



HASTINGS RAIDERS ATHLETICS

BOOSTER CLUB GUIDELINES

**GUIDELINES, PROCEDURES AND EXPECTATIONS
IN PARTNERSHIP WITH HASTINGS HIGH SCHOOL**

WWW.HASTINGSATHLETICS.ORG



RAIDERS ATHLETICS

PURPOSE & VALUES

HHS offers diverse sports opportunities that develop **character** and **community**. We maintain a commitment to six core values: integrity, work ethic, sportsmanship, the whole person, multi-sport athletes, and fun.



We achieve a winning legacy according to this collective definition of success: develop lifelong relationships and Raiders values, grow towards performance objectives, and contribute positively to the Hastings community.

PURPOSE & FUNCTION OF BOOSTER CLUBS

DEFINITION

A 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).

SUPPORT

Another definition is "a 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 Hastings Athletics in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

FINANCES

Booster clubs may raise money by coordinating fundraisers and sponsorships. Booster clubs can financially support programs by providing donations for coach and staff stipend, competition entry fees or travel. 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.

PARTNERSHIP

It is the charge of ISD 200 and the administration at Hastings High School to communicate that booster clubs operate within defined parameters. Included within this handbook presentation are the minimum guidelines we ask booster groups to incorporate in their policies and procedures.

ACTIONS OF **SUCCESSFUL** BOOSTER CLUBS

WORK CLOSELY WITH THE HEAD COACH TO DEVELOP A PRIORITIZED LIST OF PROGRAM GOALS AND PRIORITIES.

VOLUNTEER TIME AND RAISE MONEY.

CONTRIBUTE FUNDS TO BETTER ENHANCE THE TEAM OR ORGANIZATION'S PERFORMANCE.

PROVIDE PROMOTIONAL ITEMS LIKE TEAM PROGRAMS OR BANNERS
(SUBJECT TO APPROVAL BY THE HEAD COACH/AD)

FINANCIALLY SUPPORT THE PROGRAM BY PROVIDING ADDITIONAL FUNDING FOR COACHES, TRAVEL,
EQUIPMENT AND/OR EVENT FEES AS DETERMINED IN COLLABORATION W/HEAD COACH.

ORGANIZE AND/OR SUPPORT TEAM EVENTS LIKE TEAM MEALS, SENIOR NIGHT, STAFF APPRECIATION
OR OTHER THEMES IN COLLABORATION W/HEAD COACH.

DISCUSS AS OFFICIAL BUSINESS ANY ITEM THAT MEETS THE DEFINITION/FUNCTION OF A BOOSTER CLUB AS OUTLINED HERE.

BOOSTER CLUBS SHOULD NOT

DISCUSS, SUGGEST OR PERFORM A PERFORMANCE REVIEW OF ANY COACH OR ADVISOR. STAFF DEVELOPMENT, PROGRAM ASSESSMENT AND COACH EVALUATIONS ARE SOLELY THE RESPONSIBILITY OF THE SCHOOL DISTRICT.

DISCUSS, SUGGEST OR PERFORM A REVIEW OF ANY PLAYING TIME, POSITION ASSIGNMENTS, OR GAME STRATEGY.

“RANSOM FUND” THE PROGRAM IN ORDER TO INFLUENCE THE HIRING OR TERMINATION OF A COACH OR STAFF MEMBER OR OFFER UP A PETITION BY BOOSTER CLUB MEMBERS TO HIRE/TERMINATE A COACH.

PLAN, ORGANIZE, OR ATTEMPT TO IMPLEMENT AN OFF-SEASON TRAINING PROGRAM WITHOUT DIRECTION OR CONSENT FROM THE HEAD COACH OR ADVISOR AND COMPLIANCE WITH MSHSL BYLAWS & ISD 200 POLICIES.

DISCUSS AS OFFICIAL BUSINESS ANY ITEM THAT DOES NOT MEET THE DEFINITION AND FUNCTION OF A BOOSTER CLUB AS OUTLINED ON THE PREVIOUS PAGE.

GETTING STARTED

FIRST STEPS FOR BOOSTER CLUBS

LEADERSHIP STRUCTURE

Each Booster Club should have elected or appointed officers. (President, Treasurer, and Secretary)

NOTIFICATION

Prior to the 1st practice of each season, each booster club President shall inform the Head Coach and/or ISD 200 administration with the names and contact information (address, phone and email) of each club officer.

MEETINGS AND MINUTES

Booster Club meetings should follow a set agenda each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business)

LEGAL COMPLIANCE

All the areas discussed in this brochure are recommended and requested. Seek and follow direct legal counsel to secure necessary compliance, standing, and filing.

LEGAL COMPLIANCE FOR BOOSTER CLUBS

LEGAL STANDING

Follow all designated state and federal laws with regard to booster clubs. This document is intended as a guide with recommendations. Additional or updated information should be secured by the club representatives each year. Each Club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district. Seek legal counsel accordingly.

FEDERAL, STATE ID

To remain in good standing each Club should obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax). Clubs are generally considered non-profit organizations and will fundraise within the State of Minnesota.

IRS & MINNESOTA

To comply with applicable laws, the Club will need to:

1. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a non-profit corporation
2. Register with the State Attorney General's Office as a charitable organization.
3. Request recognition from the IRS as an exempt organization by filing Form 1023. (a) Annually file a form 990 or "post card" filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office. (b) May also be required to file a Minnesota M4NP – depending on income and revenue sources – see a tax professional.

DISTRICT COMMUNICATION

1. Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.
2. Provide the school district with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies as requested.

FINANCE RECOMMENDATIONS FOR BOOSTER CLUBS

TREASURER & TRANSACTIONS

A treasurer report should be generated monthly, and contain all transactions that took place prior to the meeting. Finance reports of each booster club should be open to 100% of all members.

CHECK WRITING

At no time should a paid or volunteer HHS coach have check writing authority. Two booster officers should be involved in the authorization and signing of checks.

CAPITAL PURCHASES

Capital purchases must go through the school district prior to any agreement or order made (see next page for directions). Generally accepted cash management practices are expected to be followed.

VERIFICATION

ISD 200 administration reserves the right to verify all groups are following District 200 guidelines, and all state and federal laws regarding non-profit regulations.

PURCHASING PROCEDURES

APPROVAL

Booster clubs or sponsors wishing to purchase athletic equipment for their teams must work with the head coach and the athletic department for pre-approval. Booster clubs should **not** purchase equipment independently. When equipment is purchased from donated funds, it becomes the property of the school district. The athletic department cannot give out the school district tax-exempt number

FORMS

When an equipment purchase request is approved, the booster club should complete the ISD 200 booster donation form and submit that along with a check for the designated funds to purchase the equipment. 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.

COACH STIPEND

If a booster club would like to fund a stipend for a volunteer coaching position, all ISD 200 hiring requirements for any coach must be met (e.g. background check, MSHSL and district certification modules). Coaches are required to complete new hire paperwork. Clubs must donate funds according to district policy, which includes submitting a donation form and check.

INVOICES AND BILLING

**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/AD PRE-APPROVAL:**

1. THE ACTIVITIES DEPARTMENT WILL BILL BOOSTER CLUBS FOR ANY BUS TRANSPORTATION THAT EXCEEDS THE DISTRICT REGULATIONS.

2. THE DISTRICT WILL BILL BOOSTER CLUBS FOR SUPPLIES/EQUIPMENT THAT EXCEEDS THE DISTRICT BUDGET. ALL DONATIONS MUST BE MADE TO THE DISTRICT PRIOR TO ANY ORDERS BEING MADE.



COMMON TOPICS FOR BOOSTER CLUBS TO KNOW

MSHSL BASICS

Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic. No booster club member may recruit or encourage athletes from another school to transfer to a ISD 200. Coaches are allowed to work with their teams and players only during the designated MSHSL season and the summer waiver period.

FUNDRAISERS

Participation in fundraisers must always be optional and never mandatory. 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, cannot be mandatory or required. Said fees, if paid, should be refunded to students who are cut from or quit any team.

CAPTAINS PRACTICES

Per MSHSL policy No coaches -- paid or volunteer -- may supervise captain's practices. Captain's practices may be scheduled by obtaining a facility permit from ISD 200 Community Education at 651-480-7670. All CE protocols must be followed. Adult supervision is required at captain's practices. Student participation should never be mandated or required.

BANQUETS

End-of-season banquets may be held but are not required. The head coach is responsible for all facets of any end-of-season banquet, and may delegate any responsibilities to a booster club. The program and agenda must be approved by the head coach. Awards or recognition at a banquet are the sole responsibility of the coaching staff. Banquets are student-centered therefore are to be absolutely alcohol-free.

ADVERTISING

The Hastings Athletic office shall approve all advertisements in printed programs or sponsorship banners prior to any school-sponsored events. Please email a copy of your ads for approval prior to printing. The Hastings High School athletic office reserves the right to pull programs that have not been approved or are not consistent with ISD 200 expectations or guidelines.

APPRECIATION

This document was created to provide guidelines for decision-making and 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. Without your help we would not be able to provide first-class programs for all Hastings students. Thank you!

KEY RESOURCES TO SUPPORT BOOSTER CLUBS

HHS Athletics [Website](#)

HHS Athletics [Parent Handbook](#)

ISD 200 [Finance Website](#)

ISD 200 Finance [Expenditure Guidelines](#)

Donation Form ([Coach](#))

Donation Form ([Equipment](#))



CONTACT US

HHS Athletic Office: 651-480-7596

HHS Head Coach [Staff Directory](#) (link)

ISD 200 Finance Office: 651-480-7000

ISD 200 [Website](#) (link)

