



Lovejoy ISD

Athletic Booster Club

Operating Manual

2020-2021

(Revised 2/11/2021)

This document summarizes Lovejoy Independent School District's administrative procedures relative to athletic booster clubs. It is not intended to be all-inclusive. If there is a conflict between the information presented here and the District's policy, the board policy shall take precedence.

Lovejoy ISD Athletic Booster Club Operating Manual

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1.0 - UIL's Objective for Booster Clubs

"Be they music, fine arts, academic or athletic, booster clubs should exist to enrich students' involvement in extracurricular activities without endangering their eligibility."

2.0 - Role of Lovejoy ISD Athletic Booster Clubs

Lovejoy ISD Athletic Booster Clubs shall be voluntary organizations established and maintained to support and enhance LISD athletic programs and student-athletes. Clubs shall encourage involvement by all parents of student-athletes in their chosen sports. The contributions of these groups are vital to the success of all Lovejoy Leopard Athletes.

LISD Athletic Booster Clubs shall organize and function within the policies, procedures and guidelines set forth by the University Interscholastic League and the Lovejoy Independent School District. Oversight responsibility for athletic booster clubs rests with LISD Superintendent or his designee.

Booster Clubs have no authority in directing or influencing LISD employees in the administration of duties. Clubs shall not be involved in decision or policymaking activities for any Lovejoy athletic program.

Athletic Booster Clubs within LISD are under the umbrella of Lovejoy Leopards, Inc., a 501(c) (3) corporation. Individual clubs are required to abide by all policies and guidelines set forth by this organization.

3.0 - Purpose of Manual

Communication is vital to the success of the Athletic Booster Club system put into place for Lovejoy ISD. Strict adherence to all UIL policies cannot be overemphasized. The information contained in this handbook is to facilitate those two very important goals – UIL compliance and communication.

4.0 - Compliance with UIL

It is the expectation of the Lovejoy ISD that athletic booster clubs adhere to and comply with the following excerpt from the UIL Booster Club Guidelines:

Booster Clubs should develop and annually review policies to cover:

- How to obtain administrative approval before beginning projects
- How to plan and publicize meetings
- Bookkeeping and fund administration, including process to obtain superintendent's approval prior to raising funds
- Election of officers
- Taking, distributing and filing minutes
- Public communication
- Proper interaction with coaches through established lines of authority
- Sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, etc.
- Plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

5.0 - Up-To-Date Information

The following information must be up-to-date and on file with LISD at all times. It is the responsibility of each booster club to verify:

- Bylaws
- Officer List and Contact Information
- Minutes of all meetings
- Budget
- Financial Statements

Bylaws, officer contact information and current budget should be on file on or before September 1 of each year. Complete minutes and financial statements (including original bank statements) will be verified on or before the last day of each academic year.

6.0 - Communication with Lovejoy Independent School District

The LISD Superintendent is ultimately responsible for UIL oversight of all athletic booster clubs. To that end, it is the expectation that LISD will be informed of all booster club activities. In an effort to facilitate this communication, the respective Head Coach, Athletic Director and Athletic Administrative Assistant should be copied (CC) on all e-mails regarding any substantive booster club activities. These individuals will forward this information as necessary.

7.0 – Meeting Agenda

A complete agenda must be sent to all pertinent parties at least 48 hours prior to any meeting - board, committee or general – to allow for any necessary additions or clarifications prior to said meeting. Submit all agendas to the Lovejoy ISD Athletic Department within the same 48-hour period.

8.0 - Meeting Minutes

Submit complete and detailed minutes from every board, committee or general meeting to the Head Coach, Athletic Director and Athletic Administrative Assistant within ten days of every meeting. Because this submission may not be the official approved minutes, it is acceptable that the minutes are marked “draft.”

Head coaches have first-level oversight compliance responsibility for his/her sport’s booster club. The Head Coach will be apprised of all information regarding the club.

9.0 - Robert’s Rules

Lovejoy ISD Athletic Booster Clubs utilize and adhere to Robert’s Rules of Order for conducting all business. This includes, but is not limited to, bylaws, bylaw amendments, written agenda, minutes, meeting quorum and motions.

10.0 - Booster Club Officers

Guidelines for Officer Elections:

- Officer nominations must be through a nominating committee or as a slate of officer nominees presented by the current Board of Directors. All members in good standing must be contacted and given the opportunity to be included as a potential officer.
- During the actual election process, nominations from the floor must be accepted for all officer positions.
- Officers must be elected by members of the booster club rather than by the Board of Directors. In other words, the actual election must take place at a general meeting rather than a Board of Director meeting.
- Officers must take office prior to the annual LISD Booster Club Compliance Meeting
- Officers must have a student-athlete in the high school or middle school athletic program
- Officers must be elected to one-year terms, with a suggested two-term limit. **Term limit may be extended with board approval.**
- A husband and wife cannot hold separate voting Board of Director offices in the same booster club

It is the responsibility of each club president to disseminate all directives and information obtained from Lovejoy ISD and Lovejoy Leopards, Inc. Club presidents or **appointed club officer** will serve as the point of contact for each club with LISD administration and Lovejoy Leopards, Inc.

11.0 - LISD Employees

To ensure that there is no conflict of interest, the following guidelines must be adhered to regarding an LISD employee/athletic parent's relationship with any booster club:

- LISD employees (other than those associated with the LISD Athletic Department) are prohibited from using his/her LISD e-mail account to conduct athletic booster club business.
- LISD employees are prohibited from handling any athletic booster club funds.
- An LISD employee may not hold the position of treasurer for any athletic booster club
- Handling money while working in an athletic concession stand is an exception to this policy

12.0 - Transitions

When transitioning from year to year, it is vital that the organization's mission and vision be passed from leader to leader and that the necessary tools for carrying out that mission and vision are provided to incoming officers. To that end, booster clubs should establish policies and procedures for the transfer of the aforementioned information.

13.0 - Approval for Athletic Booster Club Events

Approvals regarding every athletic booster club event and fundraiser must be obtained from the appropriate LISD personnel.

If requesting the use of any LISD facility for booster club meetings, banquets, meals, etc., a completed *LISD Facility Use Request Form (FUR)* must be submitted to the appropriate assistant:

- For HS/MS athletic facilities (gym, stadium, field, etc) send FUR to Athletic Administrative Assistant (Dawn Cook)
- For LHS facilities (lecture hall, cafeteria, auditorium, etc.) send FUR to Principal's Assistant (Lorraine Milstead)
- For WSMS facilities (cafeteria, library, etc) send FUR to Principal's Assistant (Leslie Cox)
- For SCIS facilities (gym, cafeteria, library, etc) send FUR to Principal's Assistant (Lisa Wyrick)
- For LES facilities (gym, cafeteria, library, etc) send FUR to Principal's Assistant (Erin Johnston)
- For HES facilities (gym, cafeteria, library, etc) send FUR to Principal's Assistant (Heather Bouska)
- For PES facilities (gym, cafeteria, library, etc) send FUR to Principal's Assistant (Patty Flint)

If requesting approval for a fundraiser, approval to sell items at a game, or any other activity not mentioned above, submit completed *Athletic Booster Club Activity Form* to Athletic Administrative Assistant (Dawn Cook / 469-742-8068)

Submission via e-mail is acceptable. FURs and Activity Forms must be submitted at least two weeks prior to event. Failure to adhere to this timeframe may result in the denial of a request.

The Athletic Administrative Assistant or the Lovejoy ISD Facility Coordinator notifies booster club of approval/denial.

Athletic Administrative Assistant posts events on all appropriate LISD Athletic calendars.

General Booster Club meetings are on LISD campuses. Officer Meeting may be held off campus.

14.0 – Financial Compliance

In general, Athletic Booster Clubs should:

- Follow and abide by all financial policies and procedures set by Lovejoy ISD and Lovejoy Leopards, Inc.
- Comply with UIL guidelines and Federal and State laws
- Pay all taxes and debts incurred by club

All booster club monies must be accounted for and deposited immediately. It is the expectation that these funds shall be deposited within 48 hours of receipt. Receipts must be issued for all cash payments/donations to any booster club.

It is preferred that no husband and wife hold separate officer positions for the same booster club. If that, however, is the case, either the husband or the wife may have signatory authority for the club. In other words, both a husband and wife may not be listed as signatories on a booster club's bank account.

Booster club funds are to be used to support school activities. To provide such funding for non-school activities would violate rules and the public trust through which funds are earned.

15.0 - Fundraisers

In addition to participation in two Leopards, Inc. fundraisers (current a golf tournament in the fall and the Lovejoy Country Run in the spring), every athletic booster club is allowed two fundraiser per year. Appropriate approvals must be obtained for all fundraising events. All LISD, LISD Athletic Department and Lovejoy Leopards, Inc. policies, procedures and guidelines regarding fundraisers must be strictly adhered to.

The following do not count as your club's single fundraiser for the year:

- Game Programs
- Booster Club Spirit Wear Sales
- Community Service Activities such as working an event

16.0 - Sales on LISD Property

Booster clubs may not set up sales tables at any athletic event without prior approval/permission from Lovejoy Athletic Department and/or LISD Administration. The only sales that booster clubs may conduct on LISD property during school hours are for banquet tickets. Approvals for the situations described above must be obtained via the submission of an *Athletic Booster Club Activity Form*.

17.0 - Booster Club Spirit Wear Novelty Items

Any item sold by an athletic booster club must be sport-specific. A booster club may not sell generic Lovejoy Leopard clothing or novelty items without LISD administrative approval.

18.0 - Gifts to Coaches

UIL limits the amount of any gift(s) of appreciation or recognition to coaches/sponsors during an academic year. This amount (currently \$500) is cumulative throughout a calendar year and is not specific to any one gift or any one sport. Once a gift is made, it must be reported to the Lovejoy Leopards, Inc. Treasurer to distribute an updated cumulative amount to all clubs as necessary.

Account for the following as part of this total:

- Apparel
- Gifts at Banquets
- Pregame Meals

19.0 - Gifts to Student Athletes

Booster clubs should not give anything (including awards) to student-athletes without prior approval from LISD Athletic Department. The UIL allows school districts to grant permission for student athletes to accept small "goodie bags" that contain candy, cookies or other items that have no intrinsic value. Failure to follow this guideline is a direct violation of UIL and may result in sanctions for a team.

20.0 - Athlete Meals/Parties

The UIL allows athletic teams to be given pre-season and post-season meals, if approved by the school district. Permission to hold such dinners must be obtained prior to the event via the submission of an *Athletic Booster Club Activity Form*.

Under UIL guidelines, the school may grant permission for school athletic teams and athletes to be invited to and attend functions where free admission is offered, or where refreshments and/or meals are served. Athletes may be recognized at these functions, but may not accept anything other than food items that is not given to all other students.

Meals, snacks or snack food may be provided to athletes during or after practices. Per this UIL policy, athletes are no longer required to reimburse the host(s) for the cost of his/her food. LISD must grant approval prior to all official team dinners.

UIL guidelines allow parties given by parents or other students strictly for an athletic team. An event held for an athletic team in its official capacity (in contrast to a private event held for a birthday party, etc.) must receive prior approval from LISD.

21.0 – Coach’s Wish Lists

LISD coaches’ wish lists must receive written approval from LISD Athletic Director before submission to any booster club.

22.0 - Donations to School

Athletic booster clubs must comply with administrative regulations and Board policies when donating money or gifts to LISD. It is recommended that all sports team equipment and uniforms (three year rotation) be purchased by the LISD athletic department when LISD Athletic Budget allows.

23.0 - Insurance

When appropriate, Athletic Booster Clubs must provide adequate insurance coverage for activities conducted on school premises. Proof of insurance must be presented to the Athletic Administrative Assistant prior to event/activity.

24.0 - Banquets

As per the UIL guidelines, each sport may hold one post-season banquet. When scheduling banquets, every effort should be made to avoid potential conflicts, which would prevent athletes from attending. Unless specific permission is obtained from the LISD Athletic Director, **all banquets are to be held on the grounds of LISD @ Sloan Creek Intermediate School**. All banquets require the appropriate approvals. **All banquets scheduled on Saturday or Sunday will be charged a custodial fee of \$25 per hour and the number of custodians will depend on the size of the banquet.**

Gifts of any kind, regardless of monetary value, may not be given to any student-athlete, including anything used as decoration at a banquet. This is a direct violation of UIL and may result in sanctions against a team and school district. For a student-athlete to receive anything at a banquet, payment covering the true cost of the item must be received from the athlete’s parent or guardian prior to the banquet.

It is the policy of Lovejoy ISD that the following be included in the invitation list for every athletic banquet:

- LISD Superintendent Michael Goddard
- LISD Assistant Superintendents Dennis Muizers – Dr. Dennis Womack
- LISD School Board
- LISD Athletic Director Jim Bob Puckett – **Asst. Athletic Director Chris Ross**
- LHS Principal Chris Mayfield

If more than two board members and spouses attend any banquet, LISD will cover the costs of these additional guests. Please submit costs to Athletic Administrative Assistant for reimbursement.

Send invitations for Dr. Goddard, Mr. Muizers, Dr. Womack and the LISD School Board to the following address:

Lovejoy Independent School District
Attention: Stacey Dillon
259 Country Club Road
Allen, Texas 75002

25.0 - Annual Booster Club Compliance Meeting

A mandatory Athletic Booster Club compliance meeting will be held each year. All head coaches as well as booster club presidents and treasurers must attend. It will be necessary for all booster clubs to elect new officers prior to this date.

26.0 - Criminal Background Checks for Volunteers

Each person volunteering for an athletic booster club must have a yearly criminal background check. Oversight responsibility for booster club compliance rests with the club president or his/her designee.

27.0 - Criminal Background Checks for Paid Workers

When Lovejoy ISD pays an individual to work with students or when we have Parent-Paid Instructors work with students through a district program such as Band, Choir, etc., Lovejoy ISD runs a criminal background check on the individual via fingerprinting.

If a booster club pays an individual, the booster club will be encouraged to do a volunteer background check on the individual. Oversight responsibility for background checks for paid individuals rests with the club president or his/her designee.