

DANIEL HAND HIGH SCHOOL ATHLETICS BOOSTER CLUB HANDBOOK

2026–2027



Madison Public Schools | Daniel Hand High School

This handbook is intended for Daniel Hand High School Athletics booster club leaders, volunteers, and members.

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Daniel Hand Athletics

Welcome and Mission

Dear Booster Club Members,

On behalf of the Daniel Hand High School (DHHS) Administration, we would like to welcome you to the team behind the teams. We view our Booster Clubs not as auxiliary groups, but as essential partners. You provide the "margin of excellence" that allows our student-athletes to thrive beyond the standard budget. Your dedication to fundraising, logistics, team activities, and moral support is what builds the community spirit that defines Madison athletics.

Our Mission: The primary mission of DHHS Booster Clubs is to enhance the student-athlete experience by providing financial, logistical, and moral support. We aim to foster a lifelong appreciation for the privilege of participating in athletics. By serving as a bridge between the community and our teams, you help cultivate a wholesome spirit, promote good sportsmanship, and develop the character and high ideals that represent the Daniel Hand Tigers.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Farrell".

Chris Farrell
Director of Athletics

Main Athletic Department Contact Information

Daniel Hand Athletic Department - 203-245-6366

Director of Athletics: Chris Farrell - farrell.christopher@madisonps.org

Administrative Assistant - Robin Halloran - halloran.robin@madisonps.org

Athletic Trainer - Terri Ajaski - ajaski.terry@madisonps.org

Equipment/Site Director - Mike Czaja

Website: <https://www.madison.k12.ct.us/daniel-hand-high-school/athletics>

Twitter: @HandTigers — Instagram: hand.tigers — Facebook: Hand Athletics

PART ONE — PURPOSE

1. Core Philosophy: “Support, Not Direct”

Definition: Booster Clubs exist to provide supplemental support. While your contributions are vital, the Booster Club **shall not seek to influence or direct the technical activities or policies** of the school administration, the coaching staff, or the Board of Education:

- **Technical Oversight:** Boosters do not influence coaching policies, team strategy, play-calling, or team selection.
- **Compliance:** All activities must comply with Madison Board of Education Regulations and Policies, Daniel Hand Athletic Department Expectations, and the Connecticut Interscholastic Athletic Conference (CIAC) rules to protect the school’s membership.

2. Governance and Organizational Structure

To ensure regulatory compliance and operational transparency, every DHHS Booster Club must maintain the following structure:

Mandatory Representation: Each club must have four representatives, one from each class year (9th, 10th, 11th, and 12th grades). In some sports programs, this might be difficult. The Booster club should work with the Head Coach and AD to help organize a group that represents the total program.

Recommendation: Booster leadership should not be the captains' parents. Allowing parents to volunteer across all grade levels will help maintain consistent practices from year to year.

Legal & Tax Status: Clubs should operate as Not-for-Profit Charitable Organizations and follow CT tax codes. Organizing as a 501(c)(3) is highly recommended.

Annual Registration: Clubs must submit a list of all officers and their email addresses to the Athletics Office at the start of each season.

Volunteers and Supervision

Volunteer Roles

- **Recruitment:** Coaches assist in recruiting and coordinating parent volunteers for concessions, transportation support, and banquets.
- **Expectations:** All volunteers and staff must be treated with respect and courtesy. Harassment or disrespect can lead to removal or bans from events.

It is also highly recommended for each Booster Club to create, follow, and annually review/revise a set of bylaws specific to their program. Please refer to the guide to help assure consistency in your Booster Club from year to year. [Bylaws Guide](#)

PART TWO — COMMUNICATION AND FINANCIAL ACCOUNTABILITY

3. Administrative Relationships and Communication Chain

Stakeholder Roles

Director of Athletics	Head Coach	Booster Club
Compliance & Oversight: Ensures alignment with BOE/CIAC policies; final authority on fundraisers and donations.	Program Advisor: Identifies team needs; advocates for the program vision; serves as the primary liaison to the club and athletic department.	Logistics & Spirit: Executes approved fundraisers; manages banquets/concessions/senior nights; provides volunteer/financial support.

Chain of Communication

When concerns arise, student-athletes and parents must follow this sequence to ensure professional resolution:

Booster Clubs → Head Coach → Director of Athletics → Principal

4. Financial Accountability and Policy Compliance

Booster Clubs must strictly adhere to Madison Board of Education (BOE) policies regarding all financial transactions.

- **Fundraising (Policy 3280):** ALL activities must be approved BEFORE they begin. Submit the "Fundraising Proposal Form" to the Athletic Office for required signatures. Forms should be submitted in full, with supporting documents attached (if needed), regarding the fundraiser.
 - **Prohibited Acts:**
 - Students (K-12) may not solicit funds during school hours (Policy 5100.6).
 - Raffles and games of chance are prohibited on school grounds.
- **Donations(Policy 3281):** All gifts must be processed via the official Donation Form and submitted to the Director of Athletics.
 - Ownership: Booster organizations cannot acquire ownership of fixed assets in their own names; such assets must be donated to and accepted by the district.
 - **\$500 – \$1,000:** May be approved by the **Building Principal/ Director of Athletics.**
 - **Over \$1,000:** Requires formal approval by the **Board of Education.**

Acceptance of Donations

All proposed donations of money, equipment, property, improvements, furnishings, technology, signage, or other items must receive appropriate district approval before they are purchased, installed, or formally donated to Madison Public Schools.

The District reserves the right to decline any proposed donation when the item does not align with district standards, specifications, educational or athletic program needs, facility plans, safety requirements, or long-term operational priorities.

A donation may also be declined when acceptance would create an unreasonable or ongoing responsibility for the District, including costs or obligations associated with maintenance, repairs, replacement, storage, utilities, inspections, licensing, installation, removal, or future upkeep.

The District may also determine that a proposed item or improvement is unnecessary, inconsistent with existing equipment or facilities, does not meet established quality or branding standards, or is not in the best long-term interests of the school or athletic program.

The willingness of a Booster Club, individual, or outside organization to purchase or fund an item does not obligate Madison Public Schools to accept it.

Booster clubs should consult with the Head Coach and the Director of Athletics before fundraising for or purchasing any item intended for donation to the District. Final acceptance remains subject to the applicable district approval process.

5. Booster Fees and Transparency

The Athletic Department is committed to ensuring that financial barriers do not prevent student participation. If a Booster Club charges a Booster Fee, the total Booster Fee must be submitted to the athletic office before August 15th of the upcoming school year. This will allow for the Booster Fees to be updated in the Student/Parent Handbook. Please use this electronic link to submit:

[Booster Club Mandatory Form](#)

Mandatory \$300 Booster Fee Cap

The maximum booster fee for any program is capped at **\$300**.

- **Transparency:** If fees are adjusted, clubs must provide a detailed explanation and an itemized list of intended uses (e.g., specific apparel, banquet costs, meals) to all parents and the Athletic Office.
- **Financial Assistance:** Clubs **must** provide waivers, payment plans, or avenues to fundraise the fee for families facing financial hardship. No student will be barred from participation due to an inability to pay.
- Confidential hardship waivers should be processed exclusively by the Director of Athletics, who then notifies the booster club discreetly of fee waivers, reductions, payment plans etc.

****** The only exception to booster fees is that both the Boys and Girls Ice Hockey Boosters will contribute \$30,000 per season, which should be paid before the first game of the season. More information will be discussed with the hockey programs before the season begins. ******

PART THREE — BRANDING AND OPERATIONS

6. Branding, Apparel, and Exclusive Partnerships

DHHS Athletics enforces strict branding and vendor exclusivity.

- **Exclusive Vendor:** DHHS has a mandatory partnership with **Under Armour and Stadium Systems**. All team stores, fan gear, and Under Armour apparel must be purchased through Stadium Systems.
- **Team Stores:** Head Coaches will work with boosters and student-athletes to choose what they want for their team store. All Team stores must go through Stadium Systems. Head Coaches will communicate directly with Stadium Systems. Booster Club representatives should seek approval from the Head Coach or Director of Athletics

Branding Quick Use Rules:

- **Typography:** Use APOTEK Extended
 - **Marks:** Official Tiger and Paw Print
 - **Colors:** Athletic Gold (PMS 123), Black and White
- ANY ALTERATION FROM THE BRANDING MUST BE PREAPPROVED.

7. Operational Procedures: Game Day and Events

Concessions

Boosters are responsible for cleaning the area immediately after events. Trash must be sealed and placed in assigned areas. All funds collected must be safely secured by the Booster Treasurer.

Senior Night

- **Timing:** Last regular-season home game.
- **Regulatory Limit:** SCC Bylaws limit ceremonies to a maximum of 10 minutes.
- **Coordination for facility for celebration:** Submit a facility request via the online system for any space located at Daniel Hand or Polson. DO not email the office professionals to book space. All requests have to be submitted via the online facility request form. [MPS Facility Request](#). For the Surf Club, please contact the Director of Beach and Rec.
- **Pre Game Announcement Template:** Use the following structure for consistency: [Senior Night Script Structure](#)

Special Events, Awareness Nights, and Youth Nights

Daniel Hand Athletics supports special events that enable our athletic programs to strengthen school spirit, connect with the Madison community, and leverage athletics to support causes and organizations that are meaningful to our students and families.

Examples may include awareness events such as Pink Night/Breast Cancer Awareness, recognition nights, charitable initiatives, and Youth Nights that connect Daniel Hand student-athletes with Madison's youth sports organizations.

Booster Clubs may suggest a special event or awareness night to the Head Coach. Planning should be a collaborative effort between the Booster Club and the Head Coach. The next step would be for the Head Coach to make the final decision regarding whether the event is appropriate for their program. Then must receive final approval from the Director of Athletics.

The purpose of the event should always remain at the center of the planning. Special nights should be more than a theme, decoration, or promotional activity. Coaches, student-athletes, families, and the community should understand why the event is being held, who or what is being recognized, and how the event reflects the values of Daniel Hand Athletics.

When planning special events:

- The Head Coach and Booster Club should work together on the purpose, activities, messaging, and logistics.
- Final approval must be received from the Director of Athletics before the event is promoted or commitments are made.
- Any fundraising, donations, apparel, signage, facility use, or outside organizations associated with the event must follow all applicable Athletic Department and Madison Public Schools policies and procedures.
- Activities should enhance the student-athlete and spectator experience without interfering with normal contest operations.
- Messaging should be appropriate, respectful, and clearly connected to the purpose of the event.

Youth Nights

Youth Nights are encouraged as a way to strengthen the connection between Daniel Hand Athletic Programs and the youth organizations that help develop future Tigers.

Each Daniel Hand athletic program may hold one designated Youth Night per season. Youth participants may be invited to attend, be recognized, interact with Daniel Hand student-athletes, or participate in approved pregame, halftime, or other activities coordinated by the Head Coach and Athletic Department.

Youth athletes are admitted free of charge to Daniel Hand varsity athletic contests, and we encourage our youth players and families to attend throughout the season to support the Tigers. A designated Youth Night is intended to provide an additional opportunity for meaningful interaction between our high school student-athletes and younger athletes in the Madison community.

The goal of Youth Night is not simply attendance. It is to create a positive connection between generations of Daniel Hand athletes, provide younger students with role models, strengthen relationships with our community youth programs, and help future Tigers feel connected to Daniel Hand Athletics.

Team Dinners

Boosters often coordinate team meals and bonding activities, but they must be under the guidance of the Head Coach.

- If held on school property, a facility request must be submitted via the online system. All school rules, policies, and procedures must be followed.
- If held off-site of school property, all school rules, policies, and procedures must be followed.

Team Transportation

- Boosters may provide food for away games, but it must be consumed in the parking lot or designated areas at the venue. **Only water is permitted on the bus.**
- Booster Clubs can pay for a coach bus for certain trips with the Director of Athletics' approval, as well as use typical district-verified/approved vendors.

Team Banquets and Awards

- Booster Clubs typically provide financial resources for end-of-season banquets and team-building activities.
- Head Coach and boosters should collaborate on event planning
- Awards and Gifts: The athletic department honors students who exceed performance standards. While boosters can fund additional awards, any gifts from Boosters to student-athletes must be discussed and approved by the Head Coach. If there is any question that gifts/awards do not meet the expectations of Madison Public Schools, the Boosters should contact the Director of Athletics for consultation.
- End-of-year banquets are considered school events. All school policies and procedures should be in place.

PART FOUR — DECISION-MAKING AND COMPLIANCE

8. Decision-Making Matrix

Situation	Booster Club	Head Coach	AD / School Admin
Playing Time / Strategy	No Role	Decides	No Role
Team Selection (Cuts)	No Role	Decides	No Role
Fundraiser Approval	Coordinates	Recommends	Approves (Form 3280)
Official Alternate Uniform Purchases	Financial/Donation form	Recommends/Decides	Decides
Senior Night Date	No Role	No Role	Decides
Donation Acceptance	Recommends	Recommends	Decides (Form 3281)
Special Events / Awareness Nights	Recommends / Coordinates	Decides / Coordinates	Final Approval

9. Checklists and Mandatory Transition Packet

Treasurer's Compliance Checklist

- Recommended to have **two individuals** present during all money collection.
- Deposit all funds into the club account within 48 hours.
- Maintain itemized receipts for every expenditure.

Annual Calendar Checklist

- **Pre-Season:** Submit registration/officer list; get fundraiser approvals.
- **Mid-Season:** Coordinate Senior Night
- **End-of-Season:** Organize banquet/awards
- **Post-Season:** Complete the Leadership Transition Packet.

Annual Compliance Checklist

- Fall: Register officers; submit initial fundraising plans; confirm hardship waiver process.
- In-Season: Maintain 48-hour deposits; coordinate team meals in designated areas only.
- Pre-Season: Distribute a transparency report with the current financial standing and the amount of the Booster Fee.
- Post-Season: Distribute transparency report to parents.
- Post-Season: Hold elections; prepare the Transition Packet for new officers.

Leadership Transition Packet

Outgoing officers must provide the incoming board with:

- Current Club Bylaws and past year's financial records.
- Bank account access credentials.
- Vendor contacts

PART FIVE — REFERENCE MATERIALS

10. Frequently Asked Questions (FAQ)

Can we purchase alternate uniforms?

Uniforms are district-funded. Any supplementary gear or alternates require explicit AD approval.

Can we use a different vendor if they are cheaper?

No. Our Under Armour exclusivity through Stadium Systems is a department-wide mandate that provides significant long-term financial benefits and coaching incentives.

Who resolves internal Booster disputes?

Follow your club's bylaws and chain of command. If unresolved, escalate to the Head Coach and then the Director of Athletics.

11. Quick Reference Guide

President's Quick-Reference Checklist

- ☐ Ensure the club has 4 grade-level reps.
- ☐ Submit the appropriate information on contacts and booster fees to the Athletics Office.
- ☐ Get Form 3280 (Fundraising) signed before any event begins.
- ☐ Ensure all branding follows the branding guide.
- ☐ Coordinate Senior Night with the Head Coach.

Treasurer's Quick-Reference Checklist

- ☐ Confirm booster fee does not exceed \$300.
- ☐ Ensure two people count all cash collections.
- ☐ Deposit all funds within 48 hours.
- ☐ Provide a detailed list of purchases to parents annually.

Secretary Quick-Reference Checklist

- ☐ Record Meeting Minutes: Document all official board and general membership meetings. Minutes must be kept on file and made available to the Daniel Hand Athletics Office upon request
- ☐ Annual Officer Registration: Submit the names, addresses, and contact information for the four grade-level representatives (9th–12th) to the Athletics Office at the start of each season
- ☐ Maintain Official Records: Keep an organized file of the following documents:
 - The Club's current Bylaws
 - Copies of all approved Fundraising Proposal Forms (3280).
 - Copies of all submitted Donation Forms (3281).

Fundraising/Purchasing Quick Reference Checklist

- ☐ Is the fundraiser approved?
- ☐ Are we using Stadium Systems/Under Armour?
- ☐ Does the design comply with the branding guide?
- ☐ If buying equipment, has the Head Coach/AD approved it?
- ☐ If donation is >\$1k, has the BOE approved it?