



PITTSFIELD PUBLIC SCHOOLS

ATHLETIC BOOSTER CLUB

ADMINISTRATIVE REGULATIONS

INTRODUCTION

In order to promote and support interscholastic athletic activities within the Pittsfield Public Schools, the School Committee authorizes the organization and existence of booster clubs.

The School Committee recognizes that the participation of booster organizations provides a valuable means of stimulating interest and support for student activities and should be encouraged. However, it must be understood that programmatic decisions where such activities are concerned, including determination as to how resources resulting from Booster Club fundraising activities are to be utilized, remain the purview of the School Committee through its designated representatives. (*PPS Policy COM-39*)

PHILOSOPHY

Booster clubs are organized to help promote, support, and improve the interscholastic athletic programs within the Pittsfield Public Schools. Since the booster clubs also represent the school, it is necessary for them to follow the guidelines set forth in this policy.

BOOSTER CLUB ORGANIZATION

Each head coach serves as the booster club president, and is responsible for the booster club\parent groups associated with their athletic team.

In addition to the head coach serving as the booster club president, each booster club must also select a chairperson and\or secretary. The appointment of additional officers may be required for larger booster clubs. The head coach of each sport shall determine the slate of officers and procedure by which officers are selected\elected.

The booster club's budget will be designed to support the program needs that cannot be met by the school district. As a general rule, booster clubs funds are to be invested in equipment and facilities that provide long term viability of the Pittsfield Public Schools Athletic Programs. Excessive spending on personalized apparel, lavish gifts, unreasonable banquets, and other goods\services deemed to have a short-term life cycle is highly discouraged.

A diplomatic approach regarding significant booster club budget allocations is required. Booster club funds should never be co-mingled with personal funds. Personal checking accounts cannot be used.

All booster club bank accounts shall have two signatory authorities. Booster club signatory authorities shall not be related. All booster club financial transactions shall be reviewed and approved by the program's head coach and signatory authorities.

In the event that a diplomatic approach regarding budget allocations is not followed, or purchases are made without the required approval of at least two signatory authorities, the Pittsfield Public Schools, through its designated representatives, reserves the right to modify and\or cancel such purchases.

FINANCES

The Pittsfield Public Schools recognizes that athletic booster clubs, comprised of parents, have significant autonomy and may operate outside many of the rules, regulations, and guidelines of the federal, state, and local government. While the School Committee allows booster clubs this latitude, they also hold the clubs accountable to all applicable Massachusetts laws and all applicable Pittsfield Public Schools guidelines, including those pertaining to fundraising, advertising, and accounting procedures.

The school and school district assumes no accountability or liability for booster club funds. Any financial obligations incurred by a booster club shall be solely that of the booster club.

Booster clubs are responsible for their own tax filings and accounting, and must obtain their own federal tax identification number. Booster Clubs cannot use the Pittsfield Public Schools' sales tax exempt number or federal tax identification number.

At the conclusion of their respective sports season, each booster club must submit an annual report to the Athletic Director outlining financial records.

FUNDRAISING

Fundraising has become a financial necessity in recent years. The significant fundraising efforts put forth on behalf of the school district's student-athletes is recognized and appreciated.

The goal of athletic fundraising activities is to enable the athletic program, and its teams, to purchase supplementary equipment, supplies, and services beyond what is made available through the school department budget. The purpose of fundraising is directly associated with the long-term viability of the athletic team and program. Excessive spending on individual student-athletes, goods and services with short life cycles, or items not considered basic to the long-term viability of the program is prohibited.

Given the large number of fundraisers that occur each year, all fundraising project ideas are required to be submitted to the school principal. It is important that we avoid competing fundraisers, thus the principal's office will serve as a clearinghouse.

No booster club may require or mandate that students participate in the fund raising activities of the particular booster club in order to be involved in the sport which the booster club supports.

"Toll Gating" is strictly prohibited and is never allowed as an acceptable fundraiser. This form of fundraising is prohibited due to the risks associated with direct solicitation on busy city streets.

Fundraising specifically for the purposes of compensating members of the coaching staff is prohibited. Coaching staff appointments, and their contracted stipend rates, are approved by the School Committee. No appointed coaches should be paid “above and beyond” the contracted stipend rate via booster club funds.

At the booster club’s discretion, a maximum cash honorarium of \$100 per season may be presented to volunteer members of the coaching staff who are unpaid. Requests for offering coaches compensation in excess of the \$100 honorarium must be presented and approved by the School Committee. If approved, the compensation shall be equal to the contracted assistant coaching stipend rates. Upon approval of the request, booster club will be required to submit and process payment through the school department business office.

CONCESSION STAND\FOOD SERVICE

The City of Pittsfield Board of Health now requires all temporary food vendors, including booster club concession stands, to file a “Food Establishment Permit” at City Hall. There is no charge for the permit. In addition to ensuring health and safety, the purpose of filing this permit is to designate one main contact person for all organizations serving food\beverages at school related events. Enclosed in this packet are additional guidelines supplied by the Board of Health regarding food service requirements.

To protect the integrity of gym floors and bleachers, no food\beverages (with the exception of water) are allowed in gymnasiums. Concession stand sales at indoor events should take place in lobby\hallway areas. Booster clubs should give consideration regarding the choices of food\beverages sold at games. Smaller, hand held items that can quickly and easily be consumed are recommended. Items such as sticky candy, soups, chili, and nacho cheese are prohibited.

RAFFLES\BAZAARS

General Laws of Massachusetts – Chapter 271; Section 7A – requires all organizations conducting raffles and\or bazaars to pay a tax on the gross proceeds of their event within ten calendar days from the date of the event. No organizations are exempt from an excise tax.

A “raffle” is an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes.

A “bazaar” is a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each.

Booster clubs that anticipate holding a raffle and/or bazaar must:

1. Obtain an application for permit from the City Clerk's Office (see attached).
2. Complete permit application and bring to the office of Sally Douglas, Assistant Superintendent for Business & Finance, for approval.
3. Once permit application is approved by Sally Douglas, payment of \$10.00 and application are to be submitted to City Clerk's Office. The \$10.00 is a one-time fee if multiple raffles/bazaars are planned within a one-year period, however, applications must state how many raffles/bazaars are planned. The permit must be picked up from the City Clerk's Office when ready. The Massachusetts State Lottery Commission will receive its information from the City Clerk's Office.
4. The Lottery Commission will then send a Raffle and/or Bazaar Tax Return form. The 7% tax on the gross proceeds must be sent with the Raffle and/or Bazaar Tax Return form within 10 days after conducting the raffle. A copy of your check and completed form is required to be on file in the office of the Assistant Superintendent for Business and Finance.

CORI CHECK REQUIRMENTS

School personnel (including booster club members, parents, and volunteers) who work in an unsupervised capacity with students and athletic teams are required to complete a CORI check. This criminal record check is used as a preventative measure to protect our students.

Individuals must provide a copy of a valid government issued photo identification, date of birth, and social security number. CORI forms are available through the athletic office and are filed in the administrative building once completed. Please allow two weeks for the CORI application to be reviewed.

MISCELLANEOUS

Game management duties at athletic events (including ticket sales, game officials, play-by-play announcing, spirit items, pre-game music, public address announcements, contests, and security) are the responsibility of the Pittsfield Public Schools Athletic Department.

Only spirit items approved by the Athletic Director may be sold or distributed on game days. Spectator safety, MIAA regulations, and Pittsfield Public Schools policies must be a primary concern when considering booster club game-day activities.

The Pittsfield Public Schools reserve the exclusive right to produce, sell, and maintain all revenues associated with the sale of spirit items and apparel.

Any booster club that operates a web site must have the contents of the site approved by the athletic director.

For routine matters, the line of communication should be: Booster Club Chairperson, Head Coach, Athletic Director, and School Principal.

Per MIAA and Pittsfield Public Schools policies, alcohol is not permitted at any school-related function, including post-season banquets held at private or public facilities and restaurants.

The Athletic Director's role with all booster clubs is to serve as an advisor and to help interpret State Board of Education, MIAA, and Pittsfield Public School policies.

Athletic booster clubs will not seek to direct or control the administrative policies of the school or interfere with coaching staff responsibilities. Booster club affiliation does not entitle individuals authority associated with hiring of coaching staff. Time invested into booster club activities and volunteer work have no impact on the status\role on the team, or playing time, associated with individual student-athletes that are team members.