FAQs for Parents of Captains

Congratulations on your child being elected as a Darien Athletic Captain! As the Parents of a Captain, you serve an important role as an operational anchor for your child's team, handling background logistics so our head coaches can focus entirely on developing athletes, executing game plans, and continuing the Blue Wave tradition.

While each team handles things differently, often based on tradition, there are operational standards that must be followed.

Section 1: Money, Fees & Fundraising

1. How do we collect team money, and can we use Venmo?

No. Venmo and depositing team funds into personal accounts are strictly prohibited. All team fees, banquet tickets and fundraiser money must go through **MySchoolBucks**. One optional team fee per season may be collected by filling out the attached form for team needs not covered by the Board of Education budget, pre-approved by the Athletic Director. In an effort not to overburden parents with unnecessary expenses, captains' parents should take into account forecasted team expenditures when calculating their requested team fee. At the end of the season, each team will be able to carry a maximum of $1,000 over to next year's team, and any excess money will be removed from the account. Payment of the team fee is confidential. You may request a report of the number of payments made, but the names cannot be shared. GoFan is also an approved fundraising application that teams can use for fundraising efforts. Teams may also set up a second fee for banquet tickets later in the season.

2. What is the process for organizing a team fundraiser or car wash?

Submit a Fundraising Request Form to the Athletic Director for approval before scheduling. For car washes, reserve the parking lot date in advance through the facilities office (a lot rental fee applies and will be deducted from the team account). All cash collected must be submitted with an Athletic Team Deposit Form to the Athletics bin at the Welcome Desk.

3. How do I purchase items for my team from Amazon or other approved vendors?

Parents must receive permission from the Athletic Director before purchasing items for your team as the school has a robust list of approved vendors and services. Parents cannot purchase items directly on Amazon or order directly from vendors for reimbursement. A

vendor quote should be obtained and submitted to the Athletic Director, and a purchase order will be created to forward to the vendor to place the order. Amazon orders and new vendor setups must be handled through the Assistant Athletic Director. Payment for services (filming, photography, etc...) must be handled by the Athletic Department and cannot be reimbursed to parents.

4. How do parents receive reimbursement for expenses?

In the event of an approved, direct purchase, please submit a signed Check Disbursement Form (approved by the Athletic Director) to the Athletics bin at the Welcome Desk accompanied by original, itemized original receipts containing *only* approved team expenses. Receipts must show proof of payment (co-mingled or copies of receipts will not be accepted). Reimbursements can only be made if the team has sufficient funds in their account to cover the expense. Gift cards cannot be purchased nor reimbursed from team funds.

Section 2: Team Banquets & Pasta Dinners

5. What are the rules for hosting team pasta dinners and banquets?

Pasta dinners and banquets are school-sanctioned events, so **alcohol is strictly prohibited** regardless of location. Pasta dinners in the DHS cafeteria must be scheduled through Maria Farren in the main office - mfarren@darienps.org. When hosting a banquet off-site, a contract must be submitted to the Athletic Director who will then forward it to the Director of Finance for approval. Once the contract is approved, a request for a banquet payment link must be submitted to the Assistant Athletic Director 3 weeks prior to the event. Banquets are not tax deductible. Taxes and room rental fees should be included when calculating ticket price per person. Darien High School must pay the venue directly. Parents cannot be reimbursed for the cost of banquets. Off-site banquet payment links must be requested 3 weeks prior to the event.

6. How are banquet tickets sold and what if someone misses the deadline?

Tickets must be purchased online via MySchoolBucks (no cash or checks). The linked form should be filled out and submitted to the Assistant Athletic Director at least 3 weeks in advance of the banquet to set up the MSB link. If a family misses the deadline, and venue space allows, the organizing parent must submit a final unpaid attendance list to the

Assistant Athletic Director after the event so a required charge can be posted to their MySchoolBucks account.

Section 3: Senior Day, Gifts & Travel

7. What are the FCIAC guidelines for Senior Day ceremonies?

Senior Day recognizes graduating athletes, but games must start on time with a required five minute post-ceremony warm-up. Introductions are limited to three or four sentences per senior (name, escorts, future plans). Mylar balloons are strongly discouraged. *Note:* Playing time remains at the coach's discretion and is not guaranteed.

8. Are parents allowed to collect money for coach gifts?

Routine gifting is discouraged. If families collect a gift of gratitude for a coach or staff, it must be separate from team fee collections, capped at **$50 per coach** and cannot be cash or gift cards. Team activity funds cannot be used for coach gifts. Personal letters of appreciation are preferred.

9. What is the policy for team transportation?

Standard busing is provided by the Athletic Office. If a team chooses a coach bus, the price difference comes out of the team account. Athletes must ride team buses unless proper driver, insurance, and parental permission documentation is approved in advance by the Athletic Department.

10. What is the policy for alternate uniforms bought with team funds?

Alternate uniforms bought with team funds become athlete property after they graduate. The BOE does purchase new uniforms for varsity teams on a 3-year cycle.

11. Task Organization and approach

Depending on the sport and size of the team there may be many tasks. It is advised to have assigned roles and duties to make things throughout the season flow seamlessly. Usually teams have notes and google docs (from previous seasons) to help guide parents. Team banners, lanyards, finances, fund raisers and youth camps, merchandise, communications, and team charity events are great places to start. It is really fun to work with other parents and kids. It makes for a wonderful season and gives everyone a lifetime of memories!