



Parent Booster Club Guidelines

**A Guide for Parent Booster Clubs -
Guidelines, Procedures, and
Expectations from
Hinsdale Central High School**

**Mike Jezioro, Athletic Director
mjezioro@hinsdale86.org
630-570-8240**

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Purpose and Function of Parent Booster Clubs

A parent/team booster club is defined as an organization that is formed to **help support the efforts of a sports team, academic club, or social activity in a collective manner**. Support is shown in many ways, including volunteering time, talents, or treasures to better enhance the team or organization's performance. Examples include organizing team meals (time), printing promotional items (talent), and raising or donating funds (treasure).

Another definition is “**a parent booster club provides enthusiastic support of a team or organization**”. This type of support is much like emotional or psychological parental support, but is given in a collective manner. Booster clubs play a key role in supporting Hinsdale Central Athletics in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs, and yearbooks. Booster clubs can financially support the program by providing additional funding for coaches, and staff. They can organize team events, such as pre– or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in any way, in accordance with the above-stated definition, **that supports or ‘boosts’** the program they are formed to support.

It is the charge of the Hinsdale Central Athletic Office and the administration at Hinsdale Central High School to ensure that booster clubs operate within their defined parameters. Following are the minimum guidelines we ask booster groups to incorporate in their policies and procedures.

Getting Started

- 1) Each booster club should have a go to person. Some may have Parent leaders. Some other suggestions include. (President, Treasurer, and Secretary).
- 2) Prior to the 1st practice of each season, each booster club president must provide the Athletic Director with the names and contact information (address, phone and email) of each club officer.
- 3) Team Booster club meetings should follow a set agenda each meeting (Welcome/Minutes from past meetings/Treasurer Report/Old Business/New Business). Keep minutes on file. This will be helpful to future board members
- 4) **All the areas discussed in this brochure are required and mandatory.**

Actions of Successful Booster Clubs

- Volunteer time and raise money
- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team poster, programs, and/or yearbooks (subject to approval by the head coach/AD)
- Financially support the program by providing additional funding for coaches, staff, and event workers as determined in collaboration w/head coach
- Organize team events, such as team meals
- Work closely with the head coach to develop a prioritized list of the program booster budget, goals and priorities
- Discuss as official business items that meet the definition/function of a booster club as outlined

Actions not associated with Booster Clubs:

- Openly discuss or perform a performance review of the head coach, advisor or coaching staff.
- Review the performance of a coach funded by the booster club. Staff evaluations are solely the responsibility of the school district and the Athletic Director
- Openly discuss playing time issues.
- Ransom funding of the program in order to influence the hiring or firing of a head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach or Athletic Director.
- Discuss any item that does not meet the definition and function of a booster club as outlined in its by-laws or that contradicts D86 policy.
- Have contact with players about team or program concerns or issues.

Communication/Conflict for all Parents- District Policy

Please respect the defined Hinsdale Central communication and conflict resolution process outlined in the School Handbook. In addition, please help the coaching staff promote this policy.

1. Student-athletes and coaches meet to discuss the issue.
2. If necessary, the student and a parent should schedule a meeting with the coach within 5 days of the incident. Meetings must be at a mutually agreed time. The student is expected to attend and participate in the meeting.
3. If there has been no resolution the AD will meet with the parents and coach to help in finding a resolution. Please note that there are times in which no resolution might be achieved.

Other key points:

- It is inappropriate to approach a coach prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.
- Playing time and team role is determined solely by the coach.
- Inquiries should be directed to an advertised school phone or email only. Contacts are posted on the high school website.

Legal Compliance for Parent Booster Clubs

Each club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the district. To remain in good standing, each club should obtain a Federal Taxpayer Identification number and if appropriate, a State Seller’s Permit Number (Sales Tax). Clubs are generally considered non-profit organizations and will fundraise within the school district policies and comply with applicable charitable laws within the State of Illinois.

Finances

- 1) A treasurer report should be generated monthly and contain all transactions that took place prior to the meeting.
- 2) Finance reports of each booster club should be open to 100% of the members.
- 3) At no time should a paid coach have exclusive check writing authority.
- 4) It is mandatory that **two people** should be involved in the authorization and signing of any check over \$1000.
- 5) All capital purchases must go through the school district prior to any agreement or order is made.
- 6) Generally accepted cash management practices are expected to be followed.
- 7) Hinsdale Central High School administration reserves the right to verify all groups are following District 86 guidelines and all state and federal laws regarding non-profit regulations.
- 8) Do not give cash to any school employee to use at his or her discretion
- 9) The maximum coaches gift is set at \$499 (This includes State Championship Rings)

Purchasing

- Booster clubs or sponsors wishing to purchase athletic equipment for their teams must work with the head coach and the athletic department for WRITTEN pre-approval. **Booster clubs should not purchase equipment independently.** When equipment is purchased from donated funds, it becomes the property of the school district.
- After the head coach and the Athletic Director have approved an equipment request, the booster club should donate either the equipment or the funds to purchase the equipment to the athletic department and specify its purpose.
- **All equipment and supplies must be shipped to a school district address.** Booster clubs should not order materials directly or have materials shipped to a home.
 - If the boosters are purchasing spirit wear, this may be shipped to students or parents residences
- **If a booster club is funding a coaching position, DISTRICT 86 PAYROLL MUST BE USED AND NO DIRECT PAYMENT TO ANY COACH FROM A BOOSTER CLUB IS ALLOWED.** Note that all District 86 hiring requirements for any coach must be met. Coaches are required to complete new hire paperwork.
- Sponsors making donations must follow the above process for purchasing equipment.
- The Athletic Office does purchase equipment each year. ie: balls, equipment and necessary game day essentials. Always check with the Athletic office before committing to a purchase.

Billing to Booster Club

- All transportation, fees, and equipment purchases by booster clubs must be approved by the head coach, Athletic Director, and appropriate booster designee in advance. With booster/coach/and AD must have WRITTEN pre-approval:
- The Athletics department will bill booster clubs for any bus transportation or any fees for tournaments or games or for supplies/equipment that exceeds the district budget. All donations must be made to the district prior to any orders being made.
- If making hotel reservations for an approved trip. Please contact the Athletic Office for the minimal requirements of hotels

Banquets

- The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the banquet program and the agenda must be approved by the head coach.
- The awards given out at the banquet are the sole responsibility of the head coach. "Gag" or student sponsored awards shall be approved in advance by the head coach.
- Parents are expected to refrain from using alcohol at banquets. There shall be no open bar or alcohol service. Banquets should be scheduled with the Head Coaches approval

Advertising

- The Hinsdale Central Athletic office **must approve** all advertisements in printed programs or on school property prior to any approval of printing. Please e-mail a copy of your ads for approval prior to printing to the Athletic Director for approval
- The Hinsdale Central Athletic office reserves the right to pull programs that have not been approved or are not consistent with HCHS expectations and District 86 policies.
- Social Media accounts must state that they are "Club" and not official HCHS accounts.

Fundraisers

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs.
- Membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.
- Booster club dues and other fees, if solicited, should be refunded to students who are cut from any team.
- If a fundraiser vendor must send a check to the District and not the parent club, the district can issue a check to the parent boosters. The check requisition must be for the exact amount of the fundraising check.
- To make this work from an audit standpoint, the district office will need the following:
 1. A copy of the check
 2. A document from the vendor that provides the details of the fundraiser. The details should include the team or group name, dates, and a breakdown of how they calculated the amount of the check. This document is important because we need to show that these funds

were earned by the parent booster group and therefore, are not district funds.

3. If an auditor reviews any part of this transaction, they will look to see the check going into the G Fund and a check for the exact amount going out of the G Fund. When they review the supporting documents, they will make sure the documents support the transaction without a need for further explanation from an email or me.

Practices/Offseason Workouts

- No coaches— paid or volunteer—may coach at off season (summer excluded) or captains practices or open gyms. This is an IHSA policy.
- Booster clubs should only assist in organizing off season or preseason workouts and only if the Head Coach has given approval.
- Non district coaches working with our athletes must be approved by the athletic office.

IHSA Basics

- Coaches are allowed to work with their teams only during the designated IHSA season and the summer contact period.
- No booster club member may recruit or encourage athletes from another school to transfer to District 86.
- Booster clubs cannot pay a coach directly. All payments must be made through District 86 payroll.

Thank You

This document was created to set guidelines for communication between booster clubs and our high school programs. It is meant to be a tool used to better relationships, clarify procedures, and set the stage for a successful season.

Parents, without your help we would not be able to provide quality athletic programs for all Hinsdale Central student-athletes. ***Thank you!***

Hinsdale Central Athletics
5500 S Grant Street
Athletic Dept Phone: 630-570-8241
Athletic emails:
mjezioro@hinsdale86.org
wswik@hinsdale86.org