



AVONWORTH SCHOOL DISTRICT BOOSTER ORGANIZATION PROCEDURES

2020 - 2021



The Avonworth School District recognizes the valuable role that booster organizations play in the successful implementation of the District's athletic programs. A booster organization is a group of parents and concerned citizens that provide services and financial support for a District's sponsored programs and groups associated with athletics. Although booster organizations are independently organized and operated, it is imperative that these organizations work cooperatively with the Athletic Office and reflect the philosophies, goals, and educational objectives of the District. As a means to that end, the following procedures have been shared to assist booster organizations in their efforts to provide support to the District's athletic programs. These procedures lend clarification to the following district policies, Pol. 229, and Pol. 707, and Pol. 915.

INITIAL RECOGNITION

At the current time, the following booster organizations are recognized by the District and are authorized to use the school name and logo for approved fundraising.

Avon. Baseball	Avon. Boys Basketball	Avon. Band (Outdoor)
Avon. Cheerleading (Cheer)	Avon. Girls Basketball	Avon. Football
Soccer (Boys/Girls)	Avon. Girls Volleyball	Avon. Softball
Avon. Track & Field/Cross Country		Avon. Wrestling

In order to be recognized by the District, booster organizations need to apply for recognition by submitting a letter requesting the District's approval to become a sanctioned booster organization, and each booster organization must also adhere to the following requirements:

- I. A recognized booster group must acknowledge its acceptance of these Procedures by having all officers of the organization sign these Procedures on an annual basis. It is also the responsibility of each booster group to identify to the district, annually, the elected officers for the group and provide contact information, address, telephone number(s), and email for each officer.
- II. Each booster group and its officers and members must conduct themselves in a manner that is consistent with the philosophies, goals, and objectives of the District. Only those booster organizations that have District recognition will be authorized and eligible to receive the cooperation and assistance of the District with respect to the athletic teams that they support.
- III. Each booster organization must present a set of By-Laws which set forth membership criteria, officers, elections, meeting schedules and minutes as well as other matters pertinent to the organization to be approved by and kept on file in the athletic office. A standard form set of By-Laws will be circulated to booster groups for general use. In particular, all such By-Laws must include provisions that:
 - All checks be signed by two Booster Officers, including the Treasurer
 - All cash receipts be counted and verified by two officers/members, including the Treasurer
 - The Treasurer must maintain, as financial records, all supporting documentation relating to any quotes, bids, invoices, purchases, and receipt
 - All elected officers shall be subject to term limits such that no officer can serve in the same position for more than two (2) years.
 - Encourage broad participation in decision-making by all parents/families and succession planning in leadership positions.
- IV. Each booster organization shall comply with all District policies and guidelines relating to booster organizations (Pol. 915), as well as with the rules and regulations of the PIAA, the WPIAL, and other governing bodies, which regulate the athletic team for which the booster organization provides support.

CONTINUED RECOGNITION

All booster organizations shall operate on a fiscal year basis, commencing June 1 and ending May 31. At the end of each fiscal year, a financial statement detailing receipts, expenditures, and balances must be submitted to the Athletic Office. (The required format for such financial statements is attached hereto.) Any booster organization that violates these Booster Organization Guidelines, the rules and regulations of the PIAA or the WPIAL or; by any other governing body, is subject to the suspension or revocation of the District's recognition. Booster organizations who fail to comply with this regulation will lose their status as a recognized support group.

ROLE OF THE AVONWORTH SCHOOL DISTRICT

Booster organizations shall acknowledge that the District and/or the Athletic Director are responsible for the supervision and direction of all District athletic programs including, but not limited to:



- Hiring, dismissal, and evaluation of all athletic personnel;
- Hiring and supervision of all contest officials;
- Disbursement of all funds from the Athletic Department;
- Selection, use, cleaning, and storage of all district supplied athletic equipment;
- Adherence to all rules and regulations of the District, the PIAA, the WPIAL, and any other governing body; and
- Scheduling of and transportation to all athletic contests and practices including tournaments and invitationals. The Athletic Director and high school principal must approve participation in any athletic event or tournament (exclusive of state playoffs) that requires an overnight stay. The athletic department will pay for a team's participation in two (2) varsity and one (1) junior varsity tournament per each season; all others will be reviewed by the Athletic Director on a case by case basis. The District will provide transportation for all interscholastic competition and post- season play. The type of transportation will be determined by the number of team members and the distance of the trip. If a booster organization would like to upgrade transportation for postseason play, the District will pay an amount equal to its negotiated rate from its normal vendor.'

ROLE OF THE COACH

Quality communication between the coaching staff and the booster organization is vital for the smooth and efficient operation of any and all District athletic programs. The head coach of each respective sport is encouraged to attend booster organization meetings and should have input and be knowledgeable of all booster organization decisions that affect his or her respective program. Booster organizations need to respect the wishes of each respective head coach. Further, booster organizations must understand that coaches are employees of the District and that the boosters do not have the ability to direct or control the time and activities of the coach or set their responsibilities.

BUILDING AND FACILITY PERMITS

Any booster organization that desires to use District facilities for any purpose must obtain a facility request form, which can be located on the district website under the Athletics Department and submit a request for facility usage. Additional forms are available in each school building's main office or in the office of the Director of Athletics. This includes requests for booster meetings and /or any other scheduled booster events using District facilities. Once completed, Facility Request Forms are to be submitted to the Director of Athletics, Mrs. Andrea Patton. All facility requests should be made in a timely manner (minimum 1 month prior to the event). Filing a request for facility usage does not guarantee approval. Approvals will be issued on an evaluative basis, including factors of, without limitation, whether the event is school sponsored, the timing of the submittal and prior history of use. Booster clubs should not confirm scheduling the event or spend money towards the proposed event until the District issues approval with written confirmation.

FINANCIAL GUIDELINES

Booster organizations are responsible for all monies raised and should establish an account with a bank of their choice. Coaches are not permitted to handle money or complete any financial transactions with booster organization funds. Recommendations for major purchases by booster groups, i.e., individual items in excess of \$500 that are intended for general use by the school, school teams/groups and/or student-participants (but excluding items used by booster groups for their own fundraising efforts), must be made to the athletic director by the head coach. Only such items as are approved by the athletic director will be authorized for purchase. All such purchases made by booster organizations for general and/or year-to-year use by school teams/groups and individual student-participants within the respective athletic program, but excluding items intended for personal use by individual students, become the property of the District. As an organization making purchases of equipment, clothing, shoes, or other items, it is recommended that at least two (2) quotes be obtained before making such purchases. Also, care must be taken to avoid any conflict of interest when parents are procuring such merchandise. All written checks from the booster organization's account must be signed by two booster officers; cash receipts must be counted and verified by two officers; yearly financial statements must be signed by two officers, one being the treasurer; and the group treasurer is responsible for maintaining records that support financial statements, including quotes, bids, and invoices.

FUNDRAISING ACTIVITIES

Booster organizations that conduct fundraising activities must have the fundraiser approved by the Athletic Director and School Principal before the activity is conducted. All requests must be made in writing, on the official Fundraising Form which can be located on the district website under the Athletics Department, and submitted to the Athletic Office no less than one month in advance of the intended fundraiser. Permissible fundraising activities shall be for the purpose of providing supplemental equipment, supplies, clothing, or other activities for District programs with the advice and approval of the Athletic Director. Fundraising is a privilege provided to booster groups to help with student needs, and the District may terminate the ability of any booster group to conduct a fundraising activity if the booster group is not in compliance with District (Pol. 229) and Booster Policies and any conditions associated with the fundraising activity. Students shall not be permitted to participate in any fundraising activities that do not meet the following requirements:

Fundraising activities shall include only students who are on a team's roster or who were on the prior year's team roster.

There shall be no correlation or condition between a student's status as a team member and their participation in any fundraising activities set forth by the booster organization. As the only exception to this general rule, if fundraising is being done specifically to aid the boosters' ability to send a team on a district approved trip, that is being paid for by the booster organization, team members must be given the option to fundraise, buy-out their individual portion, or not participate in the fundraiser and trip. Similarly, for any extra clothing, equipment, meals, trips or the like purchased or coordinated by booster groups, students and/or student families must be provided with the opportunity to opt-out of receiving such items or trips (along with the related financial responsibility), with the booster groups then having the option of individually deciding whether to cover such costs. Booster groups are not permitted to hold students and/or student families financially responsible for booster purchases through blanket financial authorizations or, absent express approval from the District, any legal action.

Participation in the fundraising event or activity must not violate any District, NCAA, PIAA, or WPIAL rules or regulations. Booster groups shall comply with applicable state and local laws, including obtaining a Pennsylvania Small Games of Chance permit as appropriate, when any form of gambling will be used to raise money for an organization.

CONCESSIONS

Other than home varsity football games booster organizations must work with the Athletic Office to assure equitable opportunity to operate a concession area. Any recognized booster organization wishing to operate a concession stand must get permission from the Athletic Office. In the event that there are concurrent athletic events, the Athletic Office will determine the schedule for concessions. Booster organizations using the concession stands should be certain to leave the facilities clean and operational for the next event. All items that the organization wishes to sell at their concession stand need to first be approved by the Athletic Director. Lists should be provided to the Athletic Director no less than TWO WEEKS prior to the operation of the concession stand.

PERMISSIBLE AWARDS

Any and all awards distributed to student-participants must be in compliance with PIAA By-Law Article II – Amateur Status and Awards. The Athletic Director in consultation with the head coach will determine the type of award that the student(s) will receive. While it is acknowledged that Avonworth student-participants shall and can benefit by the receipt of gifts from booster organizations, the total value of the gift(s) received by a student- participant from one booster group during any one season shall not be excessive in comparison to gift(s) provided by other booster organizations (as determined by the Athletic Director and/or appointed representatives of the District). This limitation is intended to apply to Senior or year-end gifts to students, but does not apply to apparel or equipment that is provided to students within the athletic program for purposes of use during that program’s playing or performance times. The intent of this limitation is to (i) avoid a time-consuming commitment to fundraising by families; and (ii) promote equality between booster organizations. However, the decision by one or more booster groups to provide less than other groups is not necessarily a limitation on such other groups. These same considerations also apply to coach/coordinator gifts.

BANNERS/SIGNS

All banners and signs must be pre-approved by the Athletic Director before they are ordered and displayed on school grounds. If an advertisement is displayed on a banner or sign, approval of the advertisement must also be obtained before the banners or signs are ordered.

PURCHASE OF UNIFORMS

The Athletic Department will purchase complete uniforms for all interscholastic athletic teams. There is a uniform cycle by season that dictates when new uniforms will be ordered. If a booster organization would like to purchase or upgrade an item, the Athletic Director, in conjunction with the head coach will work with the Booster group to make such a purchase. The District’s school colors are red, white, and gray. Black may be used as an accent color only. The District encourages the purchase of items with only these colors.

SENIOR RECOGNITION, POST SEASON BANQUETS, AND TEAM RECOGNITION

The Athletic Director, in consultation with the head coach, will determine the date and time for all senior recognition events. Booster organizations are encouraged to be a part of this planning process and should contact the Athletic Office to coordinate efforts.

Any postseason banquet or celebration is the responsibility of the respective booster organization(s). In an effort to avoid conflicts with other District programs or activities, it is requested that booster organizations coordinate dates with the Athletic Office prior to scheduling any postseason team/group banquet or even

CLUB SPORTS/ACTIVITIES

A club sport/activity (“Club”) that desires to represent the Avonworth Schools in competition must first seek District approval. The District is responsible for funding only interscholastic athletics. For clubs that receive a contribution from the District, their booster organizations are required to submit a team roster, budget and yearly audit prior to receiving such a contribution.

INSURANCE

The District’s insurance policies, including Directors and Officers Liability Insurance, has limited application to the actions of Booster officers. More specifically, Booster fundraising activities are generally covered by District insurance when conducted on District facilities and in accordance with District facilities. For fundraising activities conducted off of District facilities, booster groups should consider purchasing their own insurance depending on the nature of the activity. A review of applicable insurance for any fundraising activity is encouraged where such activity presents insurable risks.

NON-DISCRIMINATION POLICY

The Avonworth School District will not discriminate in its education programs, activities or employment practices, based on race, color, national origin, gender, religion, ancestry, disability, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry, complaint of harassment or discrimination, or who need information about accommodations for disabled persons, should contact:

Dr. Matthew Erickson
Director of Student Services
258 Josephs Lane
Pittsburgh, PA 15237
412-369-8738

ANNUAL ACCEPTANCE OF THESE GUIDELINES BY BOOSTER ORGANIZATION

The undersigned officers of the following designated booster organization hereby acknowledge that they have read the attached Booster Organization Guidelines and do hereby offer their signatures as the booster organization’s acceptance and agreement to be bound by these Booster Organization Guidelines.

Dated: _____

_____ BOOSTERS

(complete name of organization)

WITNESS:

By: _____

Name: _____ Title: _____

By: _____

Name: _____ Title: _____

By: _____

Name: _____ Title: _____

By: _____

Name: _____ Title: _____

ADMINISTRATION

Dr. Thomas W. Ralston
Superintendent
412-369-8738 ext. 1504

Cindy Donovan
Confidential Secretary to the
Superintendent
412-369-8738 ext. 1504

Dr. Jeff Hadley
Assistant Superintendent
412-369-8738 ext. 1501

Andrea Patton
Athletic Director
412-366-6360 ext. 1508
Brad Waters
Director of Fiscal Management
& Support Services
412-369-8738 ext. 1505

Dr. Matthew Erickson
Director of Student Services
412-366-7171 ext. 1901

Keera Dwulit
High School Principal
412-366-6360 ext. 1600

Michael Hall
Middle School Principal
412-366-9650 ext. 1700

Mrs. Kaitlin Remensky
HS/MS Assistant Principal
412-366-9650 ext. 1605

Dr. Bill Battistone
Elementary School Principal
412-366-7170 ext. 1800

Dr. Scott Miller
Primary Center Principal
412-366-7170 ext. 1900

Mrs. Pharlan Ives
Elementary and Primary Center
Assistant Principal
412-366-7170

Brant Colamarino
Maintenance Supervisor
412-369-8738 ext. 1591

Melissa Schad
Food Service Director
412-366-6360 ext. 1612

Brant Colamarino
Interim Supervisor of Buildings &
Grounds
412-369-8738 ext. 1590

Brandon Gary
Director of Technology & Information
Systems
412-369-8738 ext. 1507