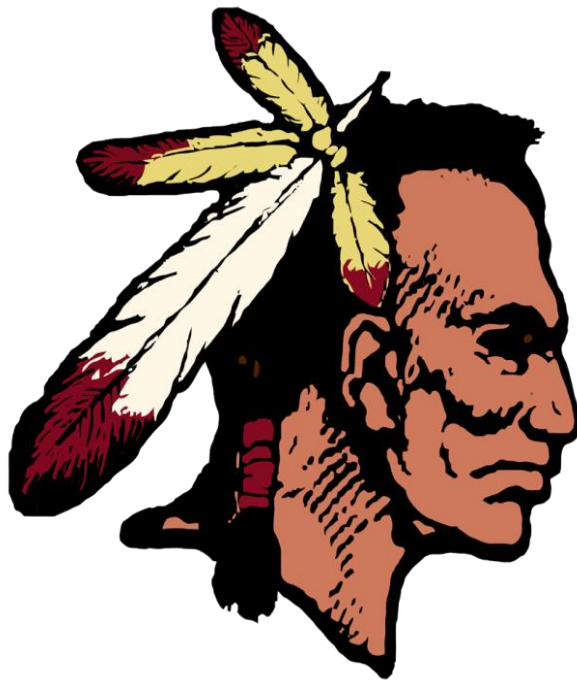


Millersburg Department of Athletics 2023 – 2024

Approved 8-15-23



Booster Club Guidelines

Introduction

THANK YOU for your tireless efforts in supporting our student athletes in their endeavors. We recognize the efforts of all our booster groups and appreciate the support and encouragement they provide for our student athletes. We believe our booster organizations play an integral part in the overall success of our athletic programs!

The purpose of the information contained in this document is to provide guidelines in an effort to achieve consistency and common practices among the booster clubs across all sports and seasons. In that light, it is important for booster groups to see the “big picture” when planning activities and making decisions. Often times the activities and decisions of one booster organization will have a “ripple effect” on the other booster clubs and the Athletic Program as a whole. It is not the intent of the district to “micromanage” booster organizations. However, the district will have the final say regarding the appropriateness and potential impact of proposed activities planned by booster clubs.

It is also very important for booster clubs to continually strive to work together with the other booster organizations for the good of ALL of our student-athletes. Booster groups need to avoid competing with one another when planning activities and fundraisers. In the end, our efforts need to be in promoting and supporting the good of the entire Millersburg Athletic Program and its student-athletes. When one wins, we all win!

School Board Authority

Section 511 of the Public School Code of 1949 authorizes the Millersburg Board of school directors to prescribe, adopt, and enforce such reasonable rules and regulations as it may deem proper, regarding:

(1) the management, supervision, control, or prohibition of exercises, athletics, or games of any kind, school publications, debating, forensic, dramatic, musical, and other activities related to the school program, including raising and disbursing funds for any or all of such purposes and for scholarships; and

(2) the organization, management, supervision, control, financing, or prohibition of organizations, clubs, societies and groups of the members of any class or school, and may provide for the suspension, dismissal, or other reasonable penalty in the case of any appointee, professional or other employee, or pupil who violates any of such rules or regulations.

Purpose

The Millersburg Athletic Department encourages the concept of cooperation among parent-led booster organizations to provide support for our student-athletes who participate in the district’s various PIAA-affiliated interscholastic athletic programs. The role of each booster group is to

assist and support - not direct, interfere with, nor supplant the staff, facilities, or athletic program of the school district. It must be clearly understood by all booster club members that all school district sponsored activities are under the control, direction, and supervision of the Millersburg Area School District.

The head coach of each sport/activity will serve as the immediate liaison between the district and booster organization. Therefore, all requests of the district by the booster organization must be approved by and made through the head coach of each sport/activity. In this light, the head coach also serves as the initial representative of the school district and will advise the booster organization in the appropriateness of fundraisers and activities. If there are any questions/clarifications, the head coach will contact the Athletic Director.

Each booster group must strive to achieve the following objectives:

1. To promote fan support, spirit, and sportsmanship.
2. To assist the district by providing supplemental benefits and services to student-athletes.
3. To increase the opportunity for communication between parents/guardians and coaches.
4. To work cooperatively with the other booster groups, particularly in fund raising efforts.
5. To promote a spirit of good will and strive for a “win-win” relationship with the other booster groups at all times.

Facility Usage

All requests for the use of district facilities must be submitted through the Business Office (located in the district office) using the district approved form. Some facility usage requests will require proof of insurance for the requesting group and/or a fee for facility usage.

Once approved, the requestor may only use the area/equipment designated on the request form during the specified hours. It is the responsibility of the requestor to ensure that all small children are properly supervised. The requestor must report all damages to the facility to the Business Office within 24 hours of the conclusion of the event.

Financial Guidelines

1. CHECKS

- Checks should be signed by a minimum of two (2) officers of the club.
- Invoices should be filed in order of date paid. Note on each invoice the date paid and check number.

2. DEPOSITS

- Define each individual deposit by identifying all sources of income on the deposit sheet.

- Have two (2) people count cash immediately after game/fundraiser. Both persons should sign the deposit sheet.
- Make deposits within 24 hours of the conclusion of the event if possible.

3. AUDIT COMMITTEE

- Appoint two (2) or three (3) members of club.
- Review account for accuracy and completeness of information at least annually.
- Transfer of books should take place no more than two weeks after the election of officers.

4. FUNDRAISER REPORT

- At the conclusion of every fundraiser, a written report should be provided to all club board members.

5. TREASURER'S REPORT

- Treasurer's reports should be provided monthly during the active season.
- The treasurer's report must be readily available (within 48 hours) as requested for review by District officials.

6. BONDING OF TREASURER

- Bonding is available through insurance companies and is strongly recommended.

7. SALE OF 50/50 TICKETS

- Each booster organization must secure a "Small Game of Chance" License before being permitted to sell 50/50 tickets.
- 50/50 tickets can only be sold outside the gates (around the ticket booth areas) or outside the gym in the lobby area.

Fundraising Guidelines

- Fundraising projects should be limited so as not to put undue pressure on the community. Booster Clubs are discouraged from conducting fundraising projects that would be in excess of their projected needs for the current season.
- Student-athletes are not required to take part in fundraising activities, nor are they to be singled out if they choose not to participate in a fund raising activity. Under no circumstances should student-athletes be asked to fundraise "door-to-door" throughout the community.
- Where advertisements are solicited for programs or other publications, the use of advertisers who are typically associated with the sale of alcoholic beverages and/or tobacco products is not permitted.
- Small games of chance or lotteries shall not be permitted, except as licensed by the Pennsylvania Small Games of Chance Act. A copy of the permit must be readily available upon request by the district.

- Booster Clubs shall follow standard accounting practices in maintaining and disbursing funds in compliance with Section 511 of the Public School Code.
- Booster Clubs will not be permitted to use the district's tax-exempt number. Each booster group should strongly consider filing with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.

Senior Player/Parent Night Activities

Senior Player/Parent Night Activities generally occur during the final home game of the regular season for each sport where no other school activities are planned (Homecoming, Band Performance, etc.) Each sport will recognize the senior players and their parent(s)/guardians during this ceremony, which generally takes place prior to the start of the varsity contest. The exceptions will be the last home girl's and/or boys' soccer game of the season where senior girl's and/or boys' soccer, golfers, and members of the marching band and their parents(s) will be recognized. ; the last home girls' basketball game where senior girls' basketball players and swimmers and their parent(s) will be recognized; and the last home boys' basketball game where senior boys' basketball players and their parent(s) will be recognized.

Each sport team will recognize senior student athletes and their parent(s)/guardians only. In order to attain consistency across all sports teams and seasons, a uniform script for each senior player/parent(s) will be prepared and read by a representative from the school district.

The school district will not purchase flowers for the senior parents. If the booster organization wishes to purchase flowers, they may do so at their expense. However, it is strongly recommended that booster organizations hold their recognition for players and parents at their end of season banquet, which is a more intimate setting.

Banquet Guidelines

End of season banquets are a great way for booster groups to show their support and appreciation for players, coaches, and others who have played a part in supporting the team throughout the season. Care must be taken by booster clubs to not provide athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. When planning and carrying out banquets, booster clubs should be sensitive to the following items:

- The expense that will be incurred by those wishing to attend the banquet.
- The implications the various activities planned for the banquet may have on the diverse ethnic and religious cultures that may be represented in the team membership.
- Organizers should be mindful of reasonable expectations for the total time of the banquet. Generally, a maximum length of two hours, including the meal, is recommended.

- The results of opening up certain parts of the agenda to student-athlete driven activities can be time-consuming, embarrassing and inappropriate. Communication between banquet organizers and all presenters before the banquet takes place is recommended to help alleviate embarrassment or other negative results to the presenters and/or the audience as well as reinforce the standards of appropriateness for such activities.
- The use and/or consumption of alcoholic and/or tobacco products in conjunction with Millersburg Area School District Interscholastic Sports Banquets is never appropriate.

Awards/Recognition of Student Athletes

Per the PIAA Constitution and By-Laws, Article II (Amateur Status and Awards), Section 3 (Permissible Awards), a student may accept gifts of recognition of the student's participation on a given team. However, the fair market total value of items provided to any such student shall not exceed \$500.

Interscholastic Athletic Opportunities Disclosure Act

All booster club contributions and purchases must be reported annually to the Pennsylvania Department of Education as part of Interscholastic Athletic Opportunities Disclosure Act. Therefore, all booster organizations are required to submit to the Athletic Director within two weeks of the conclusion of each season (or after the banquet is held, if applicable), a summary of the contributions and purchases made during the preceding season using the attached form found on page 7.

Live Streaming Fees

The district will not pay any live streaming fees for Tri Valley League, District 3, or PIAA playoffs. Boosters or an outside sponsor will need to pay for any live streams. If a sponsor is found, the Athletic Director will make every attempt to set up a live stream for the requested event.

Guidelines for Spectator Conduct at Interscholastic Athletic Events

Interscholastic athletic events are among the most attended school-sponsored activities. Millersburg spectators at athletic contests play an important role of representing our school district at all events, home and away. Actions are seen and comments are heard by family and friends, opposing fans, local community residents, the media, coaches, athletes, and officials. Our school district expects that all spectators conduct themselves in a way that is consistent with our goal of respecting the rights, person and property of others at all times. As such, all booster organizations are asked to clearly communicate the following guidelines to their membership prior to the start of each season:

- Take time to learn the rules of the sport so you are able to understand and appreciate the action that takes place on the field/court/playing surface.

- Treat visiting players, coaches, cheerleaders, fans, and support personnel with the same courtesy as you would a guest in your own home.
- Accept that athletics are a learning experience for the participants and value the athletes' efforts regardless of the outcome of the game.
- Respect the judgment of the officials, whether you agree with a call or not.
- Cheer **for** your team, not **against** your opponent.
- Show concern and dignity for an injured player, regardless of the team.
- Follow and respect the facility rules set by the game-site manager/administration.
- NEVER attend an athletic event under the influence of any controlled substance (alcohol, drugs, tobacco, etc.) that will alter your thoughts and reactions to the contest.

Thanks for your positive support and encouragement of ALL our student-athletes throughout the year! GO INDIANS!

**MILLERSBURG AREA HIGH SCHOOL
DEPARTMENT OF ATHLETICS**

**Interscholastic Athletic Opportunities Disclosure Act
Booster Club Reporting Form**

All booster club contributions and purchases must be reported annually to the Pennsylvania Department of Education as part of Interscholastic Athletic Opportunities Disclosure Act. All booster organizations are required to submit to the Athletic Director a summary of the contributions and purchases made between July 1 and June 30 of the previous fiscal year. This information must be submitted within two weeks of the conclusion of each season (or after the banquet is held, if applicable), but not later than **June 30 of each fiscal year**.

	TOTAL \$\$ AMOUNT
"Purchases" (tangible items): Clothing items, warm ups, awards, etc.	
"Contributions": Banquet costs, camp fees, facility rentals, etc.	
GRAND TOTAL OF PURCHASES AND CONTRIBUTIONS (EXPENSES)	
GRAND TOTAL OF ALL REVENUE	

Name of Booster Club Rep Submitting this Information (Print) Sport Season (Year)

Name of Booster Club Rep Submitting this Information (Sign) Date Submitted