

**Upper St. Clair School
District**



**Handbook for
Booster Organizations**

2019-2020

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The Upper St. Clair School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For more information regarding civil rights, contact: Title IX Coordinator, Upper St. Clair School District School District, 1820 McLaughlin Run Rd., Pittsburgh, PA 15241.

STATEMENT OF PURPOSE

The purpose of Interscholastic Athletics in the Upper St. Clair School District is to provide competitive programs that create the maximum degree of student-athlete participation that develops participants who exhibit good citizenship, sportsmanship and scholarship. The School District desires to provide the student-athlete with the proper facilities, equipment and qualified coaches in all sports. Coaches play a key role in refining the skills of those entrusted to their care to the fullest potential while Booster Organizations aid in enhancing the overall team experience.

USCSD Guidelines for Booster Groups 6014.1R and this handbook establishes a frame of reference under which the athletic booster organizations of the Upper St. Clair School District can be organized, administered and supervised. This handbook is designed to provide the booster groups with meaningful guidance concerning their organizations. All groups should become familiar with its contents.

It is hoped that the policies and procedures set forth in 6014.1R and this handbook can be continually evaluated so that a constantly improving sports program can be made available to the youth of this district.

MISSION STATEMENTS

USCSD Mission: “Developing lifelong learners and responsible citizens for a global society is the mission of Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.”

USCSD Athletic Mission: To challenge all student athletes to achieve success and a sense of self-esteem through participation in competitive athletics. It is through participation in competitive athletics that students will develop the necessary skills to become productive members of a globally competitive workforce.

Upper St. Clair High School has a rich history of success in high school athletics. Not only are the administrators, staff, and community committed to building upon that history, but it is also committed to maintaining a high level of integrity throughout its athletic program. Students are encouraged to develop responsibility and commitment, an understanding of the importance of teamwork, and respect for self and others.

ORGANIZATION OF ATHLETICS AT UPPER ST. CLAIR

Our entire interscholastic athletic program is authorized and funded by the Upper St. Clair Board of School Directors. The task of organizing and operating the program is delegated through the superintendent, the principal, the athletic director and such other staff members as may be designated.

The interscholastic athletic program of the Upper St. Clair School District is operated in accordance with the rules of the Western Pennsylvania Interscholastic Athletic League, a subsidiary of the Pennsylvania Interscholastic Athletic Association. All personnel having

to do with interscholastic athletics should be thoroughly familiar with the by-laws, rules and regulations of these two organizations.

The following personnel are responsible for the operation of the athletic program in the Upper St. Clair Schools: Superintendent, Principal (Sr. High & Middle School), Athletic Director, Faculty Manager, Head Coaches, Assistant Coaches, Equipment Manager

OBJECTIVES OF SPORTS

1. To enjoy the time spent playing and preparing for competition.
2. To strive to accomplish team & individual goals.
3. To understand the rules of the game essential to playing and being intelligent spectators.
4. To think and act as an individual and as a member of the group.
5. To improve motor skills.
6. To develop better health and physical fitness.
7. To create a desire to succeed and to excel.
8. To improve moral and ethical standards.
9. To practice self-discipline and emotional maturity.
10. To be socially competent and to realize the value of rules.
11. To show respect for the rights of others and for authority.
12. To learn high ideals of fairness in all human relationships.
13. To learn to practice proper decision making under pressure.
14. To place the good of a team before the glory of an individual.

Multi-Sport Athletes: In keeping with our philosophy, to fully develop our student athletes, and in line with keeping our athletic teams as competitive as possible, student athletes are strongly encouraged to participate in a variety of sports for Upper St. Clair if they are capable of doing so. Multi-Sport athletes develop various skills that all play in to making an individual a better all-around athlete, it also reduces the risk of injury from over-use of any given muscle group and lessens the probability of burnout from continually playing one sport all year round. Multi-sport athletes are also usually happier with their overall sports experience because they meet new people and develop more relationships.

A student's physical and mental health is just one of many concerns that the administration, coaches, and teachers have for your child's total well-being. Although there is no set policy against a student participating in more than one sport during any one season, and occasionally it works for the student-athlete, it is recommended that students should play only ONE sport during the fall, winter, and spring sports seasons. This is largely due to the grueling practice and academic workload for high school students. Students must remember that they are students first and athletes second. Trying to do too much will affect a student's health and also his/her academic and athletic performance.

ROLE OF BOOSTER ORGANIZATION

- To promote athletics in a vein that is consistent with the philosophy of the school district regarding interscholastic athletics.
- To provide assistance to the particular sport. This often means financial support that the sport does not receive through the athletic budget.
- To enhance and enrich the experience of the student athlete in interscholastic athletics.
- To provide a positive support base for the particular sport.
- To provide a means of communication that can lend support to the effort to make the athletic experience a positive one for coaches, players, parents, and fans.
- **Successful Booster Organizations:**
 - Great booster programs not only support students; they also involve parents and community members to create pride in the program.
 - A booster program should always be thought of as an addition. The funds it raises are not a replacement for school funding to justified programs. Rather, it provides means for students to have experiences beyond what the school can supply.
 - The goal of a booster program is to assist and support the coach so that he/she can maintain a program that will be enjoyable and rewarding. But it should never reach into the content and priorities of the program.
- **Addressing Concerns:**
 - In the case of a parental problem or concern, the individual should first meet with the coach of the sport in which their child participates. If the parent is not satisfied, they can take their concern to the athletic director, and then the building principal.
 - If there is an organizational concern, an officer of the booster group should make arrangements to meet with the Athletic Director.

BOOSTER OPERATING PROCEDURES

Board Approval

Any group applying for a Small Games of Chance License or filing for 501(c3) status will need to have the approval of the school board.

Head Coach

The head coach should be involved in the agenda of the organization, voting issues, and proposed amendments. The coach should be invited to attend meetings on a regular basis. The organization should seek input from the coach as to the needs of the program within reason.

Booster Minutes

Minutes should be taken during each meeting and shared with the members of the organization.

Building Permits

To obtain a building permit, Booster Groups must contact the athletic office to schedule a date and time. In hosting a camp, they need to provide proof of insurance to reserve facilities.

Tournaments & Invitationals

If an organization wishes to sponsor a tournament or an invitational, they should first approach the athletic department. The athletic department will work with the booster organization to insure proper procedures are followed.

Transportation

The school district will provide transportation for all interscholastic competition and post-season play. The type of transportation will be determined by the number of team members and the distance of the trip.

If a booster organization would like to upgrade transportation, the athletic department will pay for the cost of a regular trip.

Concession

Concession stands are allocated to the organization whose team is playing, except in the Fall stadium events which is operated by the Band Boosters. Thus, the girls' basketball boosters operate the concessions on the days the girls' basketball team is playing. Prior to the season, the organization should contact the athletic department to make the necessary arrangements. If any group wishes to sell items or concessions during events that are not strictly their own, approval from the athletic director is necessary.

Senior Recognition

Senior Recognition usually takes place prior to the final home contest. The booster organization should provide the athletic department with the particulars for senior recognition. The athletic department will assist with the event should the organization require or request assistance.

End of Season Banquets

End of the season banquets are an excellent way to close the season and recognize the efforts and contributions of coaches, player, managers, and other support personnel.

The scheduling of the banquet and the banquet site should be the joint effort of the booster organization and the coaching staff. Some may choose to hold a formal banquet, while others may prefer an informal setting. At no time should a student-athlete (in good standing) be excluded from a banquet due to their lack of involvement with the booster organization.

Post Season Competition

The athletic department will make the necessary arrangements in conjunction with the head coach. The district will provide for transportation, room, and allot meal money for individuals and teams that qualify for post season interscholastic competition.

Purchase of Uniforms

The athletic department will purchase the uniforms for interscholastic athletic teams. There is a uniform cycle by season that dictates when new uniforms will be ordered.

Upper St. Clair school colors are black and white. We encourage the purchase of items with these colors. This is a measure of pride and respect for those who have proudly worn those colors.

In considering uniform requests, the age, general condition, and usage (indoor vs. outdoor) will be factors. The coaches in conjunction with the athletic director will choose the sizes, style, and color of the uniform. The uniform should contain the school colors of black and white. Other colors are permissible on the trim of the uniform. The athletic director will have final say on the year of the purchase, the style and color.

RECOMMENDATIONS and CONSIDERATIONS

For ALL Booster Organizations

1. Establish By-Laws.
2. Open a Bank Account
3. Obtain Employer Identification Number (EIN) from IRS (www.irs.gov)
4. Obtain appropriate insurance.
5. Begin the process to become a Non-Profit Organization or a 501(c3) Organization.
6. Request tax exemption from IRS (www.irs.gov) form 1023. If applicable.
7. Develop a budget, even if it is only for a partial year the first period.
8. Perform an audit on a yearly basis.
9. Comply with school district requests for info necessary to complete the Interscholastic Athletic Disclosure Act. (Title IX)

HEAD COACH and BOOSTER RELATIONS

- The head coach of their respective interscholastic athletic program is in charge of overseeing the program in its entirety. The head coach should be involved in the agenda of the organization, voting issues, and proposed amendments. The coach should be invited to attend meetings on a regular basis.
- Booster organizations are an arm of the particular sport program, and the head coach should work with them closely. The organization should seek input from the coach as to the specific needs of a program and assist as much as possible.
- When a booster group wants to move forward with an initiative, they should do so in conjunction with the head coach. If there are concerns or complaints, they need to bring those issues directly to the coach. This reinforces that the role of the group is to enhance the program and do it in a way that is with the express consent of the head coach of that sport.

CLUB SPORTS

Club Sports must seek board approval in accordance to **USCSD Guidelines for Sports Clubs 6014R** as well as follow the guidelines established in this manual.

Since the district only funds interscholastic athletics, a club relies almost exclusively on funds generated through the efforts of a booster organization.

When all proper documentation is provided to the Activities Office, the club sport is also eligible to receive letters and awards.

FUNDRAISING

All funds raised through a Booster Organization are to be used for the benefit of the team. The head coach should be involved in the decision-making process of selecting a fundraiser.

Fundraising applies to the organization as a whole and should comply with 6014.1R. This is considered a donation to a non-profit organization and refunding individual team members or a parent is not permissible.

Boosters should identify (in publications and promotions) the fundraiser is being sponsored by and benefiting that specific Booster Organization.

BOOSTER SPONSORED FIELD TRIP

When booster organizations desire to sponsor for example an out of state trip, it falls under the guidelines of the Upper St. Clair School District Policy on field trips.

Prior to any fundraising for the trip, the organization must receive approval by the school board.

Some other parameters:

1. The trip must be at no cost to the district.
2. Any fundraising done for the trip by athletes is non-refundable.

EMPLOYMENT CLEARANCES

Pennsylvania School Law requires that all applicants for employment in public schools, employees of independent contractors seeking business with public schools, and student teacher candidates undergo background checks if they will have direct contact with students. The following three background checks are required:

- **ACT 114 - Federal Criminal History Record Information (CHRI)**
- **ACT 34 - Pennsylvania State Police Request for Criminal Records Check**
- **ACT 151 - Department of Human Services Child Abuse History Clearance**

ACT 114 - Federal Criminal History Record Information (CHRI) | Cost: \$22.60

Registration is completed online at uenroll.identogo.com. Enter the Service Code **1KG6XN** (Specific for PDE School Districts) to begin the process.

You may share your **UEID #** (as shown on your receipt) with a human resources representative so he/she can obtain your “official” fingerprint record information. Please retain a copy of your unofficial Criminal History Report for your records.

Act 34 - Pennsylvania State Request for Criminal Records Check | Cost: \$22

[Click here to access the PA Criminal History Check](#) and select “**Submit a New Record Check.**” Follow the instructions through to the Certification Page. Once the search results table appears, click on the control number. Please be sure to retain the control number for your records. **Click on the Certification Page to access your official clearance.**

Note: The Record Check Details page is only a receipt and not acceptable as a “clearance.” You can complete everything online and receive your results immediately. Please retain a copy for your records.

Act 151 - Department of Human Services Child Abuse History Clearance | Cost: \$8 (Increasing to \$13, as of July 1, 2018)

[Click here to access the Child Welfare Portal](#) where you must first create an account OR log in if you already have an account. (Note: you will need an email address to create an account.) Creating an account and submitting your clearance application online will give you immediate access to your results, or the status of your results if your results cannot be processed immediately. Please retain a copy for your records.

Act 24 Arrest/Conviction Report & Certification Form | No Cost

Download form PDE-6004 complete and submit form PDE-6004 (Arrest/Conviction Report & Certification Form) to human resources. In addition to new/prospective employees, current employees must use this form to report to the district within 72 hours of any arrest or conviction for any criminal offense listed in Section 111(e) or (f.1).

Disclosure Statement Application for Provisional Employment | No Cost

Download form Disclosure Statement Application, complete, and submit (if Acts 34, 114, and/or 151 are dated within 60 months prior to but older than 12 months of employee's hire date) to human resources.

Submitting Employment Clearances

Place copies in a sealed envelope marked "CONFIDENTIAL EMPLOYEE CLEARANCES" and submit to human resources by either method:

1. Hand deliver to the DROP BOX at the school district's Central Office
2. Send via U.S. mail to the following address:

Upper St. Clair School District Central Office
Attn: Confidential Employee Clearances
1820 McLaughlin Run Road
Upper St. Clair, PA 15241

Note: CLEARANCES MAY NOT BE SUBMITTED VIA EMAIL. PLEASE RETAIN COPIES OF YOUR CLEARANCES FOR YOUR RECORDS.

Contact Information

For additional information, contact the Pennsylvania Department of Education School Services Office at (717) 783-3750 or via email: ra-pde-schoolservice@pa.gov.

SPORTS MEDICINE SERVICES and MEDICAL ISSUES

The Athletic Trainer reports to the Athletic Director and is responsible for coordinating the Sports Medicine program.

In order to ensure the physical welfare of the student-athlete, the school provides a certified, licensed Athletic Trainer who works under the direct supervision of the Athletic Director. The Athletic Trainer is an integral part of the Sports Medicine Team that consists of Physicians, Emergency Medical Technicians, the School Nurse and Coaches. In a collective effort with these professionals, the Athletic Trainer will provide his/her expertise to prevent, identify, treat and rehabilitate injuries so that the inherent dangers involved in athletic competition will be minimized.

The Athletic Trainer will adhere to physician's orders regarding athletic injuries and participation status. In the absence of direct physician's orders, the Athletic Trainer will utilize his/her professional experience to determine an injured athlete's playing/return to play status. Athletes that have seen their personal physician for injuries will be prohibited from participating in any school sponsored sport until they have full **written** medical clearance from their personal physician. Athletes that have been temporarily prohibited from participating due to injury by the Athletic Trainer will not be allowed to participate until released by the Athletic Trainer.

In addition to meeting the requirements of the contract for services, the Athletic Trainer will perform the following duties:

- Supervise the operation of the training room and make it available to student athletes scheduled times.
- Accompany the teams during their contests as schedules permit.
- Cooperate with the various coaching staffs in the prevention and care of injuries.
- Administer first aid to injured athletes and recommend additional care by a health professional.
- Supervise a rehabilitation program for injured athletes.

ATHLETIC AWARDS

All awards will be distributed to the coaches by the Athletic Director and then to the individual athletes. **Anyone who quits or is removed from a team prior to the completion of the season, including post-season playoffs, will not receive a letter nor any other individual or team award even if the criteria for earning that award had been met prior to quitting or being removed.**

Varsity

Requirements for earning a varsity athletic letter will be determined by the head coach. Requirements must be approved by the Athletic Director prior to the start of the season and a copy of these requirements will be retained in the athletic office. All students will be notified at the end of the season as to their lettering status.

First Year: Certificate, chenille "USC" letter, respective sport pin and bar

Second Year: Second Certificate and bar

Third Year: Silver Plaque and bar

Fourth Year: Gold Plaque and bar

Special Awards

Team Captains: Captain Pins

Varsity Jackets

Varsity letterman's jackets are handled by an external company. Contact information for said vendor along with general jacket information will be available in the athletic office. It will be the family's responsibility to deal with the individual company if they are dissatisfied with the product or service they receive when ordering a varsity jacket.

PARENT INFORMATION

Positive Athletic Parenting

- Be a positive motivator.
- Do not degrade the coach or their staff; we all make mistakes. Instead, emphasize loyalty and perseverance, and use it as a teaching moment.
- Encourage your child to play for the enjoyment of the experience.
- Do not focus on personal statistics, game scores, or athletic scholarships.
- Encourage participation in several sports. Specialization leads to decreased enjoyment and burnout.
- Be realistic about your child's abilities.
- Be a good role model for your child.
- Encourage good decision making.
- Talk to your child on a daily basis.

Parent/Coach Relationship

Communication/Information Coaches Should Provide to Parents:

- Coach's expectations of players and their parents
- Locations and times of all practices and contests
- Team requirements (i.e. special equipment, off-season conditioning, etc.)
- Team rules and guidelines
- Lettering requirements
- Disciplinary procedures
- Information regarding procedures to contact coaches

Communication / Information Parents Should Provide to Coaches:

- Notification of any schedule conflicts well in advance
- Specific concerns in regard to the coach's expectations of their child
- Information regarding student injuries and medical condition

Appropriate Concerns for Parents to Discuss with Coaches:

- Treatment of their child
- Ways to help their child improve
- Concerns about their child's behavior

Concerns NOT Appropriate to Discuss with Coaches:

- Playing time / positions / assignments
- Team strategy
- Play calling
- Other student athletes

Procedures for Discussing Parental Concerns:

- Parents should not confront coaches or engage in controversial discussion with coaches, either in person or via telephone, immediately before, during or after a practice and/or game. Failure to comply with this request will result in a meeting with the Administration and consequences may include being prohibited from attending next event, multiple events, or up to and including the remainder of the season. *Discussions during times of high emotions do not promote resolution of issues.*
- Parents may discuss concerns with coaches via the telephone or request a meeting with the coach.
- If a parent meeting is desired, the parent should call the coach to schedule an appointment in advance.
- If the coach cannot be reached, the Athletic Director should be contacted to schedule the meeting.
- If the meeting with the coach does not provide satisfactory resolution, the parent may schedule an appointment with the Athletic Director to discuss the situation.
- Coaches may also schedule a meeting with the Athletic Director to discuss issues with parents.
- If the situation is still unresolved, additional meetings with appropriate administrators may be scheduled.

Parents' Responsibility as Fans

In recent news, the role of the parent as a fan at youth or high school athletic events has become a concern. In another state, a parent was sentenced to jail for the murder of a fellow parent during a high school hockey practice. In our state not too long ago, several parents were accused of attacking a referee during a high school basketball game. It is important for fans (parents or otherwise) to realize that just like participants, they play an important role in every contest.

First, the fan must realize the participants are playing the game because of their love and enjoyment for the sport.

Second, a fan must realize that these are youth or high school athletes. They will not be able to perform at the collegiate or professional level at which you are accustomed to watching on television or attending in person.

Third, remember the athletes are trying to succeed and give their best effort every time. Fans should recognize and appreciate their successes and not criticize their failures. Their efforts are pure and genuine. Realize that some athletes will have more advanced skills than others. As a fan, you must be aware of the simple fact that even though your team may have given a solid effort, they will not always win.

Fourth, the fan needs to understand the coach. Coaches work and prepare to put forth the best game possible with the resources they have. They are interested in the success of the athlete and team and are working together toward common goals. They are also educators. Along the way, coaches may be forced to sideline a player for lack of effort or

violation of team rules. While people may not always know the whole story, or agree with the decision, it is part of the coach's responsibility. The athlete may not always agree with these tough decisions either, but they will remember the reason a lot longer than they will remember the score of that game.

Fifth, remember the future of the participant. There is no need to dwell on the score, because a year from now, the score will not matter. What will matter is the impression you left on everyone and how the school will be perceived in the future. How fans behave has a larger impact on the game than you may think.

Sixth, it is the responsibility of the fan to show the athlete how to react to success and failure with the proper attitude. The fan needs to understand that everyone involved – players, coaches, officials – is trying to do their best. Appreciate that effort and be patient and understanding when mistakes occur. When success occurs, for the Panthers or for the opponent, recognize it with class and refrain from taunting or flaunting.

Seventh, attending an athletic contest should be an enjoyable activity for the fan. As stated before, the athletes are playing for the love of the game. Help them to look forward to participation in contests and appreciate you coming to support them. Do not make them dread this experience because of your inappropriate behavior.

Finally, always remember you are the role model. You are modeling for the athlete (your son or daughter), the community and yourself. Continue to support the sport(s) of your choice but please do so in a manner that will make the team and community proud.

PIAA CODE OF ETHICS

According to the PIAA Constitution and By-Laws, the following is the **Athletic Courtesy By-Law** that every school, student athlete, coach, official, athletic director, principal, and fan must abide by to ensure a strong Code of Ethics is maintained.

Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in that person's own actions and earnestly advocate them before others.

1. *The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage on sport is theft.*
2. *No advantages are to be sought over others except those in which the game is understood to show superiority.*
3. *Unsportsmanlike or unfair means are not to be used, even when they are used by opponents.*
4. *Visiting teams are to be honored guests of the home team and should be treated as such.*
5. *No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.*
6. *Remember that the student spectator represents his school the same, as does the athlete at all home and away contests.*
7. *Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.*
8. *Decisions of officials are to be abided by, even when they seem unfair.*
9. *Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.*
10. *Good points in others should be appreciated and suitable recognition given.*
11. *The practice of "booing" is regarded as discourteous and unsportsmanlike.*