

Garnet Valley School District



BOOSTER CLUBS' HANDBOOK

GVSD ATHLETICS PHILOSOPHY AND MISSION

PHILOSOPHY

The Board of School Directors believes that the purpose of an interscholastic athletics program is to provide learning experiences that will contribute to the personal, physical, and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the Garnet Valley School District. Participation in interscholastic athletics can serve an important role in meeting the needs of secondary-level students within the total educational process.

The Garnet Valley School District interscholastic athletics program is both voluntary and competitive and will be designed to meet the needs of student athletes. Participation in the Garnet Valley School District athletic program is a privilege and in order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to their sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the athletic director and secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators will be committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students progress through the middle school, the junior varsity, and varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these goals. Varsity coaches will work with junior varsity and middle school coaches to coordinate the developmental aspects of the program in each particular sport.

At the middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintain sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential while preparing them to participate at the high school level. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation. Equal time in competition is not guaranteed, but coaches are aware that all athletes who are meeting the team expectations are deserving of opportunities to participate.

At the freshman and junior varsity levels, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition

will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition. Equal playing time is not guaranteed; however, coaches will try to get everybody playing time.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. The primary objective is to place the most skilled individuals together as a team to win each game that is played. Coaches and players should focus on improving player skills, defining player roles, and establishing individual and team goals. Each varsity player should realize that participation at the varsity level requires greater commitment and dedication to the sport than at previous levels. **The head coach determines playing time and playing position according to team needs. Playing time or position is not guaranteed.**

The superintendent is directed by the Board of School Directors to develop, disseminate, maintain, and periodically revise administrative procedures, including but not limited to handbooks for coaches and student athletes, necessary to implement the intent of this policy as well as a seasonal evaluation process for coaches.

Nothing contained herein is intended to create a partnership, joint venture, agency or contractual relationship between GVSD and booster organizations/clubs. Rather, GVSD is a separate entity, and this Handbook is intended to set forth the expectations and requirements for recognition and approval of booster organizations/clubs.

ATHLETIC MISSION STATEMENT

It is the mission of the Garnet Valley School District to provide a stimulating learning environment, which provides quality educational opportunities for all students. The Garnet Valley School District interscholastic athletic program is an extension of the classroom and an essential component of the educational experience that will challenge each involved student to achieve his or her personal best, pursue competitive excellence, and to be a contributing team member and responsible citizen by providing varied opportunities, quality facilities, resources and staff in partnership with parents and a developing community rich in tradition.

ATHLETIC PROGRAM EDUCATIONAL OUTCOMES

- **Promotion of learning:** Students should acquire new knowledge or skills that will lead to long-term behavior changes. This learning is not limited to the development of physical skills and should also facilitate the social, personal and psychological development of each student.
- **Citizenship:** Students should acquire knowledge, attitudes, experience and skills that will prepare them to be a productive and responsible member of society.
- **Sportsmanship:** Students should learn respect and concern for rules and officials, opponents, and the spirit and customs of sport.
- **Healthy lifestyle:** Students should become committed to an addiction-free, physically active and long-term healthy lifestyle.

- **Life skills:** Students should learn how to balance their life, emotional well-being, leadership, personal growth and decision-making skills.

GVSD ATHLETICS BOOSTER CLUB GUIDELINES

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."

Booster clubs may play a key role in supporting Garnet Valley activities in many ways, and we are very thankful for the positive contributions booster clubs will provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs, and team yearbooks. Booster clubs can financially support the program by providing additional funding for 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.

[GVSD Board Policy 915](#) outlines the parameters for booster clubs. It is the charge of the athletic director at Garnet Valley School District to ensure that booster clubs operate within their defined parameters. The GVSD shall not assume any financial responsibility for a booster organization and/or club, and shall be indemnified and held harmless from any liability a booster organization and/or club may incur.

BOOSTER CLUB REQUIREMENTS

All of the areas discussed in this section are required and mandatory by the Garnet Valley School District in order to be recognized by GVSD.

1. Every year each Booster Club will provide the GVSD a newly signed and dated Hold Harmless agreement. This agreement shall be dated on/after July 1 and prior to beginning Booster Club activities.
2. Each Booster Club shall provide GVSD with their current written Constitution and By-Laws. These documents serve as a guide and focus for the activities of the booster club.
 - a. Clubs shall be organized in some form consistent with non-profit status under Pennsylvania law, and must operate and fundraise only within school district, state and federal requirements.
 - b. Booster Club By-Laws shall state how the booster organization and/or club will disburse monies in the event the booster organization and/or club is disbanded.
 - c. The varsity coach and school district have final approval of booster club activities on school property or at school district events.
3. Each Booster Club shall have elected or appointed officers (President, a Treasurer, and a Secretary).

- a. Prior to the 1st practice of each season, each booster club President must inform the Athletic Director with the names and contact information (address, phone and email) of each club officer.
4. Booster Club meetings shall follow a set agenda for each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business).
 - a. Treasurer report shall contain all transactions that took place prior to the meeting.
 - b. Finances of each booster club shall be open to 100% of all members.
 - c. Minutes of each booster club meeting shall be available to 100% of all members.
5. Booster Clubs shall comply with state and federal laws. Failure to do so may lead to the Booster Club not being recognized by the district.
 - a. **Background checks:** Under Pennsylvania's Child Protective Services Law, school volunteers who have "direct volunteer contact" with children at a school (i.e., the care, supervision, guidance, or control of children and routine interaction with children) are required to have background checks. **This includes members of booster groups** who visit the school regularly and/or serve as volunteers. For more information about obtaining clearances contact the [GVSD HR Department](#). [Volunteer clearance requirements page](#).
6. Booster Clubs shall obtain a Federal Taxpayer Identification number. Booster Clubs may not use the Garnet Valley School District's tax-exempt identification number.
7. Booster Clubs, upon request, shall provide the district business manager with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies, if applicable.
8. Booster Clubs shall provide income and expenditure records along with meeting minutes if requested by school district administration.
9. Booster Clubs shall obtain a liability insurance policy, including general liability and bodily injury, with coverage of at least one million dollars (\$1,000,000) per claim and \$3,000,000 in the aggregate to cover their activities and to protect the GVSD from potential claims. GVSD shall be named as an additional insured; a copy of the Certificate of Insurance must be provided to GVSD. In the event that a booster organization and/or club contracts with any party to provide services that take place on or in District-owned facilities then that party shall also have liability insurance policy of one million dollars (\$1,000,000), and \$3,000,000 in the aggregate to cover their activities and to protect the GVSD from potential claims. GVSD shall be named as an additional insured; a copy of the Certificate of Insurance must be provided to GVSD. Copies of such policies shall be provided if requested by school district administration.
10. Booster organizations and/or clubs may not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decision of the coach, director, advisor, Athletic Director, building principal, or Board.

STARTING A BOOSTER CLUB

Booster organizations must meet with the Athletic Director and Head Coach to request formal recognition. They must meet the **Booster Club Requirements by the Garnet Valley School District**.

DISBANDMENT OF A BOOSTER CLUB

Should the GVSD deem that the efforts or activities of any booster organization and/or club do not comply with district, state, or federal regulations the booster organization and/or club's recognized and approved status may be withdrawn. The GVSD may give a warning and a period to address any compliance issues before final dissolution.

Should the booster organization and/or club fail to submit the required financial reports, the authorization to operate the booster organization and/or club may be withdrawn. The GVSD may give a warning and a period to address any compliance issues before final dissolution.

A booster organization and/or club may disband on its own accord by submitting in writing to the GVSD the desire to do so.

Upon disbandment, any remaining funds in the booster club's accounts must be disbursed in accordance with law and/or the organization/club's by-laws.

BOOSTER CLUB ACTIVITIES

GVSD Board policy [913.1](#) protects students and parents/ guardians from exploitation and ensures that commercial activities and/or sponsorships do not interfere with the educational program. It is important that booster clubs understand and follow this policy in all their activities. Sponsorships obtained by booster clubs that imply endorsement by the GVSD are prohibited.

All activities and programs initiated and supported by booster organizations and/or clubs shall comply with all applicable statutes, rules, and regulations to include PIAA, Central League, District 1, NCAA and other governing organizations regarding the limits allowed when providing such gifts, trips, and banquets.

A coach and/or advisor's role in the functioning of the booster organization and/or club is solely in an advisory capacity and for final approval of what the booster group intends to purchase (e.g. color, items, etc.). A coach and/or an advisor may not handle money or make purchases in the name of the booster organization and/or club. Only the booster organization and/or club may control money or accounts of the booster organization and/or club. Allowing a coach to be responsible for management of funds is a conflict of interest and may not occur.

All gifts/donations to an athletic team or school district shall be reported to the School Board Secretary by way of the Request for Acceptance of a Gift/Grant available in the Superintendent's office before acceptance so as to ensure compliance with applicable statutes, rules, and regulations, to include Title IX regulations and District policies. (Please refer to Board Policy [702](#) – Gifts, Grants, Donations)

Advertising:

- The Head Coach/Sponsor must approve all advertisements and content in printed programs for Garnet Valley events.
- All promotions must be approved by the Garnet Valley Athletic Department. e.g. youth club nights or any type of giveaway promotion.

- The Garnet Valley School District reserves the right to pull programs that are not consistent with district policy.

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 head coach must approve the program and the agenda.
- The awards given out at the banquet will be distributed by the head coach/assistants.
- There should be no open bar for adults, and attendees shall not consume alcohol at banquets.
- To avoid conflict, banquets should not be held before 12:00 p.m. 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.
- All fundraisers require preapproval from the athletics office, and then the GVHS main office.
- Students shall not be involved in fundraising activities during school hours without the prior written permission of the building principal or athletic director.
- Coaches, and booster organization and club members are specifically prohibited from soliciting donations or otherwise engaging in fundraising activities in their individual names or capacities, whether it be for cash, checks, merchandise, or in-kind donations.

PIAA Basics Concerning Pre-season Sessions & Illegal Recruiting:

- Boosters are not permitted to conduct pre-season practices, arrange scrimmages or conduct organized team activities.
- No booster club member may recruit or encourage athletes from another school to transfer to the Garnet Valley School District.

CONDUCT GUIDELINES FOR PARENTS

The Garnet Valley School District recognizes the support and contributions of our parents when it comes to our athletic program. We ask that all parents/guardians/supporters:

1. Support the GVSD athletic policies, guidelines, codes and all activity regulations.
2. Provide positive support to their child, coaches and other members of their child's team or activity.
3. Model good sportsmanship toward officials, judges, players, coaches and other participants.
4. Refrain from using foul language and act in a manner socially acceptable.
5. Notify coaches well in advance of any schedule conflict that may impact the planned activities of the team or group.
6. Encourage their child to express any concerns directly to the coach following the communication protocol in this document.

7. Ensure students arrive and are picked up per the times established by the coach. Parents are to be respectful of time established, as failure to do so may result in an athlete's exclusion from future activities.
8. Act in the best interest of the group or team at all times.
9. Understand that team selection, player utilization, and team strategy are solely the prerogatives of the coach and are not subject to discussion.

CONDUCT GUIDELINES FOR SPECTATORS

The Garnet Valley School District recognizes the role of interscholastic athletics as an essential component of the educational experience. Therefore, we ask that all spectators:

1. Understanding your attendance is a privilege that provides an opportunity to observe an athletic contest, not to berate players, coaches, or officials.
2. Demonstrate a high degree of Sportsmanship.
3. Show team support by making only positive comments. Verbal or physical abuse of an official, opposing coach, or player will not be tolerated.
4. Show respect for the judgment of coaches, officials and referees.
5. Acknowledge that fields, courts and equipment are the player's domain during contests.
6. Understand that they may not parade in front of the opposing spectators.
7. Monitor the safety of children in bleachers and stands.
8. Respect GVSD rules: all GVSD schools are smoke-free, substance free environments.
9. Understand that Athletic contests on/off campus are an extension of the classroom; therefore, all school rules are in effect.
10. Understand that they may not leave and re-enter an athletic contest.
11. Enjoy watching the game by sitting in the designated area.

Exceptions to these guidelines will lead to ejection from the event. GVSD would hope that none of our spectators (or parents) are ever ejected from a game by an official or game manager. If it does happen, a meeting between the ejected person and the athletic director may be held to discuss the behavior that resulted in the removal and any steps needed before attending subsequent contests.

ATHLETE/PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely challenging vocations. GVSD Board Policy [908](#) outlines the expected behavior in communications between parents and coaches.

As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your student-athlete. This begins with clear communication from the coach of your student-athlete's program.

We believe that most concerns can be resolved with effective and appropriate communication between the coach and student-athlete. If concerns remain unresolved, the communication protocol below shall be followed for concerns about the student-athletes role or experience on the team:

Communication Protocol:

Step 1: Student-athlete discusses the issue with the coach.

Step 2: If necessary, parent(s) shall call or email the coach directly to set up an appointment that includes the student-athlete. If the coach cannot be reached, contact the Athletic Department at 610-579-7743 and they will assist in coordinating a meeting time.

Step 3: If necessary, the student-athlete shall schedule a meeting with the AD to discuss the issue. Parent(s) and coaches may be included in this meeting.

Step 4: If necessary, the Athletic Director will engage the Principal.

Step 5: If necessary, the Athletic Director and Principal will engage the Superintendent.

WHAT BOOSTER CLUBS SHOULD & SHOULD NOT DO

Garnet Valley Booster Clubs **SHALL**:

- 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/principal).
- Financially support the program by providing additional funding for additional equipment, camps, or end-of-season banquets and awards.
- Organize team events, such as team meals.
- Listen to, and work closely with, the head coach.
- Discuss as official business any item that meets the criteria listed above.
- Help in promoting school spirit and sportsmanship.

Garnet Valley Booster Clubs **SHALL NOT**:

- Openly discuss or conduct 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.
- Withhold or threaten to withhold funding of the program in order to control decision making by GVSD, e.g., the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire/discipline a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach/AD/principal.
- Discuss as official business any item that does not meet the definition and function of a booster club.
- Have Any Role in Conflict Resolution between Parents & Coach:
 - 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 as described in the Garnet Valley Athletic Department Handbook for Students and Parents.
 - Solely the coach determines playing time; discussion should focus only on how your son or daughter can improve his or her skills as an athlete.
 - If emotions rise to an unreasonable level during the meeting, it will be concluded immediately and rescheduled.