

POLICIES AND PROCEDURES

GUYER HIGH SCHOOL ATHLETIC BOOSTER CLUB, INC

7501 Teasley Lane

Denton, Texas 76210

www.dentonisd.org/guyerhs

PURPOSE

This Guyer High School Athletics Booster Club shall engage in the promotion, support, organization, and furtherance of extra-curricular activities and educational goals of the Athletic Department at Guyer High School of Denton, TX, as a voluntary and non-profit organization.

MAIN FOCUS

To enrich the students' involvement in the Guyer High School athletic program, and facilitate the needs and growth of the student athlete. We make a commitment, as an organization, to be the most proactive and productive athletic booster club in our region. This in turn, will provide our student athletes with confidence, pride, and desire to compete at a championship level.

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AFFILIATED SPORTS

1. The **Affiliated** Sports include all Athletic Programs solely under the guidance of the Guyer Athletic Director and other Organizations who choose to participate under the direction and protection of the Guyer Athletic Booster Club. All participating groups must abide by the by-laws and policies and procedures. Participation by Guyer Athletic Programs is mandatory unless specifically noted in this section.
2. 14 Guyer High School Programs operate under the Guyer Athletic Booster Club, Inc.
 - a. Football - Fall
 - b. Volleyball - Fall
 - c. Cross Country – Fall
 - d. Aquatics – Dual Semester
 - e. Tennis – Dual Semester
 - f. Golf – Dual Semester
 - g. Boys Basketball – Dual Semester
 - h. Girls Basketball – Dual Semester
 - i. Girls Soccer - Spring
 - j. Boys Soccer - Spring
 - k. Girls Track - Spring
 - l. Boys Track - Spring
 - m. Softball - Spring
 - n. Baseball – Spring
3. Cheerleading does not operate under the Guyer High School Athletic Booster Club, Inc. Many of the UIL guidelines are different for fine arts type programs and as a result of these differences, Cheerleading does not participate in the Guyer High School Athletic Booster Club. Some specific examples, the fine arts programs are not prohibited from purchasing meals and gifts for the student participants.
4. If additional Guyer organizations or clubs would like their booster club to operate under the Guyer High School Athletic Booster Club, Inc. they should send a request to the Board of Directors petitioning to be recognized as an Affiliated Sport. The petition must include a current Booster Club Structure that aligns with all By-Laws and Policies and Procedures of Guyer High School Athletic Booster Club, Inc. The organization or club must be a sport sanctioned by the UIL or drill team/cheer. At the next meeting of the Board of Directors 30 days following receipt of the petition to be recognized as an Affiliated Sport, the Board of Directors will vote on accepting or declining the request. This vote shall not occur at an open meeting. Upon acceptance, the new Affiliated Sport must immediately provide records and financial reports to the Treasurer of the Guyer High School Athletic Booster Club, Inc. and must immediately begin following all By-Laws, Policies and Procedures. At the time of acceptance, a participation policy must be outlined for the new Affiliated Sport and at a minimum must include the following:
 - a. The Officers for the Affiliated Sport including all contact information and person responsible for all outlined functions
 - b. Method for proving compliance since the program may or may not be accountable to the Guyer High School Athletic Director including accountability for funds in their respective team account.
 - c. Method for requesting removal as an Affiliated sport including penalty if any.

5. A non-Athletic Program may petition to be removed as an Affiliated sport. At the next meeting of the Board of Directors 30 days following receipt of the petition to be removed as an Affiliated Sport, the Board of Directors will vote on accepting or declining the request. This vote shall not occur at an open meeting. Participation by the Athletic programs is mandatory and therefore these groups may not petition to be removed as an Affiliated sport.

AFFILIATED SPORT OFFICERS

1. The Affiliated Sport Representatives shall, in coordination with the Head Coach of the sport, organize and mobilize the parents involved in the Affiliated sport in an effort to achieve the objectives of the Guyer Athletic Booster Club.
2. There is to be a President and Treasurer that are unrelated to each other and are members of their respective sport booster club.
3. The President and Head Coach may appoint committees to assist in the execution of his/her responsibilities. Each Sport Representative shall attend the monthly Guyer High School Athletic Booster Club, Inc. board meeting on the second Monday of the month from August to June and bring financial reports.
4. The sport representative is to report to the Vice President the current contact information for their officers.
5. Each Affiliated Sport shall create their own Standing Rules and provide a copy to the Athletic Booster Club Policy and Procedures Committee.
6. Identify which officers are covering the Athletic Booster Club's 16 outlined functions.

MEMBERSHIP, DUES, MEETINGS

1. Membership shall be open to all parents of Guyer High School students, and friends of Guyer High School Athletics and coaches. Membership dues shall be paid annually to their affiliated sport and assessed for one fiscal year, which coincides with that of the school. Head Coaches are exempt from dues.
2. The individual dues for membership will be no less than \$10.00 paid annually and assessed for one fiscal year from July 1 to June 30. Paid dues entitle the member to participation in their respective sport booster club as well as voting rights for membership business and Board of Directors officer elections at the May meeting if dues have been paid 30 days prior to the meeting at which the vote is taken. General membership meetings of the Executive Booster Club will be held in early fall, January, and May. Elections of officers for the Board of Directors will be held at the May General Meeting.
3. The Board of Directors, Head Coaches and Sport Parent Representatives will meet on the second Monday of each month from August to June in the field house classroom. Meetings are open to any member that wishes to attend. If that Monday falls on a holiday, the meeting will be held on Tuesday of that week.

SPORT MEMBERSHIP PROCEDURES

1. Maintain an accurate listing of parent information of all participating athletes and the dues status of the booster club members. A Sport Membership officer may assume this responsibility. Accurate contact information to be captured includes address, phone (home and cell if possible) and email, to facilitate timely notices of meetings and agendas. Dues status of each member must be confirmed 30 days prior to each general membership meeting to be able to vote on business and in the elections of Board officers at the May meeting.
2. Select a routine meeting schedule and post dates of meetings on the respective sport booster club website calendar. The President and Treasurer of each sport are to be listed on the website with their contact information.
3. Membership volunteer hours are to be reported monthly to the Vice President by the President or Membership Chair for the Affiliated sport.

FUNDRAISING PROCEDURES

1. Individual Sports Representatives should work with their Head Coaches to communicate and identify fundraising needs. Once a fundraising activity has been identified it must be presented to the Guyer High School Athletic Booster Executive Fundraising/Concessions Chair for routing to the Principal of Guyer High School for approval when necessary. Fundraising activities could include but are not limited to: programs, yard signs, spirit wear, spirit buttons, product sales, concessions, garage sales, donation solicitation, restaurant spirit nights and Affiliated sport sponsorship.
2. Corporate sponsorship for the individual sport can be solicited for individual activities or purposes such as tournaments, yearly signage, meets, etc.
3. There will be no corporate sponsorship sought by the Guyer High School Executive Athletic Booster Club for any print media.
4. The 10% net profit shall be saved by each affiliated sport in a reserve fund for the maintenance, repair and improvement of Guyer's shared facilities on all fundraising activities. Aquatics is to allocate 5% in their reserve fund until the time that water polo is recognized as a UIL sport, after which they will reserve 10% like the other sports. At the final Executive Booster Club meeting of the fiscal year, after needs and requirements have been met, it may be determined that excess funds in each respective sport's reserve account can be redistributed to that sport's main account.

TREASURER PROCEDURES

1. Sport Treasurers should keep accurate books for their sport officers and provide them with monthly financial reports.
2. Financial records from each Sport Treasurer must be submitted to the Executive Treasurer on a monthly basis for review and assessment of fees or taxes due.
3. Donations can be acknowledged using the letter that gives our tax ID number. Tax ID number will be given upon request. We are a tax exempt non-profit organization.
4. The 10% reserve fund will be verified after the Sport Treasurer finalizes the activity based on the net profit. Spirit wear and other year round fundraising net profit will be figured on May 31 and the 10% determined at that time.
5. A budget is to be submitted by both the Executive Treasurer and Sport Treasurers by May 1 estimating fundraising needs for the next fiscal year that may include:
 - Equipment/Uniforms for players,
 - Maintenance/Repair of facilities,
 - Spirit gear,
 - Entry fees/Travel expenses,
 - Banquet/Awards.
6. Capital improvements must be chosen from 3 bids submitted with the check request. Rationale of selection must be given if lowest bid is not selected.
7. Upon selection of annual scholarship recipients, each Sport Treasurer will be responsible for acquiring the required information detailing award winners and college, and set aside money for payment of the scholarship(s). Sport Treasurers will follow the guidelines provided in the scholarship packet to provide payment of the scholarship directly to the university or institution the recipient will be attending.

TAX EXEMPT STATUS

The Guyer Executive Booster Club will provide the tax ID number to Affiliated Sport President or Treasurer upon request.

CONCESSIONS PROCEDURES

1. Duties of the Athletic Booster Club Fundraising/Concessions Coordinator is to advise and guide affiliate sport concessions chairs with the development and maintenance of their specific concessions.
2. Concessions Chair for each Affiliated Sport is responsible for buying, stocking, inventory, scheduling workers, training, starting and closing, and accounting.
3. When an affiliated sport does not want to manage their own concessions, they shall first offer concession opportunities to other affiliated sports before outsourcing.
4. Head Coaches of non-concession sports may coordinate with Head Coaches of concession sports to acquire concession dates. All negotiated dates will be assigned at the start of the respective sport season.
5. Distribution of concessions for non-Guyer events shall be coordinated through the Head Coaches and Fundraising/Concessions Chair. Notification of the event must be communicated a minimum of 48 hours prior to an event.
6. When Concessions facilities and equipment need repair or replacement, the Affiliated Sport Concessions Chair is to inform the Executive Booster Club immediately to determine proper course of action.