

ORCSD Booster Clubs - Procedure

General Operations:

1. The Club recognizes that since it is an affiliated activity of Oyster River High School it must abide by all district policies and directives. If the Club's by-laws are in conflict with ORCSD policies and/or directives, then the by-laws must be adjusted accordingly, and all Oyster River Cooperative School District policies/directives followed.
2. Each Booster club is required to have a board or slate of officers. A President and Secretary/Treasurer at a minimum.
3. The Head Coach should be invited to attend all meetings.
4. All contact information of officers should be on file with the Athletic Director.
5. Minutes from Booster meetings should be sent to Head Coach and AD following each meeting.
6. All meetings should be open to the public and individuals representing all team levels should be encouraged to attend or to be on the Board. The club is not intended to represent varsity only, but the program as a whole.
7. The Booster Board of Officers will consult with the Head Coach moving with any initiatives, fund-raising ideas or purchases for the program.
8. While coaches are expected to work closely with their Booster Club, they cannot be an official booster club member or be an officer.
9. All decisions made regarding the team must have the approval of the Director of Athletics and the head coach/advisor. All items (clothing, programs, etc.) that display Oyster River High School name/logo must have prior approval of the Director of Athletics and/or their designee.
10. Team selection and/or playing time is not affected in any way by the amount of money raised by any individual or group or a parent's participation in the Booster Club.

Yearly Information to be turned into Athletic Director:

1. A list of officers of the group and their contact information.
2. A copy of the group's by-laws or description of the organization's structure.
3. A copy of the group's budget for the school year.
4. A list of proposed fundraising activities and estimate of funds to be raised.

Booster Communication:

1. Booster clubs are not the official voice of the program, the Head Coach is. Logistical and organizational communication about the program must come from the coaching staff.
2. Booster club emails should come from the President and that person should identify themselves as such. Blanket emails from "Booster" accounts are not permissible.

3. Acceptable communication from the Booster Club to the team community would center around fund-raising efforts, Booster organized team events, senior nights and concessions.
4. All official communication from the Booster Club to the team community should be cleared by the Head Coach and/or AD unless previously authorized.
5. **Social Media:** The use of social media by boosters, as it relates to any Oyster River High School sanctioned program, must have the prior approval of the Director of Athletics and/or building Principal and must meet all school board requirements related to Internet use.

Billing and Purchasing:

1. Receive prior approval for expenditures over \$500 from the Athletic Director or Building Principal.
2. Any invoices/bills will be presented to the Athletic Director for payment from in house Booster accounts.
3. All fees and equipment purchases must be approved by the Head Coach and the Athletic Director prior to purchases being made.
4. All billing and purchases will need to run through the school district and when completed the equipment or items will be the possession of the school district.
5. A statement for individual booster accounts can be obtained by any officer by contacting the Principals or Athletic Directors Administrative Assistants.
6. Booster Clubs must purchase from vendors approved by the Director of Athletics

Fund-Raising:

1. All fundraising must be approved by the Athletic Director or Principal prior to the start of the fundraising.
2. Student-athletes cannot be mandated to participate in the fundraising.
3. All funds raised by the group must be used to achieve the stated purposes of the group.
4. All Fund-raising efforts, events or plans must comply with all ORCSD School Board policies.
5. Booster Clubs are strongly encouraged to apply for 501 (c) 3 Status with IRS. This will enable donors to make tax deductible donations.

NHIAA By Laws:

1. Use of Booster funds or fundraised monies is permissible only to subsidize activity that is open to all. (From NHIAA By Law Article II Section 9)
2. Booster clubs will not promote activities that put the school in violation of any NHIAA by law, including but not limited to out of season competition, recruitment of student athletes or financial support.
3. Booster club members and its officers will make sure that any planned activities comply with any NHIAA by laws. Any questions in this regard should be addressed with the Athletic Director.

Title IX Compliance:

Title IX law prohibits schools that receive federal funding from discrimination and its athletic programs fall under this law. Money that is raised for equipment purchased by Booster Clubs cannot create inequity between boy's and girl's programs. Once the District (or Boosters affiliated with the District) accepts the donation, they become public funds and are subject to Title IX's legal obligations. For example, If the school accepts funds from outside sources (booster clubs or outside donations) and the money is earmarked to benefit a boys program, the school is obligated by law to find resources somewhere to ensure that the girls program is equally benefitted. The two programs do not have to share the proceeds, but it is the school districts responsibility to ensure that both male and female athletes are receiving equal benefit and that any gift does not skew that balance.

1. The District reserves the right to accept or reject any donation that is restricted to one gender or the other. Reasons for rejecting a donation would be, but not limited to, funds that would create inequity between boys' and girls' programs.
2. Any equipment purchased for a specific team must be cleared by the Athletic Director in advance of it being purchased. If the purchase creates inequity between boys and girl's teams (or cannot be used by one of the teams), the request will have to be denied. Boys' and girls' teams do not have to have the same equipment; however, the same resources must be present for the opportunity to do so.
3. Booster Clubs are encouraged to work with their male/female counterparts in fundraising efforts to ensure equipment purchased can be used equitably between programs.
4. All purchases of equipment and other items designated for the athletic program or individual teams will be the property of the school district and may be made accessible to other programs to ensure Title IX compliance.

Dissolving of Booster Clubs:

1. Any Booster Club may dissolve on its own accord by submitting a written request to the Athletic Director.
2. All monies remaining in the Booster account will be considered for district use in connection with that team or activity with any residual amount going to support district athletics as a whole.
3. The district reserves the right to dissolve the relationship between the school and the boosters club at any time.

Booster Clubs SHOULD:

1. Volunteer time.
2. Sponsor fundraisers for their individual sport.
3. Contribute funds to better enhance the team or organization's performance.
4. Work closely with the Varsity Head Coach, as the head coach is the leader of the individual program.
5. Print promotional items (subject to approval by the Athletic Director and Head Coach).
6. Financially support the program by providing additional funding that may not be budgeted for by the District.

7. Organize team events, such as pre or post game dinners, senior nights, fund-raisers or social events during the season.
8. Have a set of by-laws and officers in place.
9. Clear any fund-raising efforts through the Athletic Director

Booster Clubs SHOULD NOT:

1. Openly discuss or criticize the head coach or coaching staff performance in public.
2. Review the performance of a coach at meetings; staff evaluations are solely the responsibility of the school district.
3. Openly discuss playing time issues or strategy.
4. Become the primary communicator or voice of the program
5. Act as an authority figure for the program, not supplant the authority of the head coach.
6. Offer up a petition by booster club members to hire/fire a coach.
7. Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach, athletic director, or building principal.
8. Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.
9. Steer the program toward any singular agenda.
10. Make decisions on behalf of the coach or the program.

Cross Reference: Policy DN – Booster Clubs