

Sports Boosters Handbook

Mission Statement:

To promote and encourage athletics, physical exercise, and sportsmanship, as well as to enhance the moral character and physical health of young boys and girls through organized athletic competition.

Purpose of this handbook:

To provide a guideline for how we make decisions, how to raise and spend money and how to make requests of Sports Boosters. This is a working document, which can be revised with a majority vote at any sports boosters meeting.

Fundraising:

1. Sports Boosters utilizes several different fundraisers to support the athletes at GCS. We hold two annual chicken barbeque events per year and also collect revenue from the concession sales.
2. Funds raised are used to support projects for the school and/or specific teams, to assist teams with trips and/or training, and to purchase Sectional and State banners.

Projects:

A project committee is comprised of a minimum of 3 Sports Boosters members and was formed for the sole purpose of soliciting and reviewing project ideas from individual sports teams and/or from requests submitted through our request form.

Projects submitted to Sports Boosters should:

1. Not be for general maintenance or up keep of equipment of facilities within the school.
2. Not something already in the school budget.
3. Benefit the student athletes within the school.
4. Not be used to repair a previously purchased item from the project committee.
5. Be reviewed by the Athletic Director prior to being submitted to the membership for a vote.

6. If the item is not in the school budget but is in serious need, the Athletic Director may choose to bring the request to the Sports Boosters for review. This should only be done in extreme cases.

Awards:

1. **Blue Devil Award.** The Blue Devil Award is awarded to one male & one female athlete during each sports season. To be considered the student-athlete must have a min 90 GPA, have shown leadership within their sports team and be in good standing at school. The student receives a plaque which is purchased by Sports Boosters and is ordered by the Athletic Department at GCS.

Coaches submit a nomination form at the end of the sports season. A selection committee made up of the Athletic Director, the HS Principal and the HS Guidance Counselor, review all nominations and make the selections.

The selection committee considers seniors first and if there are no eligible seniors, juniors are then considered. If a choice is made between two equal candidates, the one that did not receive the award will be considered in a different season. A student may be selected to receive the Blue Devil Award more than once but not within the same school year.

2. **Big Blue Award** – Awarded to all student athletes that compete in 3 sports each year for all four years of high school, **at Geneseo Central School**. Student-athlete receives a certificate and \$50.

To be considered a student must be on the roster for the team, earn a varsity letter (if varsity sport) or equivalent if a JV sport. The student must meet participation requirements stated in the sports handbook.

An athlete that is injured and does not participate in the entire sports season does not qualify. An athlete that is injured but does attend practices and/or games and letters in the sport will be eligible. An athlete that participates in a “team of one” is eligible for this award.

3. **Senior Scholarship** – Two scholarships of \$500 each are awarded to two graduating seniors who write a 250 word essay on the subject “What playing sports at GCS has meant to me”. The student must be in good standing at school.

The scholarship form is posted on the Sports Boosters website and available through the Guidance Office. Forms must be turned in by the

deadline to the Guidance Office. The HS Guidance Counselor along with the Principal and the Athletic Director review the applications to ensure that all candidates meet the qualifications of “good standing” within the school. Selection committees, made up of 3 to 6 members of the Sports Boosters membership, review the applications and make the selections. To be part of the selection committee the SB member may not be the parent of a senior. At the time of the selection, the committee does not know who has submitted the applications. If no student fully meets the requirements of the scholarship, it will not be awarded in that school year.

- 4. Team Awards** – Three team awards may be presented to athletes within each sports team, each season. These awards are chosen by the coaches and are Most Valuable Player, Most Improved, and Team Award. Recipients receive a plaque with their name, sport and award being given. Sports Boosters pay for the plaques and they are ordered by the Athletic Department at GCS. Once the season is complete, these awards are presented at the Sports Banquet.
- 5. League winners:** If a sports team is a League, Division or County Champion each member of the team will be presented with a t-shirt. Each year a team wins their League or Division will have the Year added to that sport banner displayed in the gymnasium. Sports Boosters will provide these banners and years.
- 6. Sectional Winners:** Any team that wins their Section will be presented with a team dinner. Coaches must submit a receipt to Sports Boosters and will be reimbursed for expenses for this meal at an amount not to exceed \$8 per athlete. This must be pre-approved by sports boosters prior to the meal. Each year that a team wins Sectionals the year will be added to that sport banner displayed in the gymnasium. Sports Boosters will also provide the Sectional Banner and the years needed.
- 7. State Champions:** Any team that wins a State Title will be presented with a State Banner along with a donation of \$25 per athlete up to \$1000 per team to be used toward a celebration or memorabilia for the team. This must be requested and pre-approved by sports boosters prior to the purchase. This could be a dinner or the purchase of a state ring, jacket, etc.

Fiscal:

1. A committee should be formed to include at least one outside accounting specialist, the sports boosters’ treasurer and one other Sports Booster member. A review of the financial records shall be completed at the end of each year and reported on during the Annual Meeting.

2. The committee shall review all fiscal policies, procedures and financial documents on an annual basis.
3. Debit/Credit Card: The treasurer has possession of the sports boosters' credit card. Any sports booster committee chairperson may use the card for any sports booster need. The Treasurer will keep a log of who has possession of the card and for what purpose. All receipts must be submitted to the treasurer with a detail on the purchase at the time the card is returned.
4. Sports Boosters Checkbook: This is in the possession of the Treasurer. All receipts MUST be turned in to the Treasurer. All information on deposits to the account must be detailed and reported to the Treasurer.
5. **Also see fiscal components to each category below.**
6. At the end of each fundraising event or sale a one page report on the results of the sale will be put together. This will be presented at the next sports boosters meeting.
7. All receipts should be documented with the event information they are for.
8. Deposits should be made as soon as possible following an event and be made individually for better tracking of funds. The deposit slip should be turned into the treasurer along with the count sheet or record sheet of sales.
9. Duplicate deposit slips should be used.

Communications:

1. **Website:** The website is maintained by the Sports Boosters secretary as a communications tool to membership, school, and community on our events and projects. Meeting dates, scholarship and request forms, membership list, and project updates are all posted on the website. The Sports Boosters website may be accessed at:

<http://www.geneseocsd.org/athletics.cfm?subpage=110263>

2. **Post Office Box:** Sports Boosters has its own post office box at the Geneseo Post Office. The box is # 482. There are two keys to this box, they are held by the President and the Treasurer. All banquet reservation forms and requests for funding should be sent to this post office box.

Requests for donations from sports boosters:

A request form is available on the Sports Boosters website or in the school office. Requests must be reviewed and signed by both the team's coach and the Athletic Director prior to being sent to Sports Boosters for consideration. Requests for assistance for team trips are typically approved for the amount of

\$100 per trip or special event. Requests from an organization, for a student athlete who has been invited as a representative of the Geneseo Central Sports' Program at an event (i.e. Eddie Meath, etc.), will be considered. Requests will not be approved for individual athletes, which do not meet the above criteria. Any requests received will be reviewed on a monthly basis and must be approved by the membership prior to distribution of funds. Team requests should be for the purpose of training, attending a competition, team building, etc.

Project or equipment requests will also be considered and may be approved for larger amounts. Special request for donations may be submitted and will be considered if it benefits the students and is in support of the Sports Boosters Mission Statement.

The membership will ensure that all donations are in support of the purpose of sports boosters, to improve the culture and/or environment within the athletics department.

Banquets:

1. A banquet is held at the completion of each sports season.
2. Team awards are distributed during banquet as long as the season is complete.
3. Boosters pays portion of overall cost, determined based on estimate
4. Up to two Coaches per sport will attend the banquet free. The coaches to attend free are selected by the Head Coach.
5. Dates are set at the annual meeting to coincide with sectionals and start of next season. This is done with the assistance of the Athletic Director.
6. Invitations are sent to all student athletes that qualify by the Athletic Department. **All reservations should be sent to the Sports Boosters PO Box by the deadlines established.**
7. Deadlines are established to ensure that a headcount may be called in at least one week prior to the banquet.
8. Set up is completed during the morning of the banquet by volunteers typically from SB membership.
9. We will sponsor students to the sports banquets if they cannot afford to attend. This is done at the discretion of the Athletic Director.
10. Team awards are arranged for by the Athletic Office and paid for by the Sports Boosters.
11. Sport pins and letters are arranged and paid for by the Athletic Office.
12. Senior medals are arranged for by the Athletic Office and paid for by the Sports Boosters.

Concessions:

1. Purpose – to raise money for sports boosters.
2. Purchasing of goods – done primarily by the Concessions Chairperson, but may be done by a designated SB member using tax exempt credit card and Sam’s Club membership card.
3. Moneybox – Startup money of \$250 (or amount set by SB membership) is placed in a moneybox by a person designated by sports boosters. This is given to the sports booster representative or person designated to open up the concession stand for that event. The startup money is counted and placed in the box. At the end of the night two people must count the money, prepare the deposit to include a duplicate deposit slip and the deposit bag, with the date and initials and place it in the box along with the cash/change. A small calculator is kept in the moneybox at all times.
4. The money is deposited after every event by the Treasurer or their designee.
5. Guidelines will be laminated and posted with instructions for startup and shutdown procedures as well as amount of food to cook and when to discontinue cooking.
6. Pricing – Sports Boosters concession chair reviews the concessions pricing prior to each season.
7. Facilities – We have full use of the free standing building by Field of Dreams. We use the “tunnel” for wrestling and basketball. Other sports may set up concession at a table or other site as approved by membership. Annual health dept. certification arranged in fall by SB member
8. Equipment – all owned and maintained by sports boosters. Kept outside at Field of Dreams building for fall sports, brought in to tunnel prior to winter sports needs by sports boosters members. May be borrowed by other organizations with advance request and approval of Sports Boosters Membership
9. Workers – all workers are volunteers. It is not mandatory, but encouraged to help raise funds for our athletes. The Sport Representative is responsible for concession scheduling during their sport season. Students may be utilized if they are at least 14 years of age and are working with an adult
10. Keys to the concession stands will be inventoried on an annual basis at the time of the concession stand cleaning. Redistribution of the keys will

be done at the start of that sports season by the Concessions Chairperson.

This handbook is reviewed each year at the Annual Meeting during May.