



Hempfield School District
Athletic Department

Booster Club Handbook
2018-2019

TABLE OF CONTENTS

Welcome.....	Page 1
Philosophy for Interscholastic Athletics.....	Page 1
Role and Authority of Booster Clubs.....	Page 2
Booster Club Communication and Organization.....	Page 3
Employer Identification Number (EIN #).....	Page 3
Not for Profit and Tax Exempt Status.....	Page 3
Booster Club Fundraising.....	Page 4
Guidelines for Making Donations to HSD Athletic Teams.....	Page 5
Guidelines for Facility Usage.....	Page 5
Guidelines for Hosting In-Season Tournaments.....	Page 6
Guidelines for Long Distance In-Season Travel to Competitions.....	Page 6
Play-Off Meals and Transportation.....	Page 6
Guidelines for Sponsoring Out-of-Season Teams.....	Page 7
Recognition of Senior Student-Athletes.....	Page 7
Guidelines for Spectator Conduct at Interscholastic Athletic Events.....	Page 8
Guidelines for HSD Booster Club Websites.....	Page 9
HSD Business Relationship with Market Street Sports Group.....	Page 9
HSD Logo.....	Page 10
Annual Expense and Revenue Statement.....	Page 10

WELCOME

There is a rich athletic tradition in the Hempfield School District (HSD). Contributing to the success of the Hempfield athletic teams is the support provided by booster clubs. If you are reading this Booster Club Handbook, there is a good chance that you are involved in the leadership of a booster club for a Hempfield athletic team. This handbook was developed and written for the leadership of HSD athletic team booster clubs.

The HSD administration recognizes that booster club members unselfishly commit countless volunteer hours to administer productive and successful booster clubs. The goal of the HSD administration is to provide booster club leadership with the information and resources necessary to partner with the Hempfield athletic department to provide an appropriate level of support for the student-athletes and coaches. If you have questions regarding information in this handbook, please contact the HSD athletic department at 717-898-5515 or e-mail Dr. Steven Polonus, Director of Athletics, at steve_polonus@hempfieldsd.org.

PHILOSOPHY FOR INTERSCHOLASTIC ATHLETICS

Until the mid-1990s, interscholastic (school district sponsored) athletic teams were the most available option for student participation. During the past two decades, club sports (athletic teams sponsored by for-profit, nonprofit, and community organizations) have become widely available to students. It is important that HSD booster club leadership understand the philosophy of interscholastic athletics, which can be much different than club teams.

Student-athletes achieve the benefits of interscholastic athletic programs when the program mission and goals align with the mission and goals of the educational institution. In the HSD, our athletic teams are “extracurricular,” meaning that implementation is to be a support mechanism to the curriculum, missions and values of the HSD. HSD athletic teams are designed and administered to develop young adults who demonstrate responsibility, respect, trustworthiness, fairness, care, and citizenship on and off the field of competition. Student-athletes have an opportunity to be coached by coaches who model leadership, integrity, respect, selflessness, commitment, teamwork, goal setting and attainment, and effective communication, with a caring, positive, and professional attitude. Providing student-athletes with an opportunity to experience competitive success is a priority, but not at the expense of winning and losing without respect and dignity. The HSD administration does not evaluate coaches on the basis of winning championships. The highest priority for the HSD administration is for coaches to administer athletic teams that have a team culture that provides a positive experience for the student-athletes.

The interscholastic model is a highly effective model of administering athletic teams if all stakeholders adhere to their roles. The administration administers, coaches coach, players play, officials officiate, parents/guardians support their student-athletes, and booster clubs support the efforts of the coaches and players. Unfortunately, when a group attempts to take on the role of another stakeholder, the system becomes dysfunctional and the experience of the student-athlete is diminished.

ROLE AND AUTHORITY OF BOOSTER CLUBS

The HSD school board and administration recognizes and declares that the role of booster clubs is to assist and support, but not direct or interfere with the athletics program. All school district sponsored activities, including athletics, are under the control, direction, and supervision of the school board and superintendent through the building Principals and their designee, the Director of Athletics. The head varsity coach serves as the liaison between the booster club and the HSD administration.

HSD booster club activities should strive to achieve the following objectives:

1. To promote positive fan support, spirit, and sportsmanship.
2. To assist the HSD by providing supplemental benefits and services to student-athletes and coaches.
3. To increase the opportunity for communication between parents/guardians and coaches in areas of common interest.

Below are some practical examples of acceptable and unacceptable actions of booster clubs:

Acceptable Booster Club Activities

- Fundraising for items supported by the head coach. If this will involve a donation to the school district, please reference **Board Policy #702, *Gifts Grants, Donations*** on the district website at <https://www.boarddocs.com/pa/hemp/Board.nsf/Public>.
- Provide spirit wear/ warm-up gear/sideline clothing for coaches and student-athletes.
- Organize an end-of-season activity/banquet.
- Fund out-of-season teams/tournament/training opportunities organized by the head coach.
- Fund senior recognition items and senior gifts approved by the head coach.
- Fund team building activities organized by the head coach.
- Organize and fund coaches' gifts.
- Assist the athletic department in organizing a "community night" and encouraging community feeder programs to attend a senior high game.
- Communicate proper spectator behavior and expectations to parents of student-athletes.
- Organize and arrange transportation for adults to attend away play-off games.
- Provide an opportunity for community members to purchase spirit items.

Unacceptable Booster Club Activities

- Fundraising for and purchasing items without support of the head coach.
- Organizing in-season and out-of-season activities without approval of the head coach.
- Arranging activities (fundraising and non-fundraising) during an athletic event without the approval of the Director of Athletics.
- Maintaining or making improvements to HSD athletic facilities without permission of the HSD administration.
- Using the booster club organization as a means to communicate to the HSD administration of dissatisfaction with the head coach, scheduling of athletic competitions, condition of uniforms, condition of equipment, transportation to away games, assignment of game officials, and condition of facilities.

BOOSTER CLUB ORGANIZATION AND COMMUNICATION

Booster clubs are to be governed by a published constitution and by-laws which are consistent with the philosophy, mission, and policies of the HSD. This includes at least three officers such as the positions of President, Vice-President, Secretary, or Treasurer, as well as committee chairpersons.

Booster club communication should be inclusive and transparent. Booster club by-laws, officers' contact information, meeting dates, meeting agendas, meeting minutes, and current financial reports should be easily accessible to parents of student-athletes, school administration, and the general public. Booster club meetings should be held when the head coach is not involved with team workouts and practices as the expectation of the HSD administration is for the head coach will attend booster club meetings.

EMPLOYER IDENTIFICATION NUMBER (EIN #)

Please be aware that if your booster club is soliciting donations from outside organizations or individuals, the donor may request an employer identification number from your organization to substantiate the gift that was made. Similarly, if your organization is hosting an out-of-season athletic event that charges and directly receives registration fees to participate in events, the participants may request your employer identification number when they register.

In both of these cases it is strongly recommended that your booster club establish an employer identification number to eliminate any confusion. *The school district will not provide the school district's employer identification number in these circumstances since the revenue will be received directly by your organization.*

NOT-FOR-PROFIT AND TAX-EXEMPT STATUS

Nonprofit status is a state law concept. Nonprofit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are nonprofit organizations, organizing as a nonprofit organization at

the state level does not automatically exempt the organization from federal income tax. Booster clubs that do apply for and obtain not-for-profit or tax-exempt status are subject to all declaration, deduction, and filing requirements as set forth by the state and federal governments.

BOOSTER CLUB FUNDRAISING

It is the position of the HSD school board and administration that the HSD will provide for the “needs” of the HSD sponsored athletic teams. Needs consist of, but are not limited to, school board approved paid coaching staff, athletic facilities for practices and PIAA competitions, safe and appropriate equipment and uniforms for competitions, transportation to away competitions, game officials for home games, and athletic training services. Support provided by booster clubs provide the “wants” for the HSD sponsored athletic teams. Wants consist of items that are not necessary to administer PIAA athletic teams, but can enhance the experience of the HSD coaches and student-athletes.

School Board Policies on Fundraising

All Booster Club fundraising must comply with School Board *Policy #229 – Student Fundraising*, School Board *Policy #707 – Use of School Facilities*, and School Board *Policy #915 – School Affiliated Organizations*. These policies can be found on the district website at www.hempfieldsd.org. It is the expectation of the HSD administration that all Booster club officers read these policies and discuss questions with the Director of Athletics.

Fundraising Guidelines

1. Fundraising activities should be limited so as to not put undue pressure on community businesses and individuals. Booster clubs are discouraged from involving themselves in fundraising projects that would be in excess of their projected needs for that sport season. Each booster club should undertake no more than one major fundraising project per school year.
2. Student-athletes and parents of student-athletes are not to be required to take part in fundraising activities, nor are they to be “singled-out” if they do not choose to participate in the fundraising activity. The words “mandatory” or “required” are not to be used in any description or communication of a fundraising activity to student-athletes or parents of student-athletes.
3. Benefits of fundraising are not to be withheld from any student-athletes. Nonparticipation in a fundraising activity will not preclude a student-athlete from receiving the benefits received by student-athletes who participated in the fundraising activity.
4. Small games of chance or lotteries shall not be permitted by booster clubs at HSD athletic events, unless the booster club is licensed by the Pennsylvania Small Games of Chance Act and has received permission from the Director of Athletics.
5. Booster clubs may not use the HSD tax-exempt number for purchases. Booster clubs are encouraged to file with the Commission of Charitable Organizations, Department of the State, as a charitable, nonprofit organization to secure their own tax-exempt number.

6. The HSD school board partners with the Market Street Sports Group (MSSG) for business sponsorships. Booster clubs may not partner with businesses if the partnership creates a conflict for the MSSG. All potential partnerships with businesses are to be approved by the HSD administration.

GUIDELINES FOR MAKING CONTRIBUTIONS/DONATIONS TO HSD ATHLETIC TEAMS

The HSD supports the concept of donations to the athletic teams from booster clubs. All booster club donations must be in compliance with School Board *Policy #702 – Gifts, Grants, Donations*, and *#915 – School Affiliated Organizations*. These policies can be found on district website at www.hempfieldsd.org. It is the expectation of the HSD administration that all booster club officers read these policies and discuss questions with the Director of Athletics.

Booster club donations to individual sports must be made with the advice and approval of the Director of Athletics. This is necessary to: 1.) Ensure the donation is aligned with mission and goals of the HSD athletic program; 2.) Ensure equity among athletic teams in keeping with the guidelines of Title IX federal legislation, and 3.) To protect the student-athletes from potential violations of PIAA regulations concerning amateur status. It is the responsibility of the HSD to ensure that equitable benefits and services are provided to teams and team member of both genders; and to ensure there is appropriate storage space and the ability to maintain the donation for the long-term. In accordance with school board policy, donations are to be presented to the school board for approval.

GUIDELINES FOR FACILITY USAGE

The HSD supports the concept of booster clubs using HSD facilities to support and assist the HSD athletic teams. All booster club facility use must be in compliance with School Board *Policy #707 – Use of School Facilities*. This policy can be found on district website at <https://www.hempfieldsd.org>. It is the expectation of the HSD administration that all booster club officers read this policy and discuss questions with the Director of Athletics.

Facilities should be scheduled for all booster club meetings and any other booster club activities held on HSD property. The reservation process begins with the *Application for Use of School Property* found at <https://www.hempfieldsd.org> on the HSD website on the Business Office webpage. Requests for the use of senior high school athletic facilities are to be submitted to the athletic office. Requests for the use of senior high school nonathletic facilities are to be submitted to the High School Principal's office. Requests for the use of all other facilities are to be submitted to the applicable school office. If the facilities are available, the form will be forwarded to Business Office in the HSD Administration Building. The Business Office will determine if a fee will be charged for the use of facilities by a booster club.

The Buchanan Gym concession stand and the stadium concession stand are under the operation of the Hempfield High School Varsity Club. A request to use a concession stand should be made directly to the Varsity Club advisor. The Director of Athletics will provide contact information for the Varsity Club advisor, upon request.

GUIDELINES FOR HOSTING IN-SEASON TOURNAMENTS

Many HSD senior high athletic teams have the opportunity to partner with the athletic department in hosting a PIAA tournament. This can be a mutually beneficial way to raise funds for the Booster Club and the athletic department. The booster club and Director of Athletics work together to determine the details of roles, responsibilities, and revenue/expense allocation of the tournament. The athletic department is responsible to the HSD and PIAA for the administration of all PIAA tournaments hosted at Hempfield High School.

GUIDELINES FOR LONG DISTANCE IN-SEASON TRAVEL TO COMPETITIONS

At times, a head coach may decide to travel a long distance to an athletic competition and ask for the booster club to provide a charter bus and/or overnight accommodation at a hotel for the coaching staff and the student-athletes. Below are guidelines for long distance in-season trips:

1. If the booster club is interested in contributing to a charter bus (instead of a standard HSD bus), the athletic department will obtain a quote from a charter bus vendor. The booster club will be responsible for paying the athletic department for the cost that exceeds the cost of a standard HSD bus.
2. If the head coach requests for the team and coaches to have overnight accommodations from the HSD administration, the school board must approve the details of the overnight accommodations.
3. After school board approval, the athletic department will work in conjunction with the head coach to arrange the overnight accommodations. The booster club will reimburse the athletic department for the cost of the overnight accommodations.
4. It is the recommendation of the HSD administration that parents/guardians do not stay in the same hotel as the coaches and student-athletes.
5. Athletic team overnight trips are subject to all HSD senior high school rules and regulations. Violation of senior high school rules and regulations by student-athletes will result in school and team discipline for the student-athlete.

PLAY-OFF MEALS AND TRANSPORTATION

The HSD administration is committed to providing a positive experience for coaches and student-athletes during PIAA District 3 and PIAA State play-offs. When a team is required to travel in excess of 90 minutes to a PIAA District 3 or PIAA State play-off competition, the HSD will provide a charter bus for the coaches and student-athletes. The HSD administration asks that the booster club provide a team meal for the coaches and student-athletes for PIAA District 3 and PIAA State play-off away games.

When HSD athletic teams qualify for the PIAA state championship game, the HSD will provide a charter bus (if the game is in excess of 90 minutes from Hempfield High School) and a team meal. The coach will determine if the meal will be a pregame meal or a postgame meal and will work with the athletic department to arrange the meal. Booster clubs should consult with the Director of Athletics prior to making celebratory plans for before or after the state championship game.

GUIDELINES FOR SPONSORING OUT-OF-SEASON TEAMS

Sponsoring out-of-season leagues and tournaments is an excellent way for booster clubs to assist HSD athletic teams. However, it is necessary for booster clubs to work in partnership with the head coach to ensure out-of-season teams are in compliance with PIAA rules and regulations. **In Article XVI, Section 2A, Part 4 of the PIAA Constitution and Bylaws**, states, ***“4. The school’s name, nickname, and interscholastic athletic uniform may not be used by community organizations, groups, or students; however, the Principal, may permit community organizations, groups or students to use the school’s interscholastic athletic equipment and the school’s interscholastic athletic health/first-aid supplies*** (the entire Article XVI Section 2 can be found at <http://www.piaa.org>. Therefore, the names “Hempfield,” “Black Knights,” and “Knights” may not be used when registering a Hempfield High School team to compete in out-of-season leagues or tournaments nor should those names be on the competition uniform.

RECOGNITION OF SENIOR STUDENT-ATHLETES

The HSD administration understands the importance of recognizing the senior athletes on the athletic teams. Generally, booster clubs recognize the senior athletes during a recognition at a home competition and at an end-of-the season banquet/gathering. These two recognitions have different purposes.

Recognition at a Home Competition

This recognition is usually called “Senior Night” and often scheduled prior to the varsity competition of one of the last regular season home competitions. Although, some HSD teams hold the senior recognition after the varsity competition of one of the last regular season home competitions. The decision of when the recognition will be held can be determined by the head coach and the booster club. For recognition events held after the junior varsity game and before the varsity game, the Director of Athletics and the booster club will work together for a brief, respectful, and meaningful recognition for the senior student-athletes. If the competition is held in the Buchanan Gym, quad fields or the stadium, the athletic department will provide an announcer for the senior recognition. The script should be submitted to the Director of Athletics in advance and the student-athlete profiles should include the name of student-athlete, name of parents/guardians, number of years the student-athlete participated on the team, position on the team, and future plans. Additional information or recognitions are to be reserved for post-competition recognition or the end-of-season banquet.

End-of-Season Banquet/Gathering

It is recommended that the end-of-the-season banquet/gathering is scheduled following the completion of the season. The dates of Lancaster-League, PIAA District 3, and PIAA State Championships are available by contacting the athletic office. Care must be taken by booster clubs not to provide student-athletes with gifts or awards that may be in violation with PIAA rules and regulations. **Article II of the PIAA Constitution and By-Laws** addresses amateur status of student-athletes and can be found at www.piaa.org. Any questions regarding amateur status should be directed to the Director of Athletics.

When planning and holding the end-of-season banquet/gathering, booster clubs should be sensitive to the following issues:

1. Formal banquets are expensive. HSD athletic teams may have picnics/pot luck dinners held on HSD property or at public parks. These venues provide a pleasant and relaxed atmosphere for honoring student-athletes and their families.
2. Banquets can be lengthy. Repetition of activities, remarks, and recognitions of individuals or groups may lead to restlessness among some attendees and create distraction from the positive nature of the occasion. Organizers should be mindful of reasonable expectations for length not to exceed two hours.
3. Permitting senior-driven activities such as senior farewell speeches, gag gift presentations, and video presentations involve a risk. Prior to the banquet, organizers are to communicate behavior expectations to the student-athletes to reinforce standards of appropriate behavior or to prevent embarrassment or other negative effects to either the presenter or audience.
4. Alcoholic beverages are not to be made available to any attendees of a HSD athletic team banquet/gathering.

Sport-Specific Awards

Sport-specific awards sponsored by booster clubs and alumni groups are to be awarded at the end-of-the season athletic team banquets, not at the Senior Awards Recognition at the end of the school year. These award winners will be listed in the commencement program. It is the responsibility of the booster club to notify the High School Principal of these award winners in a timely manner for the names to be included in the commencement program.

Senior Gifts and Coach Gifts

Senior gifts are to be kept to modest levels. Cash/Personal checks **are not** to be given as a senior gift. If the booster club desires to provide a monetary gift, a check should be sent to the post-secondary institution to be used to off-set the cost of the student-athletes' post-secondary education. Tokens of appreciation provided to the coaching staff should not exceed the cost of those provided to the senior student-athletes. Please review School Board Policy #322 - Gifts. This can be found at <https://www.boarddocs.com/pa/hemp/Board.nsf/Public#>.

GUIDELINES FOR SPECTATOR CONDUCT AT INTERSCHOLASTIC ATHLETIC EVENTS

Interscholastic athletic events are among the most popularly attended school-sponsored activities. Spectators at an athletic contest take on an important role of representatives of our school district. Actions are seen and comments are heard by family, friends, opposing spectators, local community residents, the local media, administration, coaches, and student-athletes. Our school district expects that all spectators will conduct themselves in a way consistent with the HSD educational mission.

Booster clubs can make a significant contribution by governing themselves and holding members of the booster club accountable for positive and appropriate behavior during athletic events. The

HSD administration appreciates booster club leadership that communicates and expects positive and appropriate behavior from booster club members and parents of HSD student-athletes.

The following rules of sportsmanship for spectators at HSD athletic events outline how booster club members can contribute to making athletic contests a positive experience for all persons in attendance:

1. Learn the rules of the sport so that individuals can understand and appreciate the actions of the coaches, student-athletes, and game officials.
2. Treat visiting coaches, student-athletes, cheerleaders, and spectators with courtesy as you expect to be treated at away competitions.
3. Understand and accept that interscholastic athletics are part of the educational experience for the student-athlete and that student-athletes are going to make mistakes. Do not criticize a student-athlete for giving his or her best effort.
4. Respect the integrity and judgment of the officials. Parents yelling at officials does not improve the situation for the student-athletes.
5. Show concern for an injured student-athlete, regardless of the team.
6. Do not attend athletic events under the influence of alcohol or controlled substances. These items can alter your thoughts and actions to situations during the athletic event.

It is important for booster clubs to recognize that inappropriate spectator behavior devalues the athletic event and diminishes the experience for the student-athlete. The HSD administration appreciates actions taken by booster clubs to communicate appropriate spectator behavior expectations to booster club members and parents of the student-athletes.

GUIDELINES FOR HSD BOOSTER CLUB WEBSITES

The HSD administration recognizes the value of team websites to promote and disseminate team information. As a public entity, the HSD is required to maintain ADA compliant webpages and is restricted to providing links to only ADA compliant websites. Therefore all team websites must be ADA compliant in order for the page to be linked to the HSD website. Additional information on ADA compliant websites can be provided from the HSD Director of Communication. Visit www.hempfieldsd.org for this contact information.

HSD BUSINESS RELATIONSHIP WITH MARKET STREET SPORTS GROUP

The HSD has a business relationship with Market Street Sports Group (MSSG) that creates sponsorships for athletic facilities. During the course of special events/tournaments, please do not hang any signage that covers existing sponsorship signage. Additionally, promotions for events that make use of sponsored facilities should appropriately identify these sponsors.

- Georgelis Law Firm Stadium at Hempfield High School
- Wilco Electric Stadium Press Box
- Yorgey's Fine Dry Cleaning Quad Press Box

- Orthopedic Associates of Lancaster Trainers Room
- JK Mechanical Varsity Baseball Field
- Lancaster Toyota Tennis Courts
- Loxley's Junior Varsity Softball Field
- Wheatland Federal Credit Union Cafeteria at Hempfield High School
- Albright & Thiry Orthodontics Ticket Booths at the Hempfield High School Gymnasium.

Because this list often changes, current MSSG partners are always updated and available on the district website under the Communications Office tab.

HSD LOGO

When using the Hempfield School District logo in print materials or for spirit wear, please contact the Hempfield School District **Communications Office** to ensure consistency of application. One of the easiest mistakes to make in displaying a logo is to choose colors that seem “close enough” or “just about the right shade.” It is important for branding efforts to be as consistent as possible every time our audience sees our logo or a promotional item from our district. Our Communications Office can provide specific logos for your use and direct you accordingly regarding school/district colors.

ANNUAL EXPENSE AND REVENUE STATEMENT

The HSD is required to submit an annual Interscholastic Opportunities Disclosure Report to the Pennsylvania Department of Education (PDE). This requires each booster club to submit an annual income statement accounting for fiscal activity from July 1 to June 30 each year. The Director of Athletics contacts the booster club officers to request the income statement in July of each year.