter)
- Virtual Ticketed Events
- Reserved Seating Events (may be good for ticketed pasta dinners)
- Tickets can be printed or used on mobile device
- Fully customizable and brandable
- Box Office App
  - Can be used to sell tickets on premise.
  - Can use to sell merchandise on premise
  - Fully calculates income/change
- Page where people can go to give donations
- Students can send link to page to family members and others
- If this then that actions
- Coupons
- Widgets
- $.99 per donation + 2.99% Credit Card Fee - fees can be put on to registrant

SCARBOROUGH ATHLETICS & ACTIVITIES

Red Storm Website

www.scarboroughredstorm.org