

### **Booster Clubs SHOULD:**

- Volunteer time and raise money.
- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach/AD).
- Financially support the program by providing additional funding for coaches, staff, and event workers.
- Organize team events, such as team meals.
- Listen and work closely with the head coach.
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

### **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.
- 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.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.
- 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.
- Team awards given out at the banquet are the sole responsibility of the head coach and financial responsibility of the booster club.
- There is no open bar for adults, and parents will refrain from using alcohol at banquets.
- To avoid conflict, banquets should not be held on Wednesday evenings or before Noon on Sundays.

### **Fundraisers**

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs.
- Be aware that 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 should be refunded to students who are cut from the team.

### **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 ISD 728.
- 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 set guidelines for communication between booster clubs and our high school program. It is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for a successful season. Parents, without your help we would not be able to provide quality activity programs for all ISD 728 students.

**Thank you!**

## **ISD 728**

A guide for Booster Clubs on guidelines and procedures required by ISD 728.

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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 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 Rogers Activities 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.

## Conflict

Please promote the below process when conflict occurs:

- 1) The student/athlete and coach will meet to discuss the issue.
- 2) The parent/student should schedule a meeting with the coach within one week of incident. Meetings must be at a time convenient to both parties. Student must attend.
- 3) Parent/student/Coach will meet with the AD with all parties in attendance.

### **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 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.
- Calls should be directed to a school phone only.
- If emotions rise to an unreasonable level during the meeting, it will be concluded immediately.

## Getting Started (required)

- 1) Each Booster Club should have elected or appointed officers. (President, a Treasurer, and a Secretary).
- 2) Booster Club meetings should follow a set agenda each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business).

## Legal Compliance for B.C.'s

- A. Each Club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district.
- B. To remain in good standing a Club should do the following:
  - i. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
  - ii. 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:
    1. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a nonprofit corporation.
    2. Register with the State Attorney General's Office as a charitable organization.
    3. Request recognition from the IRS as an exempt organization by filing Form 1023.
    4. 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.
      - a. May also be required to file a Minnesota M4NP – depending on income and revenue sources – see a tax professional.
    - iii. 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.

\*\*\*May by additional compliances not listed here, please check with a **Financial Professional**\*\*\*

## Finances

- 1) Treasurer report should contain all transactions that took place prior to the meeting.
- 2) Finance of each booster club should be open to 100% of all members.
- 3) At no time should a paid coach have check writing authority.
- 4) It is suggested that **two people** should be involved in the authorization and signing of any check.
- 5) At least two members should tabulate all funds collected.

## Purchasing

Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the athletic department for approval. When equipment is purchased, from donated funds, it becomes the property of ISD 728.

After the head coach and/or activities director have approved an equipment request, the booster club can donate the funds to the athletic department, specifying its purpose.

If a booster club is funding a coaching position, the funds must be donated to the district prior to that coach receiving pay. All coaches must complete new hire paper work and follow ISD 728 and MSHSL guidelines as a coach (this includes volunteers).

The athletic department cannot give out the school district tax-exempt number.

## Billing to Booster Clubs

All transportation, fees, and equipment purchases must be approved by the head coach and/or Activities Director. The activities department will bill booster clubs for any "coach" bus transportation that exceeds the district budget. The activities department will bill booster clubs for any fees for tournaments or games that exceed the given district budget.