

Actions of Successful Booster Clubs:

- Volunteer time and raise money.
- Contribute funds to better enhance the team or organization's performance.
- Provide promotional items like team poster, programs, and/or yearbooks (subject to approval by the Head Coach/AD)
- Financially support the program by providing additional funding for coaches, staff, and event workers as determined in collaboration w/Head Coach.
- Organize team events, such team meals.
- Work closely with the head coach to develop a prioritized list of program goals and priorities.
- Discuss as official business any item that meets the definition/function of a booster club as outlined.

Actions Booster Clubs SHOULD NOT:

- Openly discuss or perform a performance review of the head coach, advisor, or coaching staff.
- **Review the performance of any coach; staff development & evaluations are solely the responsibility of the school district.**
- Openly discuss playing time issues.
- Ransom funding of the program in order to influence the hiring or firing of a head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach or advisor.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

Banquets

- The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach.
- The awards given out at the banquet are the sole responsibility of the head coach. "Gag" or student sponsored awards shall be approved in advance by the head coach.
- Parents are expected to refrain from using alcohol at banquets. There shall be no open bar or alcohol service.
- To avoid conflict, banquets should not be held on Wednesday evenings or before 1:00PM on Sundays.

Advertising

- The Hastings Athletic office shall approve all advertisements in printed programs prior to any school-sponsored events. Please email a copy of your ads for approval prior to printing (jkranz@hastings.k12.mn.us)
- The Hastings Athletic office reserves the right to pull programs that have not been approved, or are not consistent with HHS expectations and District 200 guidelines.

Fundraisers

- Fundraising is a part of most high school athletics today. We are very thankful for the efforts of parents and booster clubs.
- Membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.
- Booster club dues and other fees, if solicited, cannot be mandatory or required. Said fees, if paid, should be refunded to students who are cut from any team.

Captains Practices

- No coaches -- paid or volunteer -- may supervise captains practices. This is an MSHSL policy.
- Captains practices may be scheduled by obtaining a facility permit. Contact District 200 Community Education at 651-480-7670.
- Adult supervision is required at captains practices. All supervisors must have a district background check. student participation should never be mandated or required.

MSHSL Basics

- Coaches are allowed to work with their teams only during the designated MSHSL season, and the summer waiver period.
- No booster club member may recruit or encourage athletes from another school to transfer to a ISD 200.
- Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.

Thank You

This document was created to provide guidelines for communication between booster clubs and our high school programs. It is meant to be a tool used to better relationships, clarify procedures, and set the stage for a successful season.

Parents, without your help we would not be able to provide quality activity programs for all Hastings student-athletes. **Thank you!**

Hastings Athletics

Hastings High School
200 General Sieben Drive
Main School Phone: 651-480-7470
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Hastings HS Athletics



Booster Club Guidelines

A guide for Booster Clubs – guidelines, procedures, and expectations from Hastings High School

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Purpose and Function of Booster Clubs

A booster club is defined as an organization that is formed to **help support the efforts of a sports team, academic club, or social activity in a collective manner.** Support is shown in many ways, including volunteering time, talents, or treasures to better enhance the team or organization's performance. Examples include organizing team meals (time), printing promotional items (talent), and raising or donating funds (treasure).

Another definition is **"a booster club provides enthusiastic support of a team or organization."** This type of support is much like emotional or psychological parental support, but is given in a collective manner. Booster clubs play a key role in supporting Hastings Athletics in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs, and yearbooks. Booster clubs can financially support the program by providing additional funding for coaches, staff, and event workers. They can organize team events, such as pre- or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in any way, in accordance with the above-stated definition, **that supports or 'boosts'** the program they are formed to support.

It is the charge of ISD 200 and the administration at Hastings High School to communicate that booster clubs operate within defined parameters. Following are the minimum guidelines we ask booster groups to incorporate in their policies and procedures. **A more comprehensive booster club packet, prepared by ISD 200, is available upon request.**

Communication/Conflict

Please respect the defined Hastings communication and conflict resolution process outlined in the Parent Handbook. The handbook and further policy expectations can be accessed at www.hastingsathletics.org

1. Student-athlete and coach meet to discuss the issue.
2. If necessary, the student and a parent should schedule a meeting with the coach within 5 days of the incident. Meetings must be at a mutually-agreed time. The student is expected to attend and participate in the meeting.
3. If the parent wishes to meet the Athletic Director, they will complete a Step 3 appeal form. The coach will complete a written summary within 10 days of the parent meeting and submit it to the AD.

Other key points:

- It is inappropriate to approach a coach prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.
- Playing time and team role is determined solely by the coach.
- Inquiries should be directed to an advertised school phone only. Contacts are posted on the HHS and MSHSL website

Getting Started (required)

- 1) Each Booster Club should have elected or appointed officers. (President, Treasurer, and Secretary)
- 2) Prior to the 1st practice of each season, each booster club President must inform the Head Coach and/or ISD 200 administration with the names and contact information (address, phone and e-mail) of each club officer.
- 3) Booster Club meetings should follow a set agenda each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business)
- 4) All the areas discussed in this brochure are recommended and are to be followed. **Seek and follow legal counsel to secure necessary compliance, standing, and filing.**

Legal Compliance for B.C.'s

Follow all designated state and federal laws with regard to booster clubs. This document is intended as a guide, with recommendations. Additional or updated information should be secured by the club representatives each year. Each Club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district. Seek legal counsel accordingly. To remain in good standing each Club should:

Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax). Clubs are generally considered non-profit organizations and will fundraise within the State of Minnesota. To comply with applicable charitable laws, the Club will need to:

- a. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a non-profit corporation
- b. Register with the State Attorney General's Office as a charitable organization.
- c. Request recognition from the IRS as an exempt organization by filing Form 1023.
 - i. Annually file a form 990 or "post card" filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office.
 - ii. May also be required to file a Minnesota M4NP – depending on income and revenue sources – see a tax professional.
- d. Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.
- e. Provide the school district with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies as requested.

Finances

- 1) A treasurer report should be generated monthly, and contain all transactions that took place prior to the meeting.
- 2) Finance reports of each booster club should be open to 100% of all members.
- 3) At no time should a paid coach have exclusive check writing authority.
- 4) Two people should be involved in the authorization and signing of any check over \$500.
- 5) All capital purchases must go through the school district prior to any agreement or order is made.
- 6) Generally accepted cash management practices are expected to be followed.
- 7) ISD 200 administration reserves the right to verify all groups are following District 200 guidelines, and all state and federal laws regarding non-profit regulations.

Purchasing

Booster clubs or sponsors wishing to purchase athletic equipment for their teams must work with the head coach and the athletic department for pre-approval. **Booster clubs should not purchase equipment independently.** When equipment is purchased, from donated funds, it becomes the property of the school district.

After the Head Coach and the Athletic Director have approved an equipment request, the booster club should donate either the equipment, or the funds to purchase the equipment, to the athletic department and specify its purpose. **All equipment and supplies must be shipped to a school district address.** Booster clubs should not order materials directly or have materials shipped to a home.

If a booster club would like to help fund a volunteer coaching position, note that all District 200 hiring requirements for any coach must be met. Coaches are required to complete new hire paperwork. Clubs must donate funds according to district policy.

The athletic department cannot give out the school district tax-exempt number. Sponsors making donations must follow the above process for purchasing equipment.

Billing to Booster Clubs

All transportation, fees, and equipment purchases by booster clubs must be approved by the head coach, Athletic Director, and appropriate booster designee in advance. With booster/coach/AD pre-approval;

1. The activities department will bill booster clubs for any bus transportation that exceeds the district regulations.
2. The activities department will bill booster clubs for any fees for tournaments or games that exceed the given district budget.
3. The district will bill booster clubs for supplies/equipment that exceeds the district budget. All donations must be made to the district prior to any orders being made.