

Guidelines for WBLAHS Booster Clubs



**White Bear Lake Area High School
Athletics and Activities Department
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PURPOSE & FUNCTION:

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 WBLAHS 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. Booster clubs 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 the WBLAHS Activities Office and administration to ensure that booster clubs operate within their defined parameters.

LEGAL COMPLIANCE:

Each Club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district. 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:

- 1) Become incorporated in the State of Minnesota, develop bylaws and articles of incorporation, and follow requirements for operating 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 the Charitable Organization Annual Report with the Minnesota Attorney General's office.

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. They must also provide the district (Principal /AD) with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies.

GETTING STARTED:

- 1) Each Booster Club should have elected or appointed officers. (President, a Treasurer, and a Secretary)
- 2) Prior to the 1st practice of each season, each booster club President must inform the principal and AD with the names and contact information (address, phone and email) 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 required and mandatory.

FINANCES

- 1) The 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 highly recommended that two members be involved in the authorization and signing of any check
- 5) All purchases must go through the school district (see purchasing section)
- 6) At least two members should tabulate all funds collected
- 7) District 624 has the right to request tax statements, receipts, expenditures, and balances.

PURCHASING

All transportation, fees, and equipment purchases must be approved by the head coach or advisor and the Activities Director. The Activities Department will bill booster clubs for any 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. All donations must be turned into the Activities Department prior to ordering. Boosters 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 or advisor and the Activities Director have approved an equipment request, the booster club should donate the funds to the athletic department, specifying its purpose. The Activities Department will then complete a purchase order 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.

If a booster club is funding a coaching position, the funds must again be donated to the district before the completion of the season. Any coaches going through this process will be paid near the end of the season as determined by the HR Department. The Activities Department cannot give out the school district tax-exempt number. Sponsors making donations must follow the above procedures for purchasing equipment.

ADVERTISING & SPONSORSHIPS

- The WBLAHS Activities Department must approve all advertisements in printed programs for WBLAHS events.
- Please email copy of your ads for approval prior to printing (email to: brian.peloquin@isd624.org)
- The WBLAHS Activities department reserves the right to pull programs that have not been approved or not consistent with district values

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.

CAPTAINS PRACTICES

- No coaches -- paid or volunteer -- supervise captains practices.
- Captains practices may be scheduled up to two weeks before the start of the season by working through Facilities Scheduling (Community Ed)
- Adult supervision is required at captains practices, but student participation should never be mandated or required.

MSHSL Rules to Note:

- 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 624
- Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.

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/advisor/AD)
- Financially support the program by providing additional funding for coaches, staff, and event workers.
- Organize team events, such 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:

- Give coaches, paid or volunteer, the responsibility for handling the checkbook or credit card for the booster club of the activity in which those coaches are involved.
- Openly discuss or perform a performance review of the head coach/advisor or coaching staff.
- Review the performance of a coach/advisor 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/advisor 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.

Steps to a Successful Experience as a WBLAHS Athlete and Family Member:

Athletics can be an emotional endeavor and occasionally conflict will arise. If you have an athletic issue concerning your student-athlete, please consider the “24-hour rule” – that is, please wait 24 hours before contacting the coach. We have found that if all parties involved with an athletic conflict take time to reflect on the situation, the ensuing conversation will be based less on emotions and more on facts. While the “24-hour rule” may not resolve your concern, it might prevent a misunderstanding from escalating into an adversarial situation.

If after 24 hours you still feel that the situation merits attention, please follow the grievance procedures listed below:

1. **The student-athlete should communicate concerns or issues first with the coach of that specific team. This meeting should be at a scheduled time and not during practice or a contest. No other outsiders other than the athlete and coach(es) should be present.**
2. If not resolved in the first step, then the parent and athlete together should request a meeting with the coach(es) involved at a time outside of practice or a contest.
3. If not resolved in the second step, the parent, athlete, and coach(es) should meet with the Athletic Director at a time outside of practice or a contest.
4. If the parent wishes to meet the Activities Director, they will make that request after steps one and two have been completed.
5. It is important that the above steps be followed in sequence.

Of course the safety and well-being of our student athletes is our primary concern. If you ever feel you have an issue that involves student safety you should certainly go directly to a member of the Athletic Leadership Team.

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 and rescheduled.