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BELLEFONTE AREA SCHOOL DISTRICT

ATHLETIC BOOSTER CLUB HANDBOOK

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BELLEFONTE AREA SCHOOL DISTRICT

ATHLETIC BOOSTER CLUB HANDBOOK

INTRODUCTION

This handbook has been developed to assist athletic booster clubs of the Bellefonte Area School District in serving the young men and women that elect to take part in the interscholastic athletic program. It contains athletic department procedures, regulations, and other information that will be helpful to booster clubs in their efforts to provide support, services, funds, and/or athletic equipment for school sponsored athletic programs.

BELLEFONTE AREA SCHOOL DISTRICT POLICIES

I. DISTRICT MISSION STATEMENT

It is the mission of the Bellefonte Area School District to educate all of our students in a learning environment that prepares them to meet life's challenges. ([BASD Policy 101](#))

II. ATHLETIC PROGRAM MISSION STATEMENT

Athletics promotes student commitment to an important activity, self-discipline, good citizenship, team membership, the search for personal excellence, self-worth, important decision making and a commitment to the principles of good health and fitness.

I. ATHLETIC PHILOSOPHY

Athletics are an important part of the total school program which works in conjunction with the other educational experiences to provide students the environment and opportunity to develop as better citizens. This opportunity is a privilege that carries with it responsibilities to the school, to the sport, to other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education. While participation is to be encouraged, it should be regarded as a privilege to compete for the school and excessive praise and awards should be discouraged.

BASD believes that the athletic program should be an extension of the district's academic ideals that emphasizes teamwork, self-discipline, hard work, and communication skills. Students will be given as equal a basis as is practicable and without discrimination, in accordance with law and regulations. Additional information regarding the [District's policy on Interscholastic Athletics](#) on the School Boards webpage or by contacting the BAHS office.
([BASD Policy 123](#))

II. CO-CURRICULAR ACTIVITIES

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside of the school. All learning experiences offered by the schools of this district, curricular and cocurricular, should be planned and integrated toward the attainment of the district's objectives. ([BASD Policy 122](#))

III. PARTICIPATION IN EXTRACURRICULAR PROGRAMS

The Board requires equal opportunity for every student of the district. In every way possible this policy must communicate that each student has equal access to every program of the school.

It is understood that elections, tryouts, and auditions are necessary for an organization whose numbers of participants must be limited. It is also understood that criteria for selection must apply to all candidates.

IV. ATHLETIC GOALS AND OBJECTIVES

Our Goal – The student-athlete shall become a more effective citizen. The student shall learn:

- A.** To work with others – In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The activity and its objectives must be placed higher than personal desires.
- B.** To be successful – Our society is very competitive. We do not always prevail, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to succeed with earnest dedication. Develop a desire to excel.

V. ATHLETIC PROGRAM BELIEFS

- BASD believes that students are our highest priority.
- BASD believes the dignity, and self-esteem of participants should be paramount in all activities.
- BASD believes the most important result of competition is the development of lifelong values and skills.
- BASD believes the athletic program is an integral part of the educational experience.
- BASD believes winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- BASD believes well designed athletic programs promote community and school pride.
- BASD believes open communication and mutual respect among coaches, parents/guardians and athletes provide the foundation of a successful athletic program.
- BASD believes morale, satisfaction and performance are enhanced when participants work together as a team.

- BASD believes well qualified coaches and program administrators are important components in a successful athletic program.
- BASD believes positive parent/guardian support and involvement enhance student growth and program quality.

BASD ATHLETIC BOOSTER CLUB POLICIES

I. ATHLETIC BOOSTER CLUBS

The Bellefonte Area School District recognizes the contributions that booster groups make to the quality of a student's school life in the Bellefonte Area School District. The purpose of the booster group is to support the activities of the school district. All booster groups must adhere to the [BASD Policy 915 ATHLETIC BOOSTER CLUBS](#).

II. ATHLETIC BOOSTER CLUB PURCHASES

Supplement equipment, supplies and programs for the various athletic programs within the school district purchased by booster clubs are to be made with the advice and approval of the Athletic Director using the [PROPOSED ATHLETIC PURCHASES FORM](#). Such purchases shall become the property of the school district.

Miscellaneous purchases, excluding training equipment, specific to the daily operation and function of booster clubs up to \$250 may be made without the approval of the Athletic Director. Miscellaneous purchases by booster clubs must follow appropriate accounting practices in maintaining and disbursing funds.

III. FUNDRAISING

The Board recognizes that citizens, students, staff, and other persons and organizations may wish to express support for a particular school or the school system by conducting fundraisers. All booster clubs fundraising must be governed by [BASD Policy 229 COMMUNITY RELATIONS AND FUNDRAISING IN THE SCHOOL](#).

The following forms are required for all fundraising activities:

[BAHS FUNDRAISER REQUEST](#).

FUNDRAISING SUMMARY REPORT. (will be requested at the end of the fundraiser)

The use of alcohol, tobacco or mind-altering drugs at booster club sponsored fundraising events are strictly prohibited.

Coaches are encouraged to work with booster groups in a cooperative way. Concerns and issues of members of an athletic booster group should first be directed through the coach and then the Athletic Director.

IV. COMMERCIAL ACTIVITIES

The Board of School Directors recognizes that public schools provide a potential market for commercial activities. Therefore, all booster clubs are to follow [BASD Policy 913.1](#) COMMERCIAL ACTIVITIES concerning advertisements on school property.

V. STUDENT WELLNESS

Bellefonte Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn.

With this in mind all booster clubs must adhere to [BASD Policy 246 STUDENT WELLNESS \(APPENDIX I\)](#), and [BASD Policy 246 G NUTRITION GUIDELINE ADMINISTRATIVE REGULATIONS](#) when fundraising or soliciting donations of food and drink.

VI. USE OF SCHOOL FACILITIES

To request the use of facilities any time your club wishes to use any part of the District properties, complete the appropriate [Facilities Usage Form](#) and submit to facilityuse@basd.net. To accommodate the school calendar, please complete this request as soon as an event has been determined or at least 10 business days in advance of need for facilities.

P.I.A.A. ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

I. AMATEUR STATUS

High school interscholastic sports programs in Pennsylvania are governed by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). As a member district, we must follow the policies and regulations formulated by the association. Some of the basic regulations regarding amateur status can be found within the [PIAA Constitution and Bylaws](#). (ARTICLE 11 AMATEUR STATUS AND AWARDS, page 12 - sections 1, 2, 4)

II. PERMISSIBLE AWARDS

High school interscholastic sports programs in Pennsylvania are governed by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.). As a member district, we must follow the policies and regulations formulated by the association. Some of the basic regulations regarding permissible awards can be found within the [PIAA Constitution and Bylaws](#). (ARTICLE II AMATEUR STATUS AND AWARDS. Page 12 – Section 3)

III. ADHERENCE AND ENFORCEMENT

The initial responsibility for adherence to and enforcement of the P.I.A.A. bylaws by the member “Bellefonte Area School District” and their students and other personnel rest with the principal of each school. However, booster club members are bound to conduct themselves in accordance with the bylaws and earnestly advocate them before others.

The P.I.A.A. Handbook, including all of the bylaws, is available at www.piaa.org or in text form in the athletic office. All booster club officers are encouraged to become familiar with matters related to their duties.

BASD ATHLETIC DEPARTMENT POLICIES

I. NON-ROUTINE INTERSCHOLASTIC ATHLETICS TEAM TRAVEL

Non-routine travel is defined as a competition requiring air travel, pre or post season training/competition or an event involving special invitation. Requests to attend nonroutine events must be processed well in advance of the event through the athletic office:

- A. Coach submits a completed [non-routine travel request form](#) and any additional information about the trip to the Athletic Director. Non-routine travel must be sponsored by booster club funding.
- B. Athletic Director reviews form/information.
- C. If approved, the gift is deposited in the BASD athletics fund for disbursement for expenses.
- D. Normal procedures are then taken to execute the trip except in times of high national security alert. During such a time, a committee composed of the Superintendent, Principal and Athletic Director must approve all requests.

II. CLINICS

Clinics are a valuable way for coaches to keep themselves updated on the most recent changes in their sport. These changes include teaching techniques, trends in strategies, ideas regarding strength and conditioning, and rule changes, etc. Clinics give coaches the opportunity to talk to people in other areas who they may not get to communicate with on a regular basis for the exchange of ideas.

All clinics are considered non-routine travel and must be sponsored by booster clubs. Clinic requests must be accompanied by a [REQUEST FOR CONFERENCE, CONVENTION, OR PROFESSIONAL DAY form](#). Conference requests must be in the Superintendent's Office 10 days in advance of the conference and are subject to [Board Policy 821](#).

III. CAMPS/CLINICS

Coaches may serve as staff members for camps and clinics attended by their athletes or potential athletes for which fees are charged and for which the coaches receive remuneration for their efforts. **However, coaches are responsible to make clear public communication to athletes and their parents stating that attendance in any such camp or clinic will not guarantee an athlete any privilege in regard to their relationship with the coach's BASD sports team.** In addition, it is recommended that BASD booster clubs assume overseeing authority for camps/clinics and only compensate coaches for their services rather than placing the coach in the primary sponsorship role.

IV. SCHOOL VEHICLE USAGE PROCEDURE

The transportation of students carries with it tremendous responsibility and liability. The BASD will make available school district owned vehicles to those individuals who apply and who meet Motor

Vehicle Record requirements, as well as district expectations. On 7/10/12, the BASD Board of Directors granted permission for Booster Clubs associated with the Bellefonte Area School District to use school district vans at the IRS established mileage rate.

V. FUNDRAISING/PARTICIPATION ATTIRE

When purchasing fund raising attire booster clubs are reminded that the official school colors are red and white. Every effort should be made to include red and white in the color scheme when selecting fund raising attire. Requested purchases not meeting this color requirement may not be approved.

VI. GUIDELINES FOR PRINT ATHLETIC PROGRAM ADS

The following guidelines for print athletic programs have been established: Sponsors solicited for last year's program have the right of first refusal to an athletic sponsor for this year's program.

- A. Any sponsor who did not sponsor a program ad in last year's program is available to any athletic program this year.
- B. All ads must strictly adhere to [BASD Policy 913.1](#)

VII. GUIDELINES FOR VOICE ADS

The following guidelines for athletic program voice ads have been established:

- A. Sponsors ads must be approved by the Superintendent or his designee.
- B. All ads must strictly adhere to [BASD Policy 913.1](#)

VIII. MANDATORY OFFICERS MEETING

A minimum of one booster club officer from each Board recognized athletic booster club must attend a mandatory May meeting conducted by the Athletic Director to discuss the BASD ATHLETIC BOOSTER CLUB HANDBOOK and review requirements to be approved by the Board at the July meeting. Required paperwork must be submitted no later than June 23rd. Failure to attend this meeting and submit required paperwork will result in loss of Board recognition.

IX. TAX EXEMPT STATUS

BASD Athletic Booster Clubs are not permitted to use the District's Tax-exempt Status – the District does not hold funds raised by booster clubs in an account under its name.

X. SMALL GAMES OF CHANCE

As outlined in [BASD Policy 915](#) ATHLETIC BOOSTER CLUBS, athletic booster clubs are responsible for applying for any required permit pursuant to the state Small Game of Chance Act. Because each booster club is a separate entity each booster club must purchase a separate license.

XI. PENALTIES FOR VIOLATION OF BASD ATHLETIC BOOSTER CLUB HANDBOOK POLICIES

First violation - Written warning from Athletic Director informing booster club officers and coach of infraction.

Second violation - Written warning from Athletic Director informing booster club officers, coach, Administration and BASD Board of Directors of infraction.

Third violation - Loss of fundraising privileges for one calendar year from time of infraction.

EQUAL OPPORTUNITY

The Bellefonte Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin or disability in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1975, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.

Information relative to special accommodations, grievance procedure and designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained either by contacting our Human Resources Department at 814-355-4814 ext 3002 or by emailing hruser@basd.net or by contacting the office of Superintendent at 355-4814, Ext. 3005