

NYCSD



**BOOSTER ORGANIZATION
HANDBOOK**

2022-2023

Athletic Mission Statement

The Athletic Department of the NYCSD makes available to students a wide variety of opportunities to develop athletic skills and to become involved as members of interscholastic athletic teams. Northern High School and Northern Middle School are a member in good standing of the PIAA and is a proud member of the PIAA District 3 and the Mid Penn Conference.

There is a rich athletic tradition at Northern High/Middle School. Interscholastic athletics are viewed as a unifying force within the school community, affecting not only those who take an active part on teams but the entire student body. All students are invited to take part in as many athletic programs as possible. Participation in Northern High/Middle School Athletics, however, is a privilege and not a right; and that privilege is earned by each participant through his or her adherence to the rules and policies set forth by the NYCSD and the PIAA.

The athletic program is an extension of the academic program, and all athletes are urged to strive for excellence in both the classroom and on the athletic field. Good Sportsmanship, commitment to team, and the development of skills and strategies necessary for interscholastic competition are essential to a successful athletic program.

The central goal of this athletic program is to foster certain characteristics and qualities. These include respect for self and others, honesty, integrity, commitment, reliability, common sense and perseverance. The values learned through the athletic experience will help individuals become more productive members of the community.

Purpose

The NYCSD Board of School Directors accepts the concept of cooperation, encouragement and support given by approved Booster Organizations to the school district's various PIAA-affiliated interscholastic athletic programs.

Authority

The board further recognizes and declares that the role of an approved Booster Group is to assist and support but not direct, interfere with, nor supplant the staff, existing facilities or athletics program of the school district. It must be clearly understood by all booster club members that all school district sponsored activities are under the control, direction, and supervision of the Board of Directors through its building principals and their designee, the Director of Athletics. The Director of Athletics will serve as the immediate liaison to the Booster Organizations.

Booster Organization activities may strive to achieve the following objectives:

1. To promote fan support, spirit, and sportsmanship.
2. To assist the District by providing supplemental benefits and services to student-athletes.
3. To increase the opportunity for communication between parents/guardians and coaches in areas of common interest.

Guidelines for booster meeting:

1. Booster clubs should support the Athletic Department and the individual sports that they serve. Booster clubs should follow the direction of the head coach to provide the needs that are identified by the head coach, not what the boosters want to provide. Booster clubs are expected to support the coaches and the administration in all areas and in all decisions that are made by the coaches and the administration.

2. Each booster club should develop a yearly budget in conjunction with the head coach. Funds should be raised to meet the budget. Indiscriminate fund raising should not occur.

3. Each booster club should follow Robert's Rules of Order:

- Call to Order
- Approval of minutes of last meeting
- Approval of the agenda
- Treasurer's report – made available to all in attendance, starting balance, deposits for the month, and expenses for the month, ending balance. An itemized check list should be included. Receipts for expenses should be itemized.
- Old business
- New business
- Adjournment

4. Each booster club should have elected officers. Elections should be held yearly, as soon as the season is over.

5. The treasurer for the booster club should be bonded. At least 2 individuals should be required to sign booster club checks. Check should not be pre- signed. In lieu of bonding, a booster club should have the treasurer submit monthly a copy of the most recent bank statement. Any checks paid to individuals must include a description on the treasurer's report. Each club should designate another officer other than the treasurer and a committee of 2-3 members to be responsible for auditing of the account. An audit should be done before, during and after the season.

6. Financial reports and meeting minutes should be forwarded to the athletic director immediately after every meeting. Booster clubs should not carry over a large balance from year to year.

7. A yearly Financial report should be forwarded to the athletic director.

8. Booster clubs must follow the list of approved school sales and not conduct sales or fund-raising events that are not school board approved. School sales are approved by the school board in April of each school year. School sales must be submitted on the school sales request form. (see attachment) When advertisements are solicited for programs and other publications, the use of advertisers who are associated with alcohol and tobacco products is not permitted.

9. Booster clubs must meet in a school district building, not a home or place of business.

Guidelines for Sponsoring Banquets

It is recommended that all banquet activities be scheduled following the completion of the season's schedule. The dates of state championship events are available in the Athletics Office. Care must be taken by Booster Clubs not to provide athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. When planning and carrying out banquets, Booster Clubs should be sensitive to the following issues:

1. The expense that will be incurred by those wishing to attend; picnics and potluck dinners held in the school cafeterias or public park facilities are inexpensive options that can provide a pleasant atmosphere for honoring athletes and their families.
2. The implications the various activities planned for banquets may have on the diverse ethnic and religious cultures that may be represented in the team membership.
3. The length of the banquet. Repetition of activities, remarks and recognitions of individuals or groups may lead to restlessness among some attendees and create distraction from the positive nature of the occasion. Organizers should be mindful of the occasion. Organizers should be mindful of reasonable expectations for length being approximately two hours.
4. The results of opening up certain parts of the agenda to student-athlete driven activities. Typically, these include: Senior farewell speeches, gag gifts to teammates and slide/video presentations. Communication between the banquet planners and the athletes is necessary before the banquet to reinforce standards of appropriateness for such activities in order to prevent embarrassment or other negative effects to either the presenters or the audience.
5. Alcoholic beverages **are not** to be made available to **any attendees** of an NHS/NMS interscholastic sports banquet.

Guidelines for Spectator Conduct at Interscholastic Athletic Events

Interscholastic athletic events are among the most popularly attended school-sponsored activities. Spectators at an athletic contest, take on the important role of representatives of our school district. Actions are seen and comments are heard by family and friends, opposing fans, local community residents, the media, coaches and athletes. Our school district expects that all spectators will conduct themselves in a way consistent with our theme of respecting the rights, person and property of others.

Guidelines:

1. Learn the rules of the sport so that you can understand and appreciate the action that takes place.
2. Treat visiting players, coaches, cheerleaders and fans with courtesy as you would a guest in your own home.
3. Accept that athletics are a learning experience for the participants and value the athletes' efforts.
4. Respect the integrity and judgment of officials.
5. Cheer for your team, not against your opponent.
6. Show concern for an injured player, regardless of the team.
7. Follow the facility rules set by the game-site management/administration.
8. Do not attend events under the influence of any controlled substances (alcohol, drugs, tobacco, etc.) that will alter your thoughts and reactions to the situations of the contest.

We invite you to support our athletic teams with “Polar Bear Pride” throughout the school year.

Concession Stands Guidelines

For everyone's health and safety, please follow these guidelines:

- Encourage frequent hand washing with soap and water for those persons assigned to work in the Concession Stand. (i.e. wash hands after visiting rest room, sneezing, blowing nose or etc..)
- If Concession stand workers choose to wear food-service or medical gloves while performing their duties, ensure that the gloves are latex-free, disposable and are changed frequently throughout the day/evening.
- Discourage concession stand workers from handling both food and money; work assignments should be delegated to ensure that one person handles money and others handle the preparation and distribution of food and beverages.
- Food items may not be stored in the concession stand unless they are appropriately contained, labeled with the Booster Club's name, and stored in refrigerators. Please take all other food items with you at the end of each game/use.
- Thoroughly clean all appliances, counters and sinks after each use.
- Place all waste in the appropriate garbage or recycling receptacles. DO NOT place ANY food items in the sink drain.
- Please report the damage or malfunction of any Concession Stand equipment to the Athletics Department.
- Keep small children away from the hot dog rollers to prevent an accident from occurring.
- Make sure all your supplies are placed in your designated areas. Any excess supplies must be removed and brought back. This is to ensure other groups are not using other supplies.
- At the end of the night, do not let standing water in sinks, tubs, or buckets.

Use of Facilities by School-Related Organizations and Groups

School-Related Organizations and Groups:

- may be granted the use of NYCSD facilities at reduced fees and may be given a scheduling preference before external groups. The administration has the authority to approve the use of school facilities for these groups. (Policy 707-Use of School Facilities).
- may not schedule the use of school facilities for external or outside organizations.
- may not, without prior written approval, charge admission fees or collect donations while using school facilities unless all of the monies collected go directly to the group or organization's own benefit.
- may show non-monetary support for school sponsored, other school-related and external organizations. (i.e. create a special section for midget football players and cheerleaders at an event, recognize the contributions of a member of the community, etc.).

Fundraising by School-Related Organizations and Groups

School-related organizations and groups wishing to conduct fundraising activities that involve students must:

- be planned and carried out so as to safeguard the health, safety and general well-being of students and adhere to Policy 915- Fundraising.
- Fundraisers must be approved prior to having them.
- must attest that the organization's fundraising activities are educationally based, strive to follow best accounting practices as set forth in this policy and district guidelines, and have required clearances for adults working with children.
- demonstrate that a clear need to fundraise exists, establish a clear timeline, and show the benefit that students derive from involvement.
- **not** directly or indirectly evoke punitive measures against parents and/or students who wish to opt out of participating in fund raising activities.

Further, school-related organizations and groups wishing to conduct fundraising activities are:

- strongly encouraged to limit fundraising activities to only what is needed to support students in a calendar year or as part of a well-defined, multi-year effort.
- strongly encouraged to expend all monies on the needs of students within the time frame students typically are associated with the organization. (i.e. JV/Varsity Booster-4 Years)
- expected to work with the school administration to assure that all monies provided to student groups are Title IX compliant and consistent with the expectations of the PIAA and NCAA.
- expected to work with school administration to help assure that donations made by school related organizations do not create educational inequities across the district.
- provide opportunities for students of families experiencing financial hardship to participate in the activities the organization supports.

- prohibited from utilizing students during instructional time for fundraising activities without prior approval of the building principal.
- avoid contests and promotions with fundraising that make students feel obligated to participate and/or fearful of being identified as being low-income if they do not.
- limit fund raising for external organizations on campus and refrain from engaging in fundraising for the benefit of third-party charities in the community.

School-related organizations and groups involved in concessions at school events shall follow district guidelines.

Best Practices- Administrative

Your organization must obtain an employer identification number (EIN) through the IRS. Use of the District employer identification number or sales tax-exempt number is not permitted.

1. The organization should consider proper bonding insurance in an appropriate amount with a surety approved by the organizing board to protect the organization.
2. Consider implementing term limits for officers.
3. Keep contemporaneous minutes of meetings held or written actions undertaken during the year by the governing body and each committee authorized to act on behalf of the governing body.
4. Efforts to raise money for other external organizations should be minimized and, to the extent they are conducted, the funds raised shall not be comingled with regular operating funds.
5. Any time small groups of chance (raffles, bingos) are conducted, a Small Games of Chance license is required to be procured from the York County Treasurer's office.
6. File for BCO-10- The Pennsylvania Solicitation of Funds for Charitable Purposes Act.
<https://www.dos.pa.gov/BusinessCharities/Charities/Resources/Documents/BCO-10%20final%20instructions%201-2018.pdf>

Best Practices- Financial Records

1. The organization's financial records should be maintained and reconciled on adequate computer software (ex: Peachtree, QuickBooks) to provide financial transparency for the organization.
2. An annual budget should be completed by the organization to measure organizational expectations. (Consider a two-year budget approach.)
3. Carryover balances for the organization should be no greater than 30% of the next year's budget.
4. Develop a records retention policy and determine where the important records will be maintained.

Best Practices- Cash Receipts

1. A tracking system must be established for all receipts. This will simplify year end reporting. (Use of QuickBooks is highly recommended as a tracking system.)
2. If an event requires tickets for admission purposes, pre-numbered tickets should be required.
 - A. Beginning and ending tickets should be reconciled to receipts per event.
 - B. Tickets should be distributed in sequence; irregularities relating to the sequencing should be investigated immediately.
3. All checks should be restrictively endorsed "For deposit only" immediately upon receipt.
4. Maintain log of cash and checks received, including copies of checks. This log should be signed by persons collecting the funds for accountability. This tool will aid to simplify monthly and annual reporting requirements. (Scanned copies are acceptable; not required to maintain in hard copy form.)
5. Two individuals should be present when receiving and counting cash/check receipts.
 - A. Each person should count the funds individually to ensure accuracy. The counts should be logged on one report.
 - B. Report should be signed by both individuals involved in the counting process.
 - C. The count sheet report should be forwarded to the person responsible for reconciling the bank statement.
 - D. Bank statements must be reconciled within 5 days of receipt from a person who is independent of the initial count and deposit process.
 - E. On-line banking allows more timely reconciliations and the identification of questionable transactions occurring throughout the month.
6. Establish which members of the entity will have the ability to make deposits. Deposits should be made frequently (e.g. no less than weekly)

7. If cash and checks are not being deposited on the day of the event, after two people independently count and sign off, the cash and checks must be locked in a secure area until deposited.
 - A. The person who has access to the secured cash should not be the same person who counted the cash and checks and attested to the count. This may be the same person who will create the deposit slip.
 - B. The person preparing the deposit slip should not be involved in the initial count of the funds.
8. The deposit receipt from the bank should be given to the original reconciler, who then compares the deposit to the initial reconciliation. Any discrepancies should be investigated in accordance with entity procedures.

Best Practices- Cash Disbursements

1. A tracking system must be established for all disbursements
 - A. This will simplify year end reporting.
 - B. Use of QuickBooks is highly recommended as a tracking system.
2. Disbursements must be issued using pre-numbered checks.
 - A. Any missing checks should be investigated immediately.
 - B. The financial institution should be notified immediately to cancel/void missing checks
3. Blank checks should be restricted/secured in a locked location by someone who is not an authorized signatory.
4. Checks written to "Cash" are prohibited.
5. Disbursements must require approved invoice or receipt prior to being prepared for review and signatures.
 - A. Paid invoices should be marked as "paid" to eliminate any potential for duplicate payments.
6. Require all checks to have two Club or Organization Officers' review and signature
 - A. Rubber signature stamps should NEVER be allowed. All signatures must be live.
 - B. Blank checks should NEVER be signed in advance and kept for "emergency" purchases.
7. Checks can only be signed by those listed as "authorized signatories." Signatory cards must be updated with the bank when officer positions are changed.
8. If the entity issues a considerable number of checks, consider implementing Payee Positive Pay. Your financial institution can help you with this process.

Requirements

1. Monthly statements of account balance must be filed for all accounts no later than 30 days after the month ends. Monthly statements must be given to the Athletic Director.
- 2.
3. Any fundraising activities must be documented on the School-Related Group Fundraising Request Form and approved by the Building Administrator prior to conducting the activity.