

# **2025-2026 Team Parent Toolkit**



# Coach & Team Parent Toolkit 2025-2026

## Hello Coaches and Team Parents!

Welcome to this year's toolkit. It's designed to guide you through best practices for working with your teams, with the support of the **Tiger Booster Club**.

**Coaches** – If you have a Team Parent, please let them know which responsibilities you'd like them to handle.

**Team Parents** – Thank you for stepping up! Please connect with your coach to see where you can best support the team this season.

## Coach/Team Parent Overview:

In addition to coaching, there are a few other responsibilities that come with leading a team at SPHS. The Tiger Booster Club is here to help, but here's a quick overview of what to keep in mind:

- **Parent Meetings** - Set expectations for the season, build connections, and encourage positive cheering and donations. (See [Communication](#) for details)
- **Spending Money**: All expenditures over \$1000 need preapproval. (See [Team Budgets and Accounting](#))
- **Fundraising**: Each team needs to fundraise! There are many ways to do this. (See [Fundraising](#))
- **Collecting Payments**: If any payments are collected outside the Booster Club system, please follow our guidelines. (See [Team Budgets and Accounting](#))
- **Special Events**: Coordinate events such as Senior Night, Team Banquet and any other celebrations. See [Events](#)
- **Reimbursements**: Submit expense reimbursements with receipts to the Booster Club for payment from your Team Account. (See [Team Budgets and Accounting](#))
- **Team Merchandise**: For Spirit Packs and other merchandise. (See [Spirit Packs](#) and [Team Gear](#))
- **Document** your work so team parents after you know how to repeat your successes!
- **Team Promotion**: Share photos and updates with the Boosters' Marketing/Newsletter team to highlight your athletes! (See [Boosters Marketing/Newsletter](#))

Learn how athletics are funded at SPHS [here](#).

Find important contact information [here](#).

Questions about this Toolkit? Email Teams and Activities Chair at [teamsactivities@sphsboosters.org](mailto:teamsactivities@sphsboosters.org)

### **Using a Team Parent:**

- If using a Team Parent, please notify the Athletic Director(AD) ([cbrichards@spusd.net](mailto:cbrichards@spusd.net)) and Teams and Activities Booster chair ([teamsactivities@sphsboosters.org](mailto:teamsactivities@sphsboosters.org)) who the Team Parent is.
- Coordinate with Coach/Team Parent re:
  - [communication expectations](#)
  - fundraising goals
  - team budget
  - general support based on their level of need/desire
  - Gather parent email addresses (make sure coach/team parent has the same list) or ask AD for the list.

### **Communication**

Each coach will have his/her own method, style, and/or frequency of communication to players and families. It is important to establish an agreement with the Coach regarding what he/she will communicate (typically game information) and what the Team Parent will communicate (typically fundraising and special event information).

- **Parent Meeting** – at the beginning of each season (or possibly before), there will be a parent meeting. In addition to other things, at this meeting:
  - Coach will make introductions of the coaching staff, explain coaching philosophy, explain any team rules or other information.
  - Coach/Team Parent will talk about team budget, spirit packs, donations, etc..
  - Coach/Team Parent will secure parent volunteers for Bingo slots.
  - Coach/Team Parent/Booster Club Representative will make a short pitch regarding the importance of [joining the Booster Club](#) and how to support the team. You can email [membership@sphsboosters.org](mailto:membership@sphsboosters.org) for wording to share with families
- **Game Schedules** – Schedules will be posted on the [SPHS Athletics](#) website. Some are posted on the Max Preps website ([maxpreps.com](http://maxpreps.com)) and mobile app.
- **Email Communication** – Coaches/Team Parents should work from the same parent email list. Email communication to families should be limited to topics specifically related to the team. It is not appropriate to use this email list for personal, political, or marketing solicitations.
- **Team Software** (TeamSnap/Remind/Other) – some coaches use platforms, such as TeamSnap or Remind, for team communications. Please assist the coach in encouraging parents to join the platform in order to receive communications.
- **Social Media:** Tag @sphsboosterclub on Instagram. Also, most teams have their own instagram account.
- **Send a team photo** to [website@sphsboosters.org](mailto:website@sphsboosters.org) so we can use it on our website!

## **Team Budgets and Accounting**

- **All coaches are required to prepare a team budget with the AD and should communicate budget to Team and parents**
- **Deposits**: All cash or checks (made payable to SPHS Booster Club) collected for the team must be submitted to the Booster Club via the Boosters within 24 hours. Funds should be counted by two individuals and accompanied by a completed [Deposit Form](#) before being deposited into the team account. For questions, please reach out to the AD or the financial secretary at [financialsecretary@sphsboosters.org](mailto:financialsecretary@sphsboosters.org).
- **Any expenses over \$1000 must be pre-approved by AD and Boosters** using the Preapproval Form (to be added). For questions, please reach out to the AD or the Booster President at [president@sphsboosters.org](mailto:president@sphsboosters.org).
- **Any expense** incurred on behalf of the team **must be submitted** to the Booster Club for reimbursement from the team account by completing an [Expense Reimbursement Form](#) and providing original receipts with the form **within 90 days**. For questions, please reach out to the AD or the treasurer at [treasurer@sphsboosters.org](mailto:treasurer@sphsboosters.org).
- **Do not maintain separate petty cash or bank accounts** for the team outside of Team Accounts managed by the Booster Club. This is for your own safety.
- **All electronic payments must be made directly through the Booster Club's PayPal account—not through personal** Venmo, Zelle, or PayPal accounts—except for coach gifts and team dinners paid by families. For event payments, you can use our phone-based Point of Service app, which links directly to our PayPal account. For more information, email EVP Ways & Means at [evpwaysmeans@sphsboosters.org](mailto:evpwaysmeans@sphsboosters.org). This process protects you and ensures that all donations are properly recorded and acknowledged for tax and matching gift purposes.
- Coaches can request updated balances in their team account anytime by asking the AD, who will obtain the information from the Booster Club.
- Coach Honoraria

## **Fundraising**

**All Fundraising (other than BINGO) must have pre-approval from the AD and Boosters.** Fill out the [Fundraising Activity Form](#) to get approval. The purpose of the Fundraising Activity Form is to:

1. Allow school administration to schedule activities so that they don't overlap or conflict with other school events or student group fundraisers.
2. Make sure that campus facilities for events like car washes are available.
3. Make sure we have proper insurance through the district or Boosters.
4. Allow Boosters to handle any financial aspects of the fundraising.

### **SPHS Tiger Bingo**

is a fundraiser hosted by the Booster Club every Saturday night in the SPHS Gym for the purpose of providing fundraising opportunities to SPHS teams, clubs, and other student groups. Bingo relies on volunteers to keep it going, so teams are required to sign up for Bingo before requesting other fundraisers.

- Before the season, the AD will forward open Bingo Group Slots to each team/coach as per the [Bingo Volunteer Policy](#).
- For each Bingo group slot, secure 3 parents/adults (must be over age 18) to work from 4:00 PM – 10:30 PM (no split shifts) AND the coach needs to secure 5 students to work set-up from 12:30 PM – 2:30 PM, AND 5 students to work clean-up from 9:00 PM – 10:30 PM.
- Rates are found [here](#)
- Teams earn \$130/adult and \$20/student that show up. If all 13 volunteers show up on time and work their whole shift, then the team makes the total possible team earnings to \$590. If parents need to leave at 9pm, they can, but because they won't be helping with cleanup, the team will receive less \$.
- If you or someone from your team wants to be on the Bingo committee, please reach out to [bingopresident@sphsboosters.org](mailto:bingopresident@sphsboosters.org). Committee members receive funds for their teams.

### **Tournaments/Camps/Clinics**

- The Booster Club holds liability insurance so that a team can host tournaments, camps, and clinics as fundraising and/or community building activities.
- Coaches/Team Parents will coordinate tournaments/camps/clinics and work with the AD to submit a [Camp Checklist](#) and [Fundraising Activity Form](#) to set up the camp registration online at the Booster Club Website (if appropriate).
- The Booster club prefers that all payments for Tournaments/Camps/Clinics be made through our website. If that is not possible, please read the [Money Handling Guidelines](#) for other forms of payment. All cash or checks (made payable to SPHS Booster Club) collected for the team must be submitted to the Booster Club via the AD or Boosters within 24 hours. Funds should be counted by two individuals and

accompanied by a completed [Deposit Form](#) before being deposited into the team account.

- It is the coach's responsibility to reconcile that all participants are accounted for in the payments. The Booster Club Financial Secretary can provide a report of payments that have come through PayPal to help in this reconciliation.
- Any expenses related to the Tournament/Camp/Clinic should be submitted to the Booster Club with an [expense reimbursement form](#) no later than 90 days after purchase so that payment can be made from the team's account.

### **Online Fundraisers**

- If the team would like to participate in an online fundraising campaign (Blast, Omella, 99 Pledges, Pledgestar, etc...), which requires players to send out emails to friends and families to solicit donations, that is allowed, but it needs to be pre-approved and the Booster Club must handle all financials and contracts associated with the fundraising. Once approved, the EVP Ways Means from the Booster Club will be in touch to figure this out.
  - Please review the [Online Fundraising Policy](#)

### **Sponsorship Banners**

Teams with fence/wall options (to post banners) or that are in the gym (digital banners) can solicit sponsorships from local businesses. In order to keep things fair and consistent, a sponsorship program has been created by the Booster Club. The sponsorship form can be found [here](#). Please be advised that the school has the right to deny certain types of businesses (e.g., bars, liquor stores, etc.) from sponsoring and also to dictate which surfaces sponsorship banners are allowed to be posted. Please contact the SPHS Booster Club Sponsorship Chair at [sponsorship@sphsboosters.org](mailto:sponsorship@sphsboosters.org) with any questions.

### **Direct Donations**

If your team would like to ask Parents/Guardians for direct donations to the team, they can do that, but we suggest that you ask in a manner that does not make it sound mandatory. Direct donations can be made:

- On the [Booster Website](#)
- Via Check made out to SPHS Tiger Boosters with the reason for the donation in the memo. Give to coach, team parent or mail to 1401 Fremont Ave, South Pasadena, CA. 91030 Attn: Tiger Boosters.
- No Cash donations, please.

### **Suggested Wording When Asking for Direct Donations from Families:**

*As you may know, our program relies on the generosity of families and the community to help cover essential costs such as coaching, equipment, field maintenance, and tournament fees.*

*To help keep the program running at its best, we suggest a voluntary contribution of [\$X] per player. This contribution is completely optional, and all players will be able to participate regardless of whether their family contributes.*

*Your support helps ensure that we can provide a high-quality experience for all student-athletes. If you choose to contribute, your donation may be tax-deductible, as our Booster Club is a registered 501(c)(3) nonprofit organization. A donation receipt can be provided upon request.*

*If we do not receive enough contributions to cover our program's needs, we will plan additional fundraising efforts throughout the season to help bridge the gap. Your early support can help reduce the need for ongoing fundraising activities.*

### **Car Wash**

Can be held on school grounds with permission. Fill out a [Fundraising Activity Form](#) to get approval. After approval, our Website Chair will reach out to you to see if you'd like to have the car wash advertised/tickets sold on our website. Also, Boosters will reach out to you to set up the Paypal Point of Sale app that can be used to take digital payments on the day of the car wash.

### **Dinner Night Out**

Fill out a [Fundraising Activity Form](#) to get approval and then coordinate with local restaurants directly. They should mail us a check at the end of the fundraiser. If you need a W-9 filled out, please contact EVP Ways Means [evpwaysmeans@sphsboosters.org](mailto:evpwaysmeans@sphsboosters.org)

### **Snack Stand**

Net proceeds from any snack stand activities must be deposited into the team's Booster Club account. We have a Paypal Point of Sale app that can be used to take digital payments. If cash or checks (made payable to SPHS Booster Club) are collected for the team, they must be submitted to the Booster Club via the AD or Boosters within 24 hours. Funds should be counted by two individuals and accompanied by a completed [Deposit Form](#) before being deposited into the team account. Fill out a [Fundraising Activity Form](#) to get approval. Once approved, Boosters will reach out to you to set up the digital payments.

### **Booster Merchandise Sales**

The Booster Club will give 25% of the revenue from the sale of Booster Merchandise to any team that runs the Merchandise Booth at the stadium or coordinates a merchandise booth at another location. Coordinate with the Booster Club Merchandise chairperson at [Merchandise1@sphsboosters.org](mailto:Merchandise1@sphsboosters.org)

### **Discount Cards**

Discount cards are an effort typically initiated by the AD and then provided to teams to sell. Please see the AD if you want to inquire about discount cards.

### **Spirit Packs**

Teams can sell spirit packs to athletes. Spirit packs typically are not a fundraiser, though sometimes teams sell other team specific merch as a fundraiser. All proceeds from these sales must be deposited into the team's Booster Club account. Any payments to suppliers for spirit pack/team merch will be paid by the Booster Club out of the team's account. Please note that spirit packs are not mandatory and, if coaches want all players to have the gear in a spirit pack, then the opportunity must exist for financial assistance from the team account to allow all players to participate. Please adhere to the [SPHS Branding Guidelines](#)

If the estimate of incoming/outgoing funds for these sales is >\$1000, a pre-approval must be obtained by filling out the pre-approval form (**coming soon**). Once approved, or if no approval needed, you can request that the Boosters webmaster creates a page to sell the gear. Just email [website@sphsboosters.org](mailto:website@sphsboosters.org). See [this page](#) for more information.

### **Team Gear Sales**

Teams can sell gear as a fundraiser as long as it's not a required Spirit Pack. If the estimate of incoming/outgoing funds for these sales is >\$1000, a pre-approval must be obtained by filling out the pre-approval form (**coming soon**). Once approved, or if no approval needed, you can request that the Boosters webmaster creates a page to sell the gear. Just email [website@sphsboosters.org](mailto:website@sphsboosters.org). See [this page](#) for more information.

### **X-A-Thons**

Teams may host a Swim-a-thon (Splash for Cash), Golf-a-thon, etc. as a fundraising activity. Please coordinate through the AD.

### **Other Fundraising Ideas**

There may be other fundraising ideas not mentioned here, but as usual, Fill out a [Fundraising Activity Form](#) to get approval or contact the AD or VP Ways Means ([evpwaysmeans@sphsboosters.org](mailto:evpwaysmeans@sphsboosters.org)) to discuss first.



## **Events**

- **Senior Night** – usually the last home game of each season is considered Senior Night and seniors are honored. Often, the coach has a vision for how they want to celebrate their seniors, and the team parent can help facilitate that vision by purchasing items like flowers, frames, mementos, posters, balloon arches, etc. Any expenses should be submitted using the [Expense Reimbursement Form](#) to the Booster Club for reimbursement from the team's account within 90 days.
- **Team Banquet** – teams typically hold a banquet at the end of each season to celebrate the team members and hand out awards selected by the coach.
  - The coach will work with the AD regarding the awards.
  - The team parent usually assists in organizing the banquet.
  - Banquets can take place on campus (typically in the cafeteria) or at an offsite location, like a restaurant or banquet facility.
  - When the banquet is on campus, food can be brought in (taco carts are popular) and the team can decorate the space. Black tablecloths can be borrowed from the Booster Club by contacting the Merchandise Chair at [merchandise1@sphsboosters.org](mailto:merchandise1@sphsboosters.org). Please return them clean and folded. The cafeteria should be left as clean as possible, with trash being hauled out to the dumpster.
  - The Booster Club contributes \$12 per rostered participant on the team (number is supplied by the AD). It is the intent that student athletes/managers should not have to pay to attend their own banquet. Typically, parents/siblings/guests are asked to pay some per person fee to attend (\$15-20 is pretty normal). This is meant to cover their food, plus any overruns from what the Booster contribution does not cover, depending on how extravagant the banquet is. Payments for the banquet can be made through the Booster Club PayPal account. Email our Website chair - [website@sphsboosters.org](mailto:website@sphsboosters.org) to set up payment online. Sometimes teams collect for Coach Gifts. These are not handled through the Booster Club and should be transacted completely between the team parent and the families of athletes. Please do not have parents pay through the Booster Club Paypal for coach gifts as the Booster Club will not be able to reimburse you for this.
  - All expenses for the banquet should be submitted to the Booster Club with an [Expense Reimbursement Form](#) and supporting receipts for reimbursement from the team's account.

## **Website Additions**

### **Team Pages**

Each team has a page on our website. You can email our webmaster at [website@sphsboosters.org](mailto:website@sphsboosters.org) to update your information each season. See current ones:

- [Fall Sports](#)
- [Winter Sports](#)
- [Spring Sports](#)

### **Team Stores:**

When your team is selling spirit packs, gear or other things, once it is approved by the AD and Tiger Boosters (see above under Fundraising), you can email the webmaster at [website@sphsboosters.org](mailto:website@sphsboosters.org) so your sale can go on our website. See [this page](#) for more information.

### **Fundraisers & Events**

Once a fundraiser or event is approved, the Boosters webmaster will create a page online for it. If you have additional information you would like to include that was not in the Fundraising Request form, you can email the webmaster at [website@sphsboosters.org](mailto:website@sphsboosters.org) so your sale can go on our website. See [this page](#) for more information.

## **Documentation**

The Boosters has an area of our Google Drive where you can store and share documents related to your Coach/Team Parent work. If you would like access, please contact [admin@sphsboosters.org](mailto:admin@sphsboosters.org) and they can give you access.

## **Boosters Marketing/Newsletter**

The Boosters publish a newsletter every two weeks on Monday. We also post to our social media channels daily. We would love to publish your team highlights, photos & recaps. We need your help to do this. For inclusion in our newsletter, we ask that you send us your content by the Saturday EOD before the next issue. There are a few ways you can share content with our team:

1. Fill out this form: [HERE](#)
2. Send an email to: [evpmarketing@sphsboosters.org](mailto:evpmarketing@sphsboosters.org) (Judy Fautsch)
3. If text is easiest: 310-593-1475 (Judy Fautsch)

### **Future Issue Dates (Mondays):**

- **September 8 & 22**
- **October 6 & 20**
- **November 3 & 17**
- **December 1 & 15**

## **Athletic Funding Information**

SPHS athletic teams are funded through a variety of sources. In a typical year, it costs about \$1.3 million to run the SPHS athletics program. See [this video](#) for a comprehensive overview.

- **SPUSD pays for** – overall facility maintenance, improvement, electricity, water, most of the Athletic Trainer salary, Aquatic Facility Manager salary, Varsity and JV Coach stipends (based on district stipend schedule), \$15K discretionary contribution to Athletic Director's budget for Essential Equipment and Safety expenses (like keeping the football helmets in good condition), and team transportation (buses/vans). For all sports teams combined, this totals about \$1 million per year.
- **SPHS Booster Club pays for** – Equipment Grants (based on applications submitted by coaches), Travel Grants (based on applications submitted by coaches) for post season or other extra, non-league competitions), \$12 per athlete contribution to team banquets, contribution to Athletic Director for discretionary funds, 5K in scholarships per year and various other small things. For all sports teams combined, this totals about \$75K per year.
- **SPHS ASB pays for** – all referees, game staff for football, automatic timing systems for track, athletic letters (for students who buy a SAC card), and all CIF and Rio Hondo League fees. This adds up to approx. \$55K. (Note: Please encourage everyone you know to buy SAC cards for their kids because ASB really needs the support!)
- **Athletic Teams pay for** - uniforms, small durable and/or expendable equipment, tournament fees, team awards, Coach Honoraria for any coaching staff beyond that which the District funds (Assistant coaches) and any other miscellaneous expenses (e.g., senior night decorations/gifts, banquet overruns, etc.). For all teams combined, this is typically about \$160K per year.

	SPUSD/SPHS	BOOSTER GENERAL	TEAMS	ASB
Personnel	AD/AT/AQFM Coach Stipends Maintenance		Coach Honoraria	Game Staff Referees
Equipment	Large/Permanent Essential Equipment Helmet Reconditioning AT Expenses	Large Equipment Grants Trainer's/Weight Room Some Large/Permanent	Small/Durable Small/Expendable	
Team Expense		Team Banquets – Athletes Certificates Year End Senior Awards AD Expenses Liability Insurance	Uniforms Tournament Fees Season End Awards Other Fees ( <i>HUDL</i> ) Fundraising Expense Misc Expenses	Green Fees Athletic Letters Rio Hondo League Fees Rio Hondo League Awards CIF Costs Automated Track Timing
Facilities	Facility/Field Maintenance Facility Improvement Utilities			
Transportation	Buses Vans	Post Season Travel Grants		
	\$1.01M	\$75K	\$165K	\$50K

## **Important Contact Information**

SPHS Booster Club President	Kristin Wingard	sphsboosterpresident@sphsboosters.org
Booster Club Teams/ Activities Chair	Aswini Padmanabhan	teamsactivities@sphsboosters.org
Athletic Director	CB Richards	cbrichards600@gmail.com
VP Ways and Means (Fundraising)	Kristen Swift	evpwaysmeans@sphsboosters.org
Tiger Bingo Scheduler	Jen Woo	bingoscheduler@sphsboosters.org
Booster Club Merchandise	Judy Woo Erin Dubester	merchandise1@sphsboosters.org merchandise@sphsboosters.org
Booster Club Sponsorships	Gaby Berk	sponsorship@sphsboosters.org
Booster Club Financial Secretary	Tricia Yamagata	financialsecretary@sphsboosters.org
Booster Club Treasurer	Teresa Wong	treasurer@sphsboosters.org
Booster Club Membership	Erin Bonz	membership@sphsboosters.org