

# **Bethel Park School District Booster Organization Handbook**



**Updated July 2022**

# Contact Information

## Athletics

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**Assistant Athletic Director:** Mrs. Laura Grimm, [grimm.laura@bphawks.org](mailto:grimm.laura@bphawks.org)

**IMS Athletic Coordinator:** Mr. Scott Staranko, [staranko.scott@bphawks.org](mailto:staranko.scott@bphawks.org)

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**Phone:** (412) 854-8548

**Fax:** (412) 854-8753

**Website:** <http://www.bpsd.org/hsathletics.aspx>

**Schedules:** <https://bpathletics.bigteams.com/>

## High School

**Principal:** Mr. Joe Villani, [villani.joe@bphawks.org](mailto:villani.joe@bphawks.org)

**Assistant Principal:** Mr. Jim Fodse, [fodse.jim@bphawks.org](mailto:fodse.jim@bphawks.org)

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## Administration

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**Public Relations Director:** Mr. James Cromie, [cromie.james@bphawks.org](mailto:cromie.james@bphawks.org)

**Director of Facilities:** TBD

**Building Assignments/Billing:** Mrs. Dana Walker, [walker.dana@bphawks.org](mailto:walker.dana@bphawks.org)

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## Function of Boosters

- 1. Purpose:** The Board of School Directors recognizes the contributions that booster organizations make to the quality of a student's school life at the Bethel Park School District. The purpose of the booster organization is to support the activities of the school district. Therefore, those activities should be consistent with the philosophy and objectives of the Bethel Park School District. Further, the activities of a booster organization may have direct bearing on whether or not a school athletic team and/or an individual on that team is disqualified from participating in sanctioned athletic events.
- 2. Definitions:** Booster organization means any support organization that provides services, funds, and/or equipment for a school district sponsored program. Such programs include athletic and non-athletic, as well as interscholastic co-curricular and extracurricular programs.
- 3. Authority:** Booster organizations shall apply for recognition from the Board of School Directors. A booster organization, in order to be recognized, must conduct its activities in a manner that is consistent with the philosophy, mission and objectives of the district.
- 4. Guidelines:** Recognition - A booster organization, in order to gain recognition of the Board of School Directors, must:
  1. Present to the Board a set of by-laws or similar rules governing the activities of the organization. The by-laws or similar rules must be consistent with the philosophy, mission and policy of the school district.
  2. Agree that it will comply with all district policies and guidelines relating to booster organizations, as well as with the PIAA and WPIAL rules and regulations, and any other governing body regulating the activity which the booster organization is organized to support.
  3. Booster organizations must turn in a yearly financial statement to the Business Office for compliance with Act 82 Interscholastic Athletic Opportunities Disclosure Act.

For the purpose of this section, **year** shall mean the school year commencing July 1 and continuing to June 30 of the following year.
- 5. Violations:** Booster organizations that violate this policy or any P.I.A.A. / W.P.I.A.L. rule or regulation may have their recognition revoked or suspended by the Board of School Directors of the District.

## **Fundraising Policy**

Fundraising can only occur if the booster organization is in compliance with all of the requirements of this policy. The district reserves the right to deny any fundraising activities at their digression. Permissible fundraising activities shall be for the following purposes:

1. To supplement programs for the various interscholastic and co-curricular and extracurricular programs within the school district with the advice and approval of the athletic director or designated administrator.
2. To support district student scholarships. The Booster Club shall confirm that all awards, gifts, or other items given to students do not violate the policies of the school district, the PIAA or the NCAA.
3. To supplement equipment, supplies and programs for individual schools with the advice and approval of the designated administrator. Pre-approval is required to ensure compliance with Title IX Regulations.
4. To support recognition banquets and awards which meet the enclosed guidelines.
5. To provide de minimus gifts to coaches and volunteer coaches at the end of the season in an amount not to exceed the salary of the lowest paid coach.
6. To provide for third party trainers who are properly certified and properly insured.

### **Guidelines for Fundraising**

1. Students are not to be required to take part in fundraising activities in order to participate in school sponsored activities, nor are they to be singled out if they do not wish to participate in the fundraising activity.
2. Non-secondary students are not permitted to participate in door-to-door fundraising activities.
3. All advertising must be in accordance with district policy and administrative guidelines.

4. Booster organizations must follow appropriate practices in maintaining and disbursing funds.
5. Booster organizations shall not use the BPSD tax-exempt number for purchases. Organizations who wish to have tax-exempt status must file with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.
6. The Booster group is required to comply with all laws and pertinent regulations. (i.e. Small Games of Chance, IRS, State & Local Income Tax Reporting regulations)

### **Student Participation in Fundraising**

Students will not be permitted to participate in any fundraising activities unless the following requirements are complied with:

1. The booster organization has been recognized by the district.
2. There are no restrictions on the participation of any student in the activities of the booster organization or benefits of the booster organization (i.e., banquets) if that student does not participate in fundraising. An exception may be made in instances when a fundraising goal has been established for the purpose of defraying costs associated with an approved field trip or fundraising for the purpose of a post season gift.
3. No student(s) shall be required to participate in fundraisers before a determination is made that they are an official member of the team.
4. Students' participation in fundraising is contingent upon identifying to the community the purpose of the fundraiser and clearly identifying that the fundraiser is being conducted by a specific booster organization.

The full fundraising policy can be viewed at:

[BoardDocs® Policy: 229 Student Fundraising](#)

Crowdfunding policy can be viewed at: [BoardDocs® Policy: 702.1 Crowdfunding](#)

## Donations to District

The Bethel Park School District may accept donations or contributions to the District with written pre-approval by the designated administrator and/or the Board, prior to any fundraising or the expenditure of any funds. The district must keep in mind the compliance to Title IX laws when accepting any donations. Contact the Athletic Director in writing with any potential donations.

## Small Games of Chance Rules & Law

Small games of chance or lotteries shall not be permitted, except as expressly outlined below, and as permitted by the Pennsylvania Small Games of Chance Act. In order for a booster organization to conduct small games of chance, the following must occur:

1. The booster organization must be recognized by the Board of School Directors. In order to achieve such recognition, the booster organization must be in full compliance with all the provisions of the district's Booster Organization Policy (915).

<http://go.boarddocs.com/pa/bthl/Board.nsf/goto?open&id=C6NPA45D1AA7>

2. The booster organization is responsible to apply for any required permit pursuant to the state Small Games of Chance Act.

<https://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/SGOC/Pages/default.aspx>

## Chain of Command

Concerns or issues from members of booster organizations should first be directed to the Booster Organization's Board of Directors, then through the coach/sponsor then to the designated school administrator. However, the district is not responsible for the actions of the Booster Organization and will only act as an intermediary on an issue.

## Facility Request Forms

The Board recognizes that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. The Board encourages the public use of school facilities. School-sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board and/or Superintendent through the appointed administrator.

For more information view the full USE OF SCHOOL FACILITIES Policy:

<http://go.boarddocs.com/pa/bthl/Board.nsf/goto?open&id=B7MNHJ5D4C05>

Requests for school facilities should be submitted online using the following link. You must first register for an account. Once your account is approved you may submit your request and it will go to the proper personnel for approval.

<https://pa19.mlschedules.com/Login.aspx>

## Outside Services

Booster organizations often request to use district facilities for an outside service to come in and train their team (i.e. speed & agility training). For the safety of our students, a request for outside services must be completed on the form BELOW and sent into the Athletic Office for approval. No service contracts may begin working with students until approval has been received.

[BETHEL PARK SCHOOL DISTRICT OUTSIDE SERVICES REQUEST FORM](#)

## Senior Night

Senior Night recognition will be coordinated by the booster organization with the approval of the Athletic Department. A Senior Night example bio can be found BELOW and must be completed and approved by the Athletic Department prior to reading over the PA System.

<http://www.bpsd.org/Downloads/Senior%20Night%20Form.pdf>



## **Banquet Gifts**

To remain in the confines of the PIAA guidelines for end of season gifts, please see page 12, section 3, Permissible Awards in the PIAA Constitution and By-laws BELOW

<http://www.piaa.org/assets/web/documents/Handbook%20-%20Section%20I%20-%20Constitution%20and%20By-laws.pdf>

## **Team Pictures**

Team pictures must be arranged and organized by the booster organization. After pictures are completed they must be forwarded to the yearbook sponsor for photos to be included in the yearbook.

## **Title IX Athletic Disclosures Act**

The Equity in Athletics Disclosure Act (EADA) requires coeducational institutions that receive federal student aid to annually disclose extensive information about those athletic programs. Many of the disclosures track the Title IX regulations. Part of the Act requires Booster Groups to report annual spending to the district for inclusion in the report. This amount is due to the Business Office or Athletic Office by June 30th of each year.

## **NON-DISCRIMINATION POLICY**

The Bethel Park School District will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, union membership, or any other legally protected classification.

Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry or complaint of harassment or discrimination, or need information about accommodations, for persons with disabilities should contact:

**Dr. Zeb Jansante, Assistant Superintendent of Administration**

Title IX Compliance Officer

301 Church Road / Bethel Park, PA 15102-1696

(412) 854-8424 / (412)854-8430 (fax)

[jansante.zeb@bphawks.org](mailto:jansante.zeb@bphawks.org)

## **Tax Exemption**

By federal law, booster organizations are not allowed to use the school's tax exempt ID number. Booster organizations are encouraged to apply for their own tax exemption number. For application please see the following link.

<https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status>.

## **Concession Stand**

All concession stands are operated and shared by the booster organizations. All booster organizations are responsible for supplying and securing the concession stand items during the season. All appliances are the responsibility of the booster organizations if any shall happen to break or need replacing. Keys for the concession stands will be obtained through the Athletic Office, individuals will sign a key out and return it upon completion of the current season.

## **Tournaments**

Booster groups wishing to host a tournament for the purpose of fundraising can do so as long as it fits within the established schedule. All game day operations are to be handled/paid for by the booster organization and its volunteers. Please submit a request to the Athletic Office for any items you may need for the tournament. Also, please contact the Athletic Department for a list of tournament costs. Security and custodial fees may be incurred.

## Transportation

1. Transportation for students shall be provided in accordance with law and Board policy.  
<http://go.boarddocs.com/pa/bthl/Board.nsf/goto?open&id=AZ8GV245941D>
2. The school district will limit regularly scheduled activity destinations to a twenty-five (25) mile radius. Exceptions may be made with the approval of the Superintendent or designee when no other reasonable options are available.
3. The Bethel Park School District provides transportation to all scheduled away events. It is important for students to ride the bus to and from all contests for many reasons. Such reasons include: team unity in victory and defeat, shared responsibility for team equipment during travel, coach's discussions and instructions before and after contests, etc. However, certain occasions arise that a parent/guardian must drive their child to or from a contest. In such cases, they must complete and comply with the attached "Athletic Travel Release" form prior to the scheduled event. A copy of that release can be found at:  
<https://www.bpsd.org/Downloads/FT%20Alternative%20Transportation%20BP.pdf>

## Overnight Trips

The Bethel Park School Board and/or administration frequently receive requests for permission to travel overnight by school groups. School personnel sponsoring such activities consider such travel as an aid to the school program. Questions arise as to whether there is sufficient benefit to justify such school group travel with due consideration given to time, distance, money, risks and purpose.

Booster Organizations wishing to take overnight trips must complete the appropriate forms in accordance to the Overnight Trip policy.

<http://www.bpsd.org/Downloads/241%20Attachment%20-%20Requirements%20for%20Field%20Trip%20Absences.pdf>

## Activity Fees

The activity fee is a once per year cost that covers all extra-curricular activities and athletic programs for the current school year. Said fee is due prior to participation in any athletics or activities.

[BETHEL PARK SCHOOL DISTRICT ACTIVITY FEE FORM 2021 - 2022](#)

# Physicals

The Bethel Park School District must follow the guidelines set forth by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) in requiring that all athletes participating in interscholastic competition have a pre-participation physical examination. **This exam must occur no earlier than June 1st for all sports in the upcoming school year.**

The health and well being of every student is our top priority. It is also important that our students learn responsibility and the ability to set priorities. The following procedures will help ensure that the school district is in compliance with P.I.A.A. regulations requiring that all athletes participating in interscholastic competition have a pre-participation physical examination:

1. The school will partner with AHN to offer pre-participation physicals three (3) times per year (Summer, Winter and Spring) at a discounted rate. The date and place of these pre-participation physicals will be announced and publicized in the school approximately four (4) weeks prior to physicals being administered.
2. Students must obtain the PROPER forms from their coach, through the Athletic Office or online via the school website. **No other forms will be accepted.**
3. Completed physical forms are to be turned in to the coach, athletic trainer or athletic office prior to the first designated practice. **If completed physical forms are not received, the student will NOT be allowed to practice or participate in that sport until all paperwork is received. NO EXCEPTIONS.**

Students will have to do one of two things PRIOR to the first day of tryouts in order to satisfy the Physical requirement.

1 – IF the student has not had a physical ON or AFTER June 1, they will need to have a complete examination and fill out the entire packet.

2 – IF the student had a physical to participate during the fall or winter season of the current school year, they will only need to fill out the two sheets which include student information as well as a medical release that is signed by their parent/guardian.

The ultimate responsibility for obtaining a physical exam and becoming eligible to participate in a sport will be up to the individual family. [Healthy Roster](#)

## College Recruiting

Student athletes should conduct a meeting with their high school coach(es) at the end of their junior season. They should let their coach know that they are interested in participating in collegiate athletics and discuss their potential as an NCAA Division I, II, or III player. Do not be afraid to ask for help. Coach will help, but there are limitations as to how much he/she can do. There are over 3,000 colleges and universities that offer athletic programs. Contacting each and every one of them is impossible for our coaches. Students should set up a meeting with the district's NCAA liaison, Mr. John Lorenzi, to ensure that all of the correct classes are being scheduled.

Parent/Guardian and students can view videos and tutorials on the college process at the following link: <http://www.dynamitesports.com/>

## Letterman 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.

## Sports Passes

Sport passes are available for all Bethel Park High School home athletic events or individual sports seasons. All-Sports Passes are priced for adults as well as students and are sold in the BPHS Athletic Office. An All-Sports pass entitles the bearer to general admission to the following sports: football, boys and girls soccer, girls volleyball, boys and girls basketball, swimming, wrestling, boys volleyball, and boys and girls lacrosse.

For more information and pricing please visit the Athletic Website.

## **Parent/Guardian-Student Athletic Handbook**

Boosters, parent/guardian and students should all be familiar with the Parent/Guardian-Student Athletic Handbook:

<https://www.bpsd.org/Downloads/Athletic%20Handbook%202019-2020.pdf>

### **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/Guardian Responsibility as Fans**

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

## 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 if they are used by opponents.*
- 4. Visiting teams are to be honored guests of the home team.*
- 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.*

## **INSTRUCTIONS TO PARENT/GUARDIAN VOLUNTEERS**

Effective August 25, 2015 Pennsylvania State Law now requires EVERY volunteer who has direct contact with students to have the necessary clearances on file with the school district.

The clearances are:

- \* **Pennsylvania Child Abuse History Clearance** (Act 151)
- \* **Pennsylvania State Police Criminal Record Check** (Act 34)
- \* **FBI Federal Criminal History Record** (Act 114). (If you have resided in Pennsylvania for ALL of the past 10 years and have never been convicted of a Disqualifying Offense, you can request a [Waiver](#) of the FBI Fingerprint Clearance).

**To learn what you must do to obtain the clearances and what other paperwork is required, please click [here](#).**

Once you've obtained your clearances/waiver, please bring them (and a copy to expedite the process), and photo ID to the District Administration Offices (301 Church Road)