

Timberlane Regional High School

Athletic Department

Booster Handbook 2014-2015



This handbook has been written in cooperation with the Council for Timberlane Athletics to aid organizations in their efforts to support the athletes of Timberlane Regional High School.

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A Message From the Athletic Director

As Athletic Director, I realize the tremendous impact Booster Clubs can have on our Athletic Programs. The efforts of invested and concerned people have generated much support for our student-athletes and coaches over the years.

With the increase in the number of Booster Clubs and the continual change in officers and members, it is necessary to present each club a set of guidelines to be followed in the way of procedure and protocol. Please note that the main focus for all Booster Members is the well-being of the entire program.

On behalf of the TRHS Athletic Department, I would like to thank all members of the Booster Clubs for their continued support and dedication to the Staff and Student-Athletes. I look forward to working with you during the upcoming school year.

The following Handbook is designed to help answer questions and clarify responsibilities. Please feel free to contact me regarding any questions or concerns.

Sincerely,

Angelo Fantasia,
Athletic Director
Timberlane Regional High School

Role of a Booster Club

Booster Clubs have been established to help show support for the athletes in various programs. Booster programs work with the Varsity Coach of their sport to help supplement the sport.

All requests for equipment and uniforms are discussed by the Head Coach with the Athletic Director. They determine what the most immediate needs for the program are and budget accordingly. Once the Head Coach has discussed the needs for the program with the Athletic Director he is then able to go to his Booster Club with items and or activities he would like to have them sponsor.

The Booster Club then proceeds to discuss and plan what they will be able to accomplish in a given season based on what the Coaches needs are.

Fundraising Guidelines

The Timberlane Athletic Council has established the following guidelines to aid Booster Clubs in their fundraising efforts. These guidelines were developed to better define for Booster Clubs and Coaches what types of items can and cannot be purchased by Boosters and to define when organizations may begin their fundraising activities. If you have questions regarding these guidelines you are encouraged to contact the Athletic Director.

1. Fundraising activities may begin as follows:
2. Fall: July 1
Winter: November 1
Spring: March 1

Fundraising may continue through to the end of the season unless otherwise approved by the Athletic Director. Please note that the preseason window is optional and whenever possible to avoid overlap with other sport/Booster Club fundraising activities.

2. The summer months provide and additional free window for certain fundraising activities (i.e summer camps, summer clinics, etc.) The Athletic Director should approve advance scheduling of these summer activities.

3. In season fundraising may also cover entry fees for summer program activities.

4. Boosters must fill out the Athletic Fund raising Activity Request form for all fundraisers and obtain all of the required signatures. A form is attached for your convenience.

Expenditures

1. Practice jerseys may be purchased by Booster Clubs. They are for practice only and cannot be used for games or preseason game warm-ups.
2. Proposals can be submitted to the Athletic Director by a Booster Club for the purchase of extra equipment items or other capital expenditures.
3. If a team wins the State Championship or its equivalent (New England's etc.) Booster Clubs may purchase sweatshirts, jackets, rings, etc. for team members. Please note these items are not considered part of the uniform.

Other Notes

1. Fundraising activities in school (during the regular school day) must follow the guidelines in the Timberlane Student Handbook.
2. Team uniforms will be provided by the Athletic Department. Team uniforms are normally replaced every 4 – 5 years. Uniforms are not the property of the team members and must be returned at the end of the season. Team members are responsible for the uniform while in their possession.
3. Game apparel (uniforms, jackets, etc.) and game equipment are the responsibility of the Athletic Department and should not be purchased by the Booster Club without the consent of the Athletic Director.
4. Personnel (extra coaches, game officials, police details, etc.) are the responsibility of the Athletic Department and should not be purchased by a Booster Club without the consent of the Athletic Director.
5. Capital improvements matters or any other uses not included on the attached matrix schedule should be discussed with the Athletic Director for proper handling.

Below is a source and use of funds matrix to be used as a further reference for Booster Club activities.

Matrix Codes

*Local Business	F-Football	FH- Field Hockey
# Local Community	S-Soccer	CC- Cross County
@ Attendees	B-Baseball	BK- Basketball
- Taxpayers	W-Wrestling	SB -Softball
	T-Track	TN- Tennis
	C-Cheerleading	L-Lacrosse
	V-Volleyball	H -Hockey
	G- Golf	SK -Ski

SOURCE OF INCOME	HOW SOME SPORTS USE THE INCOME
* Ad Program (F, W, BK, V)	Banquets (All Teams)
# Tag Day (All Teams)	Scholarships (All Teams)
@ Clothing Sale (T-Shirts, Sweatshirts, Hats) (F, W, BK, C, G)	Bus Upgrade/Long trip (F, W, H)
@50/50 Raffle (F, BK, C, W)	Practice Jerseys (F, C, W, BK)
@Concessions (F, BK, C, W)	Outings (F, W, BK, C)
@ Discount Books/Card (F, G, B)	Trophies/Plaques (All Sports)
@Clinics (B, BK, C, SB)	Senior Recognition (All Sports)
@Tournaments/ Invitational (i.e.) Golf, Wrestling, Cheer) (C, H, W)	Gifts (ie State Championship apparel)(W, F, SB)
	Summer Program Entry Fees (BK)
	Coaches Apparel Gifts (All Sports)

Reminder: The following expenditures are considered Athletic Department Budget items and should not be purchased by Boosters without the Athletic Director approval. Equipment, Personnel, Uniforms, Supplies, Capital Improvements

Booster Club Scholarship Guidelines

The following criteria and guidelines should be utilized by all Booster Clubs and Sports Teams in the TRHS Athletic Department:

1. Candidates must have been in the specific sport program for a minimum of 3 years. Must be a member of the program in their Senior Year.
2. Candidates must complete a Scholarship Application Form located in the TRHS Guidance Office and adhere to the designated deadline date.
3. Candidates must be accepted to an accredited 2/4 Year College or University.
4. The Coaching Staff may determine which candidates receive scholarships or candidates can be forwarded to the Scholarship Committee for selection.
5. Each Scholarship must be no less than \$250.00. The individual program may allocate between \$250.00-\$2500.00 towards Scholarships in any given year. The coaching staff will set the amount based on funding and merit.
6. Recipients must attend college in the Fall immediately following their June High School Graduation. Monies will be paid in the Second Semester of their Freshmen Year.
7. Coaches with extenuating circumstances may appeal to the Athletic Director for consideration.

Each individual program must determine the following:

- Minimum and maximum per athlete.
- Maximum total per year.

About the Council for Timberlane Athletics

The Council for Timberlane Athletics was established to help integrate interscholastic athletics with the total educational program of the District. The council serves as a liaison between the Athletic Administration and the Booster Clubs and Athletes. The Council advises in such matters as finances, athletic projects and athletic policy. It is the goal of the Council to be the unifying organization of all the different sports.

Philosophy of the Council

1. Provide equal representation for all interscholastic teams.
2. Promote a positive image of Timberlane Athletics
3. Recommend and suggest policy to the Administration.
4. When possible provide fiscal aid to various athletic programs.
5. Help organize, maintain and create any projects or events that would be beneficial to Timberlane Students.

Structure of the Council

1. Representatives from each varsity team will be selected by the Head Coach or Athletic Director.
2. At Large representatives will be selected by the Athletic Director.
3. Members will be asked to serve a minimum of 2 years.
4. Members may serve more than 2 years.
5. The following positions will be selected by the Council: Treasurer, Secretary, Vice Chairperson

Meetings

1. Meetings will be held monthly unless there is a need for a special meeting.
2. All meetings will be open to the public with the Athletic Director serving as moderator.
3. Minutes of the meetings will be taken and sent to the Coaches and Booster Clubs.

Booster Club Responsibilities

1. Send a representative to Council meetings. Attendance at Council meetings is mandatory for your designated representatives. Two Missed meetings by your representative will result in notification from the Athletic Director to your organization that it is on probation for one calendar year from the last missed meeting and exempt from applying for funds from the Athletic Council for that probationary period. If a 3rd meeting is missed your organization will be restricted from fundraising by the Athletic Director.

Booster Clubs will be allowed to appeal probationary periods and restrictions to the Athletic Council.

2. Booster Clubs will supply the Athletic Council with a yearly financial statement.
3. Booster Clubs will comply with other Council policies when approved by the Athletic Director

Booster Clubs are expected to comply with their Athletic Council responsibilities.

Requests for Funding from the Council for Timberlane Athletics

Although it is not the primary function of the Athletic Council to fundraise, we do have several events during the year that provide the Council with working funds. If your organization has a project or need, you are encouraged, after discussing it with the Athletic Director and Head Coach, to discuss it with the Athletic Council. Attached is a form that your organization may use to request funding from the Athletic Council. Once your organization has completed the form the Athletic Director will place your request on the Council Agenda. You will be expected to make a presentation to the Council that will include a financial status report of your Booster Club.

Use of the Facilities

The High School is available for you use for Booster meetings, fundraisers or events that may be appropriate. If you are interested in securing space you must fill out a Use of Facilities form and submit it to the Athletic Director for approval. A form has been attached for you convenience.

Revision Notes:

4/2/00 The Athletic Council revised the Booster Club Responsibilities section and added a Request for Funding Form and explanation. Changes were adopted on 5/7/00.

Booster Scholarship Guidelines revised 2012-12013

Council for Timberlane Athletics Request for Funding

PROCEDURE: All requests for funding from the Athletic Council must be submitted in writing. Once your request is placed in the agenda you must make a presentation to the Athletic Council. This completed form should be presented to the Athletic Director for inclusion in the Athletic Council packets. The Athletic Director will notify you as to time and place of the meeting for your presentation. Please be prepared to present to the Council a financial status report for your Booster Club.

Sport Requesting Funding: _____

Requested By: (Coach, Boosters) _____

Item Being Requested: _____

Item Cost: _____

How would your program benefit from this purchase: _____

What, if any, fundraising have you done to date to help with this purchase?

Do you have any future fundraising plans to help with the purchase?

Signature: _____ Date: _____

Head Coach Signature: _____ Date _____

A. D. Signature: _____ Date: _____

TIMBERLANE REGIONAL HIGH SCHOOL ATHLETIC FUNDRAISING ACTIVITY REQUEST FORM

In order to place an activity on the Athletic Department calendar, this form must be made out and submitted at least two weeks in advance of the activity to the Athletic Department. If the school facilities are needed a Use of Facilities form must also be filled out.

Name of Booster Organization	
Contact Person	
Telephone #	
Activity Proposed	
Facilities Needed	
Activity Date	
Time	
Location of Activity	
# of Students Involved	
# of Adults Supervising	
Estimated Profit	

Description or Purpose: Ad Book___ Tag Day___ Concession___

Clinic___ Other___ Please Describe_____

Required Signatures:

Athletic Director_____ Date_____

Head Coach_____ Date_____

Town Official_____ Date_____

Other_____ Date_____

If you are fundraising during school a school activity request must also be filled out.

TIMBERLANE REGIONAL SCHOOL DISTRICT
Atkinson, Danville, Plaistow, Sandown

APPLICATION FOR USE OF SCHOOL FACILITIES

School Requested: _____ Facility Requested: _____ Date Needed: _____

Arrival Time: _____ Event Time: _____ Departure Time: _____

Organization: _____ Address: _____

Name of Applicant: _____ Phone: _____

Estimated # of Participants: _____ Check one Certificate of Insurance Provided Need Special Event Insurance

School Sponsored School Related Community Outside District

ADDITIONAL SERVICES - PLEASE SPECIFY (An extra charge may be required)

Audio/Visual Equipment: _____

Stage: _____ Lighting: _____

Kitchen: _____ Will be closed to the public unless a food service employee is present

CUSTODIAL : SETUP DURING CLEANING

OTHER; PLEASE BE SPECIFIC _____

It is understood that this permit is not transferable and the holder is responsible for the maintenance of order and for any damage to the building or equipment. The holder must pay the tax on any admissions. The applicant agrees to pay for the cost of police or fire protection if it is required. All school equipment such as projectors, public address systems, etc. must be operated by the authorized personnel and a fee will be charged for this service. All activities are to terminate no later than midnight unless approval is granted one week in advance to extend beyond midnight. Persons using the building on Sunday or Saturday must be responsible for rubbish disposal. *Alcohol and tobacco are prohibited on the grounds of or within a public education facility.*

Should conflict with school-related use arise after agreement for use is made, the school-related use will take priority. Exceptions and alternatives will be considered when undue or extreme hardships would result for the contracting organization.

General fees are to be paid to the Principal of the building being used. Checks are to be made payable to the Timberlane Regional School District. Disorderly conduct or abuse of the building may result in forfeiture of the right for future use.

Groups or organization using school facilities do so at their own risk and at the risk of their own materials and equipment which may be used or stored on school premises. Each applicant must sign a covenant not to sue and indemnity agreement and be required to provide Certificates of Users Insurance Coverage documentation or purchase special event coverage from the Timberlane School District.

SIGNED BY: _____ DATE: _____

THE ABOVE APPLICATION IS HEREBY APPROVED UNDER THE CONDITIONS STATED

District Coordinator

Principal

Office Use Only

DATE: _____ PERMIT NO. _____ PAYMENT REC'D _____

TOTAL FEE: _____ OTHER CHARGES: _____ TOTAL: _____