

ANAMOSA BLUE RAIDERS ATHLETIC BOOSTER CLUB

POLICIES

The Anamosa Blue Raider Athletic Boosters have the authority to amend or Waive any of the following policies with a majority vote.

Athletic Booster Clothing Sales

The Booster club will sell non-specific Anamosa athletic apparel. Sport specific apparel will not be sold by the club unless approval has been received from the varsity head coach of a particular sport.

Fundraising and Concession Chair Responsibilities

All Booster Board members will be expected to participate on a concession stand committee during a particular sport season. An annual schedule of responsibility will be determined at the July Board Meeting. The committee will be responsible for making sure there is a Booster Board member to open and close each home event. The committee will make sure there are two adults to count funds, prepare and sign deposit ticket(s), at the conclusion of the event. The committee will make sure we have volunteers to work at each home game and recruiting volunteers where there are gaps, and maintaining the necessary food and supply inventory.

Concession Stands Tabs

Tabs for concession stand items are not allowed.

Concession Stands Utilization by other Organizations

Concession stands at the High School, Football Field, Softball, and Baseball diamonds can be used by other requesting organizations. Requests should be made to and granted by the Booster Officer. Organizations will be responsible for returning the concession stands to the original manner prior to usage and providing their own food items for sale. Non-disposable items can be utilized as needed.

An organization can choose to use the Booster disposable inventory in the concession stand. The organization will be charged an approximate booster cost with notification of this amount made before the event. Paper products can be used for a flat \$25.00 per event or the requesting organization may provide their own. Popcorn, popcorn oil, and salt can be used without charge. If pop/Gatorade/water is utilized, prior to the event an amount of each flavor will be established and the balance of pop/Gatorade/water in the concession stand is to be moved to the separate locked cooler or another location. If candy is utilized, limited/designated inventory will be made available prior to the event (Example: 4 boxes of chocolate and 3 boxes candy) and the balance of the candy will be moved to another location. Such organizations will be responsible for tracking usage and submitting quantities used to a Booster Officer after the event.

With approval from the Anamosa Athletic Boosters, an Anamosa Community School organization can also use concession stands and all inventories in the stand with a flat fee payout from the Anamosa Athletic Boosters. The flat fee and the available dates will be established by the Booster, each year. The concession stand will operate as normal, with an Athletic Booster available to open, close, and for general help. Pay out of the flat fee will be in the form of a check after the event is worked. The current approved payout is \$200.

Election of Officers

Athletic Booster Officers shall include President, Vice-President, Secretary, and Treasurer. Board Members are elected to a position for a one year term. All elections will occur at the May Board Meeting to take effect on July 1st of the current year. Nominations will be taken from Board Members and a ballot vote will occur to determine officers. Officers can be elected to a one year additional term in the same office.

Fall Ad Sales

At the June Board meeting, a list of potential businesses will be distributed among Board Members for solicitation. Businesses will be offered the opportunity to advertise in the Athletic Program published and distributed by the Activities Department. Ads and payments will need to be collected by all Booster Board Members and returned to the Activities Department no later than August 15st of each year.

Foundation Donation

The Anamosa Blue Raider Athletic Boosters will support the activities of the Anamosa School Foundation annually through a merchandise donation up to \$200.00.

Fundraisers - Other

The Anamosa Athletic Booster Club may host other fundraisers as determined and pre-approved by the Activities Department/School Board. A summary of fundraising activities have to be submitted in the summer to the school board and midyear for review and approval.

Misc. Booster Purchases

Purchase of items needed by the Anamosa Blue Raider Athletic Boosters, with the exclusion of food items and concession stand supplies, shall be limited to \$250.00 without prior approval from the Board.

Post Prom Support

The Anamosa Blue Raider Athletic Boosters will support the activities of the Junior/Senior Post Prom event on a yearly basis assuming the occurrence of such an event. Support will include a \$250.00 cash donation. Payment will be made by the Booster Treasurer annually upon

confirmation of the planned event.

Volunteer Requirements for Funding Requests

If your child participates in a sport sponsored by the Anamosa Athletic Booster, the expectation of that athlete's parent/guardian is to volunteer for the Athletic Booster Club. Each sport will fill a minimum of 10 shifts volunteering in the concession stand each school year.

These shifts can be satisfied by any representative of the sport, athlete, coach, manager, relative, etc. Online sign up is the main avenue to sign up for concession shifts. Coaches sign up for one slot, and will count as two slots filled. An Athletic Booster is allowed to fill one slot per season. Requests for funding for each specific sport will be considered only if the minimum of 10 volunteer spots are filled, by that specific sport, the prior school year. This requirement applies to the following high school sports: Volleyball, Football, Boys and Girl Cross Country, Wrestling, Boys and Girls Basketball, Boys and Girls Soccer, Boys and Girls Track, Boys and Girls Golf, Softball, Baseball, Dance, and Archery. (Dec19)

Equipment Purchases

Requests will be considered from the Activities Director and/or individual coaches for team equipment for a particular sport if adequate funds.

Request for Funds Process

The Anamosa School District is required to purchase equipment and other items deemed necessary to play the sport. Examples of these items would be uniforms, football helmets, bats, balls, etc. If there are other pieces of equipment, items or services that would be beneficial, but not required, for the sport, a Head Coach or the Activities Director may request funds from the Athletic Boosters to purchase the items. Examples of these would be training equipment, camps, hardware, software, warm-ups, etc. The Coaches must complete a Request for Funds fillable pdf form and include two additional pricing quotes. These items will be submitted directly to the Athletic Boosters at Anamosabooster@gmail.com with a copy (cc) to the Activities Director. The Activities Director will not approve or deny the request, but will review to ensure the requested items will not be purchased by the school in the current fiscal year using activities budget funds. The Activities Director will notify the Athletic Boosters if the request is for an item that the school has, or will, purchase within the current school year to prevent any duplication in purchases.

The Request for Funds form and pricing quotes must be submitted a minimum of two business days prior to the monthly Athletic Booster meeting for consideration. The Athletic Boosters may ask, at their discretion, that the Coach or the Activities Director attend the meeting to answer questions regarding the request. The Athletic Boosters reserve the right to table requests if

additional information or discussion is needed. The Athletic Boosters will determine if the request is approved or denied. The Athletic Booster President will notify the Coach with a copy (cc) to the Activities Director of the Athletic Booster's decision following the meeting. The Athletic Boosters may also approve/deny a request between scheduled monthly meetings via e-vote if the request is deemed an immediate need.

If approved, the Coach or Activities Director may purchase the item(s) and submit the invoice to the Athletic Booster Treasurer for payment of the approved dollar amount. If the invoice received is more than the approved amount, payment will be made if the additional cost is no more than 7% above the amount originally approved. If the invoice is greater than 7% over the approved amount, the Athletic Booster Treasurer will request the Coach or Activities Director provide additional information on the price variance. After justification for the price increase is provided, the Athletic Boosters will take a second vote, via e-vote or at the next scheduled meeting, on paying the additional dollar amount. The Athletic Booster President or Treasurer will inform the Coach and Activities Director of the voting outcome to either cover the full cost or cover only the previously approved amount.

Selling items for other programs from Concession Stands

Other organizations will not be allowed to sell items from an Anamosa Blue Raider Athletic Boosters concession that would be in direct conflict with current concession sales, i.e. food items. An organization requesting that non-competing items be sold from a concession stand will not be allowed to do so without prior consent from the Board.

Student Athletic Scholarships

Maximum of Four \$500 Athletic Scholarships will be awarded each year to a graduating high school senior attending a postsecondary educational institution. Applications will be made available through the school's' Guidance Office. A committee of 3-4 Booster Board members will be established to review the applications. After the deadline for application, a Booster Scholarship Committee member will pick up the applications. Applications will be reviewed by the established committee and the four selections will be shared with the Guidance Office. The Committee will then be responsible for announcing the scholarship winners at the Senior Awards Night. Eligibility Requirements, must be an Anamosa High School senior, must be in good academic standing, participated on an Anamosa school sanctioned athletic team in your junior and/or senior years a player or manager, must provide documentation of acceptance to a 2-year or 4-year college/university, technical school or an apprenticeship program (trades) with the application. Scholarship checks will be distributed by the Booster Treasurer to each student awarded the scholarship, during the summer of the award school year. Scholarship funds can be used for college tuition, technical institutes, room and board, college class required books, equipment, tools, registration fees and possibly travel expenses.

Referees/Umpires Game Day Gratuities

Food and drink items will be provided to referees and umpires at no charge.

Tournaments - Booster Sponsored

The Anamosa Athletic Blue Raider Booster Club can choose to hold youth sport tournaments for additional fundraising opportunities. A date shall be selected and approved by the Activities Department. Cost for the usage of gyms and fields shall be waived in such events. Costs for utilization of janitors, cooks, or any other necessary Anamosa Community School District staff shall be the responsibility of the Booster club. Events shall be staffed by Booster members and any other willing volunteers. Student volunteers are also encouraged. Local teams participating in the tournament can either choose to pay the tournament entry fee or have parents volunteer to cover needed shifts at the tournament at the discretion of the Athletic Boosters.

Tournaments- School Sponsored

When there is a school sponsored youth tournament, the Anamosa Blue Raider Boosters may be requested to host the concession stand for the event. All proceeds from the concession stand will go to the Boosters. The Boosters will be responsible for staffing the concession stand and for all expenses associated with the concession stand. All other tournament costs will be the responsibility of the program hosting the tournament. At the discretion of the hosting program, volunteers (non-concession) coordinated through the program hosting the tournament and working the tournament may receive one drink and one food item from the concession stand.

Uniform Purchase Policy

New uniforms will be purchased for each High School sport on a minimum four-year rotation basis. This rotation list shall be maintained by the Activities Director. When a Varsity team receives new uniforms, the older uniforms are distributed to the JV and/or freshman teams if viable. New uniforms for Middle School sports will be reviewed on a case by case basis with a minimum usage of five years. A minimum of two bids will be required if the amount of the purchase is over \$500.00.

Coach Apparel

Each coach may request a \$25 discount on Anamosa Athletic apparel. The request must be made in writing and is limited to one request per coach, per season. The \$25 must be used toward purchasing items that associate the coach to the Anamosa and/or the Anamosa team he/she is representing. (Dec19)

Concession Stand Volunteer Refreshments

A volunteer working in the Booster concession stands for a minimum of two hours will receive one drink and one food item at no charge.

Yearbook Support

The Anamosa Blue Raider Boosters may purchase annually a quarter (1/4) page ad in the School Year Book. Payment will be made by the Booster Treasurer at the necessary time.

Qualifying State Athletic Events

A \$15 meal stipend will be provided by the Anamosa Athletic Boosters per athletes, coaches, and managers, per day traveling to participate in a state or national qualifying athletic event, if requested. This includes Drake Relays (Dec19)

Food Allowance

The Anamosa Blue Raider Boosters will provide snack packs for our student athletes prior to away games. High School teams are eligible for the following stipends: \$250 is allowed for each sport, with 1-15 participants, \$300 for 16-30 participants, and \$400 for 31 and over participants. A request in writing can come from the Parent Rep. for that specific sport. Distribution of the money can be done as the Athletic Booster Treasurer sees fit.

The Middle School, \$300 is allowed for each season, Fall, Winter, Spring and Summer. A gift card is to be purchased and given to the Middle School Administrative Assistant.

Proof of purchases is not mandatory, but proper use of funds will be monitored by the Athletic Boosters. Revisiting of this motion can be done each fall of the new school year.

Concession Stand-Silvercord Hours

The student must be high school aged to qualify. Online sign up is the main avenue for sign-up for a shift. Sign up for one shift only during each event. Booster contact information is available through the online site, if there are any questions or concerns with sign up for a shift. The student is responsible for filling out the Silvercord completion form required by the school. If there is a "No Show" from a student signed up for a shift in the concession stand, 1 warning will be issued. After a 2nd time offense, a student is not allowed to sign up to volunteer until the next school year. If there is a change of plans after a student signs up to volunteer, and cannot make it to their shift, they are responsible for finding a replacement. Boosters reserve the right to deal with major issues at their discretion, with communication to school/coaches involved as soon as possible. The student volunteer responsibilities can be any job in the concession stand, although money handling is not preferred and should be avoided, there are instances where the student may have to handle money. A maximum of 50% student volunteers are allowed in the stand

(example 4 slots needed, only 2 can be filled by students), unless it is a team sign up and special arrangements are made for coverage, including designated work area assignments. Clear instructions will be posted on how to run/operate each piece of equipment in the concession stands, to ensure the safety of the minor.

Concession for Softball/Baseball Games

The booster may retain Anamosa High School students to work concessions for the athletic events identified by the Anamosa Athletic Boosters, with a payment of \$15 per hour. Maximum allowed for payout per year is \$599, per person. A committee of at least two Athletic Booster members will form in April/May. The responsibilities of the committee is to advertise for the open positions in the school, distribute applications, gather candidates for the job, set up and conduct interviews, and retain the best candidates, by the first noon baseball/softball game. The committee must review and modify where necessary the checklist of responsibilities, inventory tracking guidelines, and policy and dates for payment. The committee must also establish the limited concession menu and prices for noon games.

Online Video Service

The Anamosa Blue Raider Athletic Boosters will support the automatic renewal of the on-line video service (currently HUDL) yearly up to \$3000, provided funds are available and the vendor does not change. If over \$3000, review of the request and a vote is necessary.

Athletic Trainer

A \$500 stipend will be allocated for an athletic trainer each year, funds to be provided at the beginning of the school year.

Anamosa Athletic Booster Request for Coaching Certification/Renewal Reimbursement

The Anamosa Athletic Boosters will, upon approval, reimburse volunteer or paid coaches at the high school or middle school levels for the costs associated with a first issuance or renewal of a coaching authorization or endorsement up to \$500.00 over the entirety of their coaching career at Anamosa Community Schools.

For reimbursement, the coach must:

- Have coached - as either a volunteer or paid - on an Anamosa school-sponsored athletic team for the entirety of at least one season. Be in good standing based on the evaluation of the head coach.
- Provide documentation of all fees paid (e.g., classes, training, certifications, application fee, etc.). The head coach will complete the Request for Coaching Certification Reimbursement form after the completion of that sport's season and email the form and all documentation of fees paid to the Athletic Boosters at Anamosabooster@gmail.com.

Approved requests for reimbursement will be paid via the form of a check.

Fees will not be reimbursed for:

- First issuance or renewal of a coaching authorization or endorsement obtained prior to, or after leaving, a coaching position at Anamosa Schools.
- Fees exceeding \$500.00
- A request form not submitted via a head coach.