

Purpose and Role of Booster Clubs

A booster club is defined as "an organization that is formed to **help support the efforts of a sports team or organization**. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization's performance."

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 Orono High School athletics in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs. 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 the district administration and athletic director at Orono High School to ensure that booster clubs operate within their defined parameters.

Actions Booster Clubs SHOULD:

- Volunteer time.
- Raise money.
- Contribute funds to better enhance the team or organization's performance.
- Listen and work closely with the head coach, as the head coach is the director of the sport program.
- Print promotional items (subject to approval by the head coach and the school athletic office).
- Financially support the program by providing additional funding for coaches, staff, and event workers.
- Organize team events, such as pre- or post-game dinners or social events during the season.
- Arrange to attend a meeting with athletic director and provide an e-mail and contact number to have on file in the high school athletic office at the start of the school year or once a change in the booster club has happened.
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the included pages.

Actions Booster Clubs SHOULD NOT:

- Openly discuss or perform a performance review of the head coach or coaching staff.
- Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues. Please follow the *Orono High School Communication for Athletics* defined in this manual.
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach. This includes starting a hiring committee.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach, athletic director, or building administration.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.
- Steer the program toward any singular agenda or misfortune.
- Make decisions on behalf of the coach or the program.

Booster Administration and Roles

- Each booster club is required to have a board or a leadership committee. The committee will work under the leadership of the head coach.
- The booster club board/leadership committee must have contact information provided to the Activities Office.
- The Activities Director will have a yearly meeting with the head coaches and booster boards/leadership committees.
- Any sanctions or misfortune may result in the booster club being eliminated.

Billing to Booster Clubs

- All transportation, fees, and equipment purchases must be approved by the head coach and the athletic director prior to purchases.
- The athletic department will bill booster clubs for any fees for equipment, tournaments, or games that exceed the given district budget.
- The district will bill booster clubs for equipment that exceeds the district budget. Please make sure all purchases have prior approval and money is accounted for at that time.
- All purchases for equipment and other items designated for the athletic program or individual teams will be the property of the school district. All billing and purchases will need to run through the school district and when completed the equipment or items will be the possession of the school district.

Purchasing

- Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the athletic director for approval, prior to purchase. 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 the funds to the athletic department, specifying its purpose. The Activities Office will then complete or provide guidance to initiate the order. 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. All purchases and spending of money with the booster club needs to be communicated and approved by the head coach.

If a booster club is funding a coaching position, the funds must be donated to the district prior to the start of the season, all coaches must complete new hire paper work. This includes all amounts of compensation. Booster compensated positions must be head coach approved, school district approved, and all funds must be communicated to the booster paid coach prior to the start of the season. This includes all forms of compensation.

Booster Clubs Accounts

- No member of the coaching staff or district personnel should have signature authority on a booster account.
- It is the duty of the booster club to keep accurate records of booster accounts with all spending and revenues. The head coach and athletic director should be made aware of the funds in the account. Reminder, all spending needs to be approved by the head coach.
- The booster club is required to submit monthly reports showing all transactions that transpire with the booster account. This is a requirement for every month of the year.

Fundraising

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs for the work they provide raising funds for our programs.
- All fundraising must be approved by the athletic director and building administrator prior to the start of the fundraising.
- Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by any individual or group. No student-athlete can be mandated to participate in the fundraising.
- Booster dues cannot be made mandatory or as a stipulation to be part of the booster club or athletic team. This is verbal and psychological.
- Booster club dues and other fees should be refunded to students who are cut from the team.
- All fundraising and events sponsored and/or operated by the booster club will require permission from the athletic director.

Minnesota State High School League (MSHSL) Basics

- Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period. The MSHSL mandates a July Blackout Period. This means no communication in any way with the athletes from the coaches. This includes meetings, being visible or watching games in a gym/ona field, working camps, or other forms of communication.
- No booster club member may recruit or encourage athletes from another school to transfer to Orono High School.
- Booster clubs are prohibited from paying for an athlete's sport participation fee or fees to attend a camp or clinic.
- Booster clubs should work with the head coaches to help support the guidelines established by Orono High School and the MSHSL.

Camps and Clinics

- Booster clubs may not pay for expenses for athletes to participate in camps, clinics, and out-of-season competitions. This includes funding to offset costs or to establish a scholarship for an athlete.
- Boosters clubs may not set up fundraisers to fund camps, clinics, and out-of-season competitions. This includes high school participation fees.
- Student-athletes and his/her parent(s)/guardian(s) will be required to pay their own expenses to attend camps, clinics, or out-of-season competitions.
- Booster clubs may set aside money for jobs performed by students for which a reasonable hourly wage is paid to the student. This money may be used to attend a camp or clinic. The booster club will be responsible to provide a full accounting to the athletic director listing the students who worked, the job(s) performed, the hours worked, and the wages paid.
- Athletes may work at a camp as a coach, counselor, or official and receive pay. They may work only if: the camp sponsor has a job description for their responsibilities, identify the dates and times they will be working, identify all players who will be instructing, an accounting of the hours worked with pay are provided to the high school activities director. Athletes may help support coaches at clinics/camps provided there is no instruction to the high school athlete.

Orono High School Communication for Athletics

A pre-season meeting will be held by all coaches to discuss rules and review the policies. Parents along with their student are expected to attend this meeting in order to have a clear understanding of the sport their son/daughter chooses to participate and the expectations they will be asked to abide by. Parental or athlete concerns and compliments should be relayed. Communication is very important. Following the lines of communication will make the process more meaningful and will provide for a positive meeting. The lines of communication are as follows:

1. Athlete should address problems/concerns directly with coaches.
2. If a problem still exists, athletes and parents should address problems/concerns directly with coaches.
3. If a problem/concern remains unresolved, it should be addressed with the athletic director.
4. If the problem/concern remains, it should be addressed with the high school principal.

Other key points:

- It is inappropriate to approach a coach prior to or at the conclusion of a game or practice.
- Playing time is determined solely by the coach; discussion should focus only on how your son or daughter can improve his or her skills as an athlete or the role the student-athlete has on the team.
- Calls and emails should follow the expectations the coach communicates at the pre-season meeting. Please be respectful of a coach's time away from school and athletics.
- Meetings should be held in a professional setting.
- If emotions rise to an unreasonable level during the meeting, it will be concluded immediately and rescheduled.

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. Boosters may fund awards.
- Banquets will not be free for all families from fundraised dollars and from the use of school funds. Please plan accordingly.
- Absolutely no open or paid bar for adults, and parents must refrain from using alcohol and tobacco use at banquets. Banquets are part of the school program for the team and should be represented in that fashion.

Recognition at Events

- Any special recognition games scheduled for an event must be communicated prior to the start of the season to the Activities Director.
- All special recognition games must be approved through the Activities Office.
- Events must be clearly stated and documented for the safety of all participants and to be in compliance with MSHSL expectations.

Captain's Practice

- No coaches -- paid or volunteer – can supervise captains practices or practice/scrimmages outside of the designated guidelines administered by the MSHSL. Coaches cannot participate in the off-season with same sport athletes in open gyms or competitive leagues outside of MSHSL guidelines.
- Captains practices may be scheduled and will need adult supervision to provide for the safest environment. Student participation may not be mandated or required. No out of season practices, workouts, or summer programming may be used as a way of selecting teams or for putting undue influence on a team, per MSHSL Undue Influence Policy (Bylaw 307).

Thank You

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

Parent involvement in booster clubs makes a tremendous contribution to the programs we offer. Without your help we would not be able to provide quality athletic programs for Orono High School students and families.

Thank you!