

**HILLIARD BRADLEY HIGH SCHOOL
ATHLETIC BOOSTER ASSOCIATION
STANDING RULES**

Approved September 23, 2019

Hilliard Bradley Athletic Booster Standing Rules
2019-2020

- Designated Funds
 - Separate funds for each sport may be established. Various sources of revenues may contribute to designated fund. A donor may stipulate which designated fund their respective donation must be given.

- Meeting Attendance
 - All trustees must be a HBAB member.
 - For each Bradley General Session Athletic Booster meeting attended by one or two trustees, a credit of a max of \$25.00 shall be transferred into the respective designated fund from the general fund.
 - For each Bradley General Session Athletic Booster meeting attended by a **head coach or Assistant Coach**, a credit of a max of \$25.00 will be transferred into the designated fund from the general fund for the sport specified by the head coach.
 - For each Bradley General Session Athletic Booster meeting attended by an **Officer**, \$25.00 will be transferred into the designated fund from the general fund for the sport specified by the officer. Officers may not receive officer attendance funds and trustee attendance funds for the same meeting.
 - If a Trustee cannot attend the monthly Bradley Athletic Booster meeting an **appointed proxy** can attend on their behalf. The proxy will receive \$15.00 for attendance transferred to designated fund and must be a paid member of the Bradley Athletic Boosters. The proxy must be identified or identify themselves as a proxy on the meeting attendance sheet before or during a meeting (before the meeting adjourns).
 - A proxy is defined as any parent or parent representative for the sport (example: assistant coach) and is attending the meeting on behalf of the Trustee.
 - Members of the **Steering Committee** will receive \$25.00 for their attendance to any Steering Committee meeting (max 12 per year) and must designate on the Steering Committee sign in form what sport will be receiving their attendance fund.
 - The Secretary will notify coaches of monthly meeting attendance, in addition to Booster Treasurer. The monthly minutes will have the attendance listed for the general HBAB meeting.

- Concessions
 - Each event where concessions will be offered shall have a predetermined number of volunteer positions to be filled. Adjustments may be made at the discretion of the General Manager, or an approved agent, at any time.

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- Each volunteer position approved shall be allocated \$10 creating a total fund for that event. This fund shall be split between volunteers that have signed the approved sign-in sheet during that event and have designated a sport or music program for these funds to be allocated to.

- Improvement and Maintenance Committee
 - There must a voting on each request. Any decisions that are tied will be decided by the Vice President of HBAB.
 - The head coach or representative of the sport requesting funds must attend the General Session Booster Meeting or a Steering meeting to discuss the request before this will be voted on by the I&M Committee.
 - Award letters will be sent to Athletic Department, the Coach of awarded sport, and HBAB Treasurer with definition of award total and expiration date.
 - The funds received by the Improvement and Maintenance Committee from the HBAB General Fund will be allocated each year in one budgeted amount for the upcoming year. If funds are in excess of request/needs of the various athletic teams/sports, the remaining funds will carry over to the following business year. Current year are funds collected/raised from previous years HBAB profits
 - There is no requirement to spend monies available in a given year. Should there be funds in excess of requests and/or needs of the various athletic teams, the remaining funds will carry over to the following year.
 - Funds awarded will be designated as separate line items on the Treasurer's report. The receipts will be paid equally (or per the terms of the award) from both the sports (athletic department and/or applicants) designated funds and the awarded funds.
 - Funds awarded will be valid for 12 months from the approval date, funds not used after 12 months will be returned to the Improvement and Maintenance Fund. Any extra funds (for receipts that were lower than the original application) will be returned appropriately to the original account.

- Committee Procedures
 - The committees must update/review their committee operating procedures and submit for approval to the Steering Committee annually, before the May general session.
 - The Steering Committee has the option to approve or deny purchases made by any committee chair that are over the approved budget.

- Funds/Money Submissions
 - All money/funds collected must be delivered to the appropriate Treasurer as soon as possible to keep the most accurate record of transactions.
 - Concessions/General Fund: the Treasurer should be contacted immediately to schedule pick up.

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- Sports team fund: There is a standing weekly pick up in the Athletic Department. Please contact the sports treasurer, if a pick up time needs to be coordinated.
- Awards
 - The HBAB will purchase the Chevrons, Letters, Numbers, and Pins for the Student Athletes
 - The HBAB will purchase the Individual Student Athlete recognition awards for OCC and other Divisional, Regional, and State awards.
 - For team awards, such as OCC Champs, Regional or State Champs, HBAB will purchase plaques or patches for 50% or 15, whichever is greater, of the Student Athletes on the Varsity roster. The remainder of awards should be paid for from the individual sports booster account. If the program does not have enough money, the expenditure needs to be pre-approved by the Chair of the Improvement and Maintenance Committee prior to purchase.
 - Hall of Fame; HBAB will work with the Athletic department regarding purchase authority of Hall of Fame awards. An annual budget will be set with HBAB and the athletic department.
- Fundraising:
 - All fundraising activities for any sport should be announced to the general committee and/or HBAB officers prior to implementation. It is also recommended that the social media coordinator be notified of any fundraising activities taking place.
- Athletic Scholar Award:
 - Minimum of 3 committee members need to be actively involved in the initial screening process of applications. The interview panel should consist of 5 individuals, no senior parents allowed on the committee or panel. (Ideally panel should consist of 1 or 2 Bradley or district staff members and 3 non-senior parent trustees)
 - Initial Screening process: application screening process must maintain non-bias review. Any process to help maintain non-bias should be utilized during the initial screening process.
 - Annual awarded amount for each year will be determined by the annual budget. A guaranteed minimum of seven students per year will be awarded a minimum of \$500 each. If more funds are allocated by the Hilliard Bradley Athletic Boosters annual budget, the number of recipients and amount to each recipient is at the discretion of the Scholarship Committee and the Interview Team.
 - A minimum of 10 applicants (if available) will proceed to the interview process. Before final scholarship recipients are announced, the Scholarship Committee shall share a list of finalists with Hilliard Bradley Administration (Principal and Athletic Director) to ensure the students are in good standing.
 - Students of active member booster families will be given special consideration, if all qualifications of applying are met.