

RSD#13 Sports Advisory Council Guidelines and Procedures

1. Mission:

The mission of the RSD#13 Sports Advisory Council is to create a forum for community boosters, parent boosters, and youth league representatives to collaborate and enhance RSD#13 sports programs and facilities.

2. Purpose:

The RSD#13 Board of Education (BOE) budget for Interscholastic Athletics covers all the necessary expenditures needed to adequately operate our sports programs.

The individual boosters or parent booster groups' purpose includes soliciting funds to enhance athletic programs and facilitating team events. Examples of fundraising goals may include:

- a. Team warm-ups,
- b. T-shirts, hoodies, jackets, and/or traveling bags,
- c. Perishable uniform items such as socks or spandex shorts,
- d. Banquets and awards events,
- e. Team social activities, including team pre-season meetings and senior nights,
- f. Snacks and water for away trips,
- g. Coaches apparel,
- h. Coaches workshop/clinic, and/or
- i. Student camps/clinics.

3. Booster Club Organization and Structure

In order to achieve transparency, credibility, and cooperation amongst parents and athletes, it is imperative that each booster club establish an executive committee within itself consisting of at least three members. Preferably, members would include both a boys' and girls' representative in applicable sports such as soccer, track, basketball, etc.

A President should exist for leadership roles such as presiding over meetings and acting as a liaison with the RSD#13 Sports Advisory Council and the athletic director.

A secretary should be responsible for taking minutes at meetings and maintaining the booster club's records.

A treasurer should be responsible for the booster club's accounting.

Although strict adherence to Robert's Rules is not necessary, there should be

basic procedures such as reasonable notice of a meeting, respect shown during discussions, and minutes taken.

Major decisions of the booster club should be put forth by a motion and seconded with a majority of members present able to pass or deny such motion.

For any expense over \$50, a motion should be made at a meeting, seconded, and approved with a majority vote of those present before a treasurer would arrange for a check to be issued.

For expenses under \$50, the Executive Board would have discretion.

Parent booster club meetings must be scheduled and communicated at least 48 hours in advance to all parent representatives. The meeting date, place, and time should be communicated to the entire organization for transparency and stakeholder input.

4. Fundraising Guidelines

First and foremost, all booster clubs must adhere to the policies and procedures set forth by the RSD#13 Board of Education. Applicable policies are attached hereto as Schedule A. The following shall apply to all booster clubs:

- a. To assist the district in remaining Title IX compliant, program enhancements must be applied equally to both boys and girls teams within a given sport (i.e. boys' soccer and girls' soccer).
- b. Parent boosters will collaborate with the respective coaching staff prior to the start of the season to establish written objectives regarding expenditures and fundraising goals and such plan shall be submitted to the athletic director for review and approval.
- c. All fundraising activities need to be approved by the school administration before they are conducted. The approval/accounting form can be located on CRHS Sports Webpage under Booster Clubs - Fundraising. (See BOE Student Fundraising Activities General Guidelines for additional information).
- d. Each group may have not more than three approved fundraisers per year, unless approved by the superintendent.
- e. All fundraising activities will have an identified sponsor who shall be the person responsible for assuring compliance with these guidelines.
- f. Fundraising activities are to be optional for both students and parents with no repercussions for those choosing not to participate.
- g. All fundraising activities that are school sponsored or school authorized will have an accounting at the conclusion of the fundraiser consisting of an itemization of expenses, total revenue and funds distribution(s).
- h. Within 10 days from the conclusion of an approved fundraiser, an accounting form must be submitted. In the event that the accounting

- form is not returned, a financial ledger may be requested at the conclusion of the respective sports season. Furthermore, if the accounting form is not submitted within 10 days, future fundraisers of a similar kind may not be approved.
- i. Coaches are not allowed to sign or countersign checks.
 - j. No item exceeding \$500 in value can be accepted by the school department without prior BOE approval. (See BOE Gifts and Memorials Policy.)
 - k. Fundraising activities are not to be used to subsidize any coaching salary.
 - l. "Gifts" for coaches and volunteer coaches should not exceed approximately \$100 in value.
 - m. Raffles may only take place after obtaining the proper permit(s) from the State of Connecticut.
 - n. Monies raised by the parent booster groups are to be used for team activities, not for individual post-season competition.
 - o. Funds raised in a given school year must be spent on the group of students who raised the funds. A carry-over balance for next year's start-up needs should not exceed \$500. Funds can be designated for capital improvement projects or big ticket items with approval from the athletic director and principal.

5. General Rules

Coaching Decisions and Discretion:

Parent Booster Club should:

- a. Volunteer time and raise money in accordance with the goals stated above.
- b. Financially supplement the program by providing additional funding for additional equipment or facility upgrades not in the BOE budget.
- c. Organize team events such as team dinners and pre-post game food.
- d. Listen, support, and work closely to support the head coach.
- e. Communicate and discuss as official business any item that meets the above criteria.

Parent Booster Club should not:

- a. Openly discuss or perform a performance review of the head coach or coaching staff. Coaching staff evaluations are solely the responsibility of the school district.
- b. Openly discuss playing time issues.
- c. Ransom funding of the program.
- d. No booster club member may recruit or encourage athletes from another school to transfer to RSD#13.
- e. Offer a petition by booster club members to hire/fire a coach.
- f. Plan, organize, or attempt to implement an off-season training program

- without direction or consent from the head coach and the athletic director.
- g. Discuss as official business any item that does not meet the booster club's purpose.
 - h. Parent Booster Club members shall not have any role in conflict resolution between parents and coaches.

6. End-of-Season Banquets

While end-of-season banquets have become a highly anticipated event, we ask that each group work closely with the varsity coach in setting the time, place, and agenda for the activity. We ask that the following guidelines be used in the planning of the banquet.

- a. If an outside venue is desired, then the cost should not exceed \$25 per person, all inclusive. Any banquet that exceeds \$25 per person needs to be approved by the school administration.
- b. The dinner and program should be planned for 2 ½ hours in length, but must not exceed 3 hours in length. One suggestion for saving time is to play team videos, especially if they are lengthy, during arrival time and throughout dinner.
- c. Fundraising efforts are firmly discouraged during the banquets. If an auction is part of the program, there should be a very limited number of prizes with modest values. Please do not solicit local businesses to donate prizes.
- d. Some teams have chosen to do an invocation as part of the opening of the banquet. We must remind you that this is a school event, and religious prayer is not appropriate in such a setting. We ask that you talk with the captain who is assigned this portion of the program to keep the greeting to a message of general gratitude and thanks.

7. Team Dinners

Team dinners have become an important part of the team-bonding process for many of our sports teams. While it is a tradition that has grown over the years, there is a concern regarding the additional time requirements placed on the students who attend. While we do support the concept of the team-dinner, we ask that they be limited to one per week and preferably on a non-school night.

8. Facility Reservations

Booster Club members must seek permission to hold events in RSD#13 venues by contacting Sue Gaudreau.

Reservations of indoor and outdoor athletic facilities:
Susan Gaudreau sgaudreau@rsd13.org

Facility Use Forms for rooms at CRHS: CRHS Main Office:
Sue Mediavilla smediavilla@rsd13.org

10. Communications

Parent groups are encouraged to create a social media page for group communications.

Parent and/or student email chains must be used to communicate important events. Some parents and students choose not to use social media.

Schedule A:

Applicable Board of Education Policies

COMMUNITY RELATIONS Student Fundraising Activities General Guidelines

The Regional School District #13 Board of Education recognizes the contribution that student and parent fundraising makes to the school system. Fundraising programs in the school system are subject to prior approval according to the following guidelines:

- The principal and student, parent or other group involved in a fundraising effort must meet prior to the fundraising effort in order to review and comply with these guidelines and other relevant district and school policies and procedures.
- Fundraising, regardless of the purpose, is always voluntary. Any student or his/her parent may choose not to participate in a fundraising activity. This decision is a personal one and will not restrict or prohibit participation in any school activity.
- Personal safety of students is a critical factor in selecting and receiving approval for fundraising activities.
- The Board does not approve of door to door solicitation for students in grades K through 6 unless accompanied by a parent/guardian or other designee.
- Fundraising activities will be conducted in a manner that will cause minimal disruption in regular school activities.
- All fundraising activities will have an identified sponsor who shall be the person responsible for assuring compliance with these guidelines.
- The District will not promote or announce any fundraising or charity drives which have no educational value and which solely promote the agenda of a particular political, religious or commercial entity. The Board shall be the final decision making authority in this regard.
- All donations of materials, supplies, equipment and/or services shall become the property of Regional District #13.
- Fundraising activities shall be appropriate to the age of the students involved.
- All fundraising activities that are school sponsored or school authorized will have an account at the conclusion of the fundraiser consisting of an itemization of expenses, total revenue and funds distribution(s).
- Any fundraiser must comply with all state or federal laws and regulations.

Policy 1325

School-Sponsored Activities

School sponsored activities are those schoolwide or classwide (e.g. freshman class) fundraising programs that are directly related to and support a school activity. An example of such activities would include: magazine sales, school fairs and the like. The school principal is the primary person for approval of the fundraisers. If another fundraiser is requested beyond the three approved, the sponsor must receive approval in advance from the superintendent. The purpose for which the funds are to be put to use must be programmatic in nature and be directly related to the existing curriculum. Specific guidelines include:

- There will be only three schoolwide sponsored fundraisers per year per school, and one per class per year per school.
- The funds raised by the fundraiser must be of benefit to current and/or future students of the school.
- While there may be recognition of extraordinary sales efforts, the emphasis must not be on sales volume alone.

School-Approved Activities

The school building principal may, at his/her discretion and in accordance with these guidelines, approve fundraising activities that benefit a school sponsored activity that is open to all students, but that may not include participation by all students. Examples include: sports teams, choir, band clubs and groups. The sponsor shall be the leader of the school sponsored activity. Each group may have not more than three approved fundraisers per year, unless approved by the principal.

At the beginning of the school year, each group must submit to the building principal their fundraising approval request. The building principal will review these requests and work to schedule such requests periodically throughout the year. The principal will make every reasonable effort to limit the amount of overlap among fundraising activities to assure that individual students, families and townspeople are not exposed to a continuous series of school approved fundraising activities. There will not be any school approved fundraising in addition to those approved at the beginning of the school year unless approved in advance by the principal and reviewed with the superintendent.

Outside School Approved Activities

The school building principal may, at his/her discretion and in accordance with these guidelines, approve fundraising activities that benefit an organization that acts apart from the school system but is acting in support of the educational process. Examples of such include parent organizations, town service organizations and others. There is no obligation to participate in these fundraising activities nor may school facilities and services, including the distribution of support materials be granted to outside school activities unless approved by the building principal.

Policy Adopted: Policy Revised: Policy Revised:

October 25, 1995 February 9, 2000 February 9, 2011

BUSINESS

Naming Schools or School Facilities

The Board of Education believes that naming a school/and or school facility is a matter of great importance and one which deserves the most thoughtful attention. In regard to this policy, school facilities may include, but are not limited to, gymnasiums, auditoriums, library media centers, outdoor athletic fields, and classrooms. Two-thirds vote of the Board of Education will be required to initiate the process to name schools or school facilities. The Board will not be influenced in its decision by personal prejudice, favoritism, political pressure, or temporary popularity in choosing a name.

It shall be the general policy of the Board of Education to name schools or school facilities for persons who have attained prominence locally and/or nationally in the fields of education, science, art, statesmanship, political science or community achievement, and have contributed significantly to the Regional District 13 schools.

The general procedure for selecting a name for a school or school facility shall be as follows:

1. No school or facility can be named after any person until a minimum of five years has passed either after the person's death or after the person has attained prominence in his or her field.
2. The Board, upon receipt of a request, or by its own motion, shall determine by a two-thirds vote whether or not to initiate the process to name a school or school facility.
3. After such determination has been made, the Board shall appoint a committee composed of one Board of Education member from Middlefield, one Board of Education member from Durham and community representation.
4. Said committee shall receive a list of names for said school or school facility, including all supporting documentation for the recommended names from those individuals and/or groups which have presented the names for consideration. The

- committee shall record the names of all individuals and/or groups and the names each has presented.
5. Said committee shall submit to the Board of Education all proposed names, the record of the individuals and/or groups presenting the names and all supporting documentation, along with the committee's recommendation(s) for consideration by the Board.
 6. The Board of Education shall then make the final selection of the name from the list of names submitted by the committee. The Board, however, reserves the right not to select any of the names submitted.

Policy Approved: September 8, 1999 Policy Reviewed: December 1, 2009

BUSINESS

Gifts and Memorials

Regional District 13 may accept gifts, memorial contributions or equipment for use in the educational program of the school system. The uses made of gifts or memorials given in this manner will be determined in the best interest of the educational program and controlled solely by the Board of Education.

When financial contributions are made, the Board will place such contributions in a special designated account, and all donations will be acknowledged in writing by the Board, its agent or designee. The Superintendent will also maintain a record of those who have contributed to a memorial or gifts to the school(s).

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Board of Education must accept gifts that are valued over \$5,000 and meet criteria established by the administrative regulations established in accordance with this policy. Notwithstanding the foregoing monetary values, any proposed gift that will display a message commemorating a deceased individual (a "Memorial Gift") shall be forwarded to the Superintendent of Schools for consideration.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500.

Policy Adopted: Policy Reviewed: Policy Revised: Policy Revised: Policy Revised:
Policy Reviewed:

January 12, 1971 July 10, 1991 September 24, 1997 July 5, 2007

June 11, 2008 December 1, 2009

COMMUNITY RELATIONS

School-Community Associations

The Board of Education considers school-community groups such as Parent-Teacher Associations or Parent-Teacher Organizations to be integral parts of the school community which can promote better educational programs.

The Board of Education encourages active support of and cooperation with school-community associations or organizations by teachers and other employees.

Among the many services which such associations can offer, the Board of Education especially endorses support for parent-citizen volunteer programs in our schools.

Policy Adopted: September 27, 1989 Policy Reviewed: July 27, 2009

Policy 1210

Schedule B:

End of Season Ledger Example

BOYS AND GIRLS TENNIS 2015-2016 School Year

\$0 - 2015-2016 Starting Balance:

Final update:

+475.00 car wash proceeds

- 21.00 expense girls senior day flowers

-275.25 expense Nixon Company for awards, letters etc extra for future years included in this expense

-222.41 expense BJ purchase for Kevin S. Frank memorial cookout (burgers, hot dogs, rolls, candy, chips, condiments,)

+71.85 buy back by Karen of extra burgers and hot dogs and candy

+194.00 proceeds from cook out

+ 222.19 ending balance

Donation:

\$150.00 Contribution to Kevin S. Frank Memorial fund via the Durham Park and Recreation (Sherry Hill)

2015-2016 End of Year Balance:

\$ 72.19 – Given to CRHS Athletic Office to deposit in Girls’ Tennis Student Activity Account

