



# **GIRLS LACROSSE BOOSTER CLUB HANDBOOK**

## Introduction

Welcome to the Etowah Girls Lacrosse Booster Club! We are grateful for your support and excited to have you as part of a community dedicated to strengthening and sustaining our program both on and off the field. The success of Etowah Girls Lacrosse relies heavily on parent and community involvement, and volunteering for a booster role is one of the most impactful ways to contribute—ensuring our athletes have the resources, organization, and encouragement they need to thrive. Our Booster Club is led by four primary roles: the **President**, who provides overall leadership and serves as the main liaison with coaches and the school; the **Vice President**, who supports operations and steps in as needed; the **Treasurer**, who manages finances and maintains transparency; and the **Secretary**, who handles communication, records, and coordination. Together, these positions form a collaborative team that keeps our program running smoothly and moving forward.

For more information about any of the content found in this Handbook, please see Coach Strougo.



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# **EXECUTIVE COMMITTEE MEMBERS**

**Head Coach**

**President**

**Vice President**

**Treasurer**

**Secretary**

**Jr. Program Director**

## Booster Club President

The President of the Etowah High School Girls' Lacrosse Booster Club provides overall leadership and direction for the organization, ensuring that all activities align with the mission of supporting the team and program. The President serves as the primary coordinator between the Booster Club, coaching staff, school administration, parents, and the broader community. This role is essential to maintaining effective operations, financial integrity, and a positive, collaborative environment.

### Core Responsibilities

#### Leadership & Oversight

- Collaborate with the Head Coach to develop meeting agendas prior to each Booster Club meeting.
- Preside over meetings, guiding discussions to ensure professionalism, efficiency, and appropriate time allocation for each agenda item.
- Provide leadership and direction to officers and members to support the long-term success of the program.

#### Financial & Fundraising Oversight

- Work closely with the Treasurer to ensure all financial matters are managed accurately, transparently, and in accordance with club policies.
- Coordinate with the Head Coach on all fundraising initiatives, sponsorships, and donation efforts.
- Assist in determining fundraising priorities, timelines, and feasibility of proposed opportunities.

#### Communication & Representation

- Serve as the primary point of contact for parents and community members regarding Booster Club and program-related matters.
- Represent the Booster Club—and the Head Coach when appropriate—in communications with stakeholders, school administration, and external partners.

#### Event & Volunteer Coordination

- Oversee the planning and execution of Booster Club events, team activities, and volunteer initiatives.
- Ensure officers and volunteers carry out their assigned duties effectively and in a timely manner.

### **Governance & Compliance**

- Ensure the Booster Club operates in accordance with its bylaws, school policies, and applicable legal and financial regulations.
- Serve as the primary officer responsible for securing any required licenses, permits, or insurance necessary to conduct Booster Club events.

The President plays a vital role in fostering a supportive, organized, and compliant Booster Club that directly contributes to the success of the Etowah Girls Lacrosse program.

## Vice President

The Vice President supports the President in the overall leadership and daily operations of the Etowah Girls Lacrosse Booster Club and ensures continuity of leadership when the President is unavailable. This role is essential to the smooth execution of game-day operations, volunteer coordination, and special events, and plays a critical part in creating a positive and well-organized experience for athletes, families, and spectators.

### Core Responsibilities

#### Leadership & Support

- Assist the President in planning and executing Booster Club meetings, initiatives, and activities.
- Assume the duties of the President in their absence to ensure uninterrupted leadership and communication.
- Support officers, committee chairs, and volunteers in fulfilling their responsibilities.

#### Volunteer Management

- Ensure all volunteer positions are filled for home games and Booster Club events.
- Coordinate volunteers for **pregame setup, game-time operations, and postgame cleanup**.
- Communicate volunteer needs and assignments to parents using Band or other approved communication platforms.

#### Game Day Operations

##### *During Games*

- Ensure the following positions are staffed for both JV and Varsity games:
  - Scorer's Table
  - Scoreboard Operator
  - Game Announcer
  - Jumbotron Operator
  - Concessions Supervisor

#### Event & Fundraising Support

- Assist in planning and executing Booster Club events, team activities, and fundraising initiatives.

- Ensure adequate volunteer coverage for major events, including setup and breakdown for the annual Dance Fundraiser.

#### **Game Day Meal Coordination**

- Serve as the primary coordinator for team game-day meals.
- Work with the Head Coach to determine meal options, purchasing locations, and delivery times.
- Coordinate purchasing and delivery of meals as scheduled.

The Vice President plays a vital role in ensuring organization, accountability, and operational success, directly contributing to a well-run Booster Club and a supportive environment for the Etowah Girls Lacrosse program.

## Treasurer

The Treasurer of the Etowah Girls Lacrosse Booster Club is responsible for managing the financial affairs of the organization and ensuring fiscal responsibility, transparency, and compliance. This role is critical to maintaining trust within the Booster Club and providing the financial stability necessary to support both the High School and Junior Programs.

### Core Responsibilities

#### Budgeting & Financial Planning

- Work with the Head Coach prior to the start of the school year to develop a comprehensive budget for the fall and spring seasons, including both High School and Junior Programs.
- Budget planning may include, but is not limited to:
  - Equipment needs (e.g., balls, paint, goals, nets)
  - Uniform purchases, as needed
  - Coaching supplements for fall and spring seasons
  - Annual fundraising projections
- Present the proposed annual budget at the first Booster Club meeting of the school year.
- Monitor budget performance throughout the year and recommend adjustments as needed.

#### Financial Management & Fund Oversight

- Maintain accurate and up-to-date records of all Booster Club financial transactions.
- Manage Booster Club bank accounts, including deposits, payments, and reconciliations.
- Collect, record, and deposit funds from registrations, dues, fundraising events, sponsorships, and donations.
- Work with the Head Coach to create and manage online payment links for registrations and other program needs.

#### Registration & Payment Coordination

- During fall and spring registration periods, coordinate with the Head Coach and Junior Program Director to track payments, including partial and full payments.
- Provide timely updates to the Head Coach regarding payment status of participants.

- Communicate and coordinate with the Head Coach regarding the collection and tracking of Jeep Ticket fundraising proceeds, which are typically managed by the Head Coach or a designated representative.

### **Expense Tracking & Payments**

- Ensure all bills, reimbursements, and team-related expenses are paid accurately and on time.
- Maintain organized records of invoices, receipts, and payment documentation.
- Monitor account activity to ensure transactions are processed correctly and align with approved expenditures.
- Update and maintain the Booster Club's annual budget and financial tracking spreadsheets.

### **Financial Reporting**

- Prepare and present financial reports at the beginning of each Board meeting, covering both High School and Junior Programs, or designate a qualified representative to do so.
- Provide regular financial updates to Booster Club members, including periodic (monthly) statements and an annual financial summary.
  - These will be known as "Treasurer Reports" and "Annual Treasurer Reports"

### **Compliance & Recordkeeping**

- Ensure financial practices comply with Booster Club bylaws, school policies, and all applicable local, state, and federal regulations.
- Maintain financial records required for audits, nonprofit reporting, and tax filings.
- File all required annual paperwork with the appropriate state and regulatory agencies, including documents related to taxes and nonprofit compliance.

The Treasurer plays a vital role in safeguarding the financial health of the Booster Club and ensuring that all resources are managed responsibly in direct support of the Etowah Girls Lacrosse program.

## Secretary

The Secretary of the Etowah Girls Lacrosse Booster Club is responsible for maintaining accurate records, clear communication, and organizational continuity within the club. This role ensures that information is properly documented, accessible, and communicated effectively to Booster Club members, coaches, and stakeholders, supporting efficient and transparent club operations.

### **Core Responsibilities**

#### **Meeting Documentation**

- Record and maintain accurate minutes for all Booster Club and Board meetings.
- Read minutes from the previous meeting at the start of each Board meeting.
- Document key discussions, decisions, and assigned action items, including responsible parties.
- Distribute meeting agendas and minutes to members within a few days following each meeting for review and recordkeeping.
- Maintain official records, including bylaws, policies, meeting agendas, and Board decisions.

#### **Communication & Coordination**

##### *Email*

- Monitor and manage the Booster Club email account (ehsglbc@gmail.com) on a regular basis.
- Respond to questions and inquiries in a timely and professional manner.
- Copy or blind-copy the Head Coach and/or Junior Program Director on communications as appropriate.
- Request assistance from Board members, the Head Coach, or Junior Program Director when drafting responses as needed.
- Refer inquiries to the Head Coach or Junior Program Director for direct response when deemed more appropriate.
- Maintain the email inbox by removing spam and outdated or irrelevant messages.
- Distribute mass emails to High School and Junior Program families with pertinent seasonal information.

##### *BAND Platform*

- Post Booster Club announcements and updates on BAND, or assign a designee as appropriate.

- Maintain and update the BAND calendar with practices, games, meetings, and special events.

#### **Record Maintenance**

- Organize and maintain Booster Club documents within Dropbox to ensure records are current, accurate, and accessible to Board members and the Head Coach.
- Preserve historical records of Booster Club activities and communications.
- Ensure continuity of records during officer transitions.

#### **Event & Program Support**

- Assist the Head Coach and Board members with coordination and communication related to events, fundraisers, and volunteer activities as needed.

#### **Membership Management**

- Work with the Head Coach and Junior Program Director to maintain up-to-date rosters and contact information for players and parents in both the High School and Junior Programs.

The Secretary plays a vital role in promoting transparency, organization, and effective communication, helping ensure the continued success of the Etowah Girls Lacrosse Booster Club.

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## Junior Program Director

The Junior Program Director supports the Jr. Program in overall leadership, development, and daily operations. This role is essential to maintaining strong communication between coaches, players, and families while ensuring practices, games, and events run efficiently. The Junior Program Director plays a critical role in fostering a positive, development-focused, and well-organized environment for all Junior athletes.

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### **Core Responsibilities**

#### **Leadership & Program Support**

- Assist in planning and executing seasonal programs.
  - Support implementation of the program's vision, culture, and player development philosophy.
  - Serve as a liaison between Elementary Schools and Middle School in promoting all events related to the Jr. Program.
  - Provide on-site leadership presence at practices, games, and program events as needed.
  - Serve as a liaison between coaches and the Head Coach of Etowah High School Girls Lacrosse Program.
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### **Practice & Game Operations**

#### **Practices**

- Ensure practice schedules, field assignments, and equipment needs are properly coordinated.
- Confirm coaching coverage for all scheduled practices.
- Monitor practice organization, safety standards, and overall structure.

#### **Games**

- Support coordination of game schedules and communication.
  - Ensure coaches and teams are prepared with uniforms, equipment, and sideline organization.
  - Assist with tournament registrations and travel logistics when applicable.
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### **Parent & Player Communication**

- Serve as a point of contact for parent questions and concerns.
  - Communicate schedule updates, program expectations, and important announcements.
  - Support conflict resolution in alignment with program policies.
  - Assist in organizing informational meetings and preseason parent sessions.
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### **Safety & Compliance**

- Promote and enforce safety protocols and proper equipment standards.
- Ensure adherence to league rules, organizational policies, and conduct expectations.
- Monitor weather and field safety conditions.

# **AUXILIARY VOLUNTEER POSITIONS**

**Statistician**

**Game Announcer**

**Concession Director**

**Fundraiser Director**

**Photographer/Videographer**

**Publications Manager**

**On Field Timekeeper\***

**Scorekeeper\***

**Announcer\***

**Jumbotron Operator\***

**Press Box Float\***

**Game Managers\*\***

***\*THESE POSITIONS MAY BE DIFFERENT PEOPLE AT DIFFERENT  
GAMES***

***\*\*STUDENT VOLUNTEERS***

## Statistician

The Statistician supports the Etowah Girls Lacrosse program by accurately recording and maintaining team and player statistics. This role ensures that game data from both JV and Varsity contests is properly captured and uploaded for official reporting and program visibility.

### Core Responsibilities

#### Game Statistics Collection

- Record player and team statistics during designated JV games and select Varsity home and away games using the provided stat book.
- Work with a second volunteer as needed to assist with spotting and recording statistics.
- Maintain accuracy and consistency in all recorded data.

#### Data Entry & Transfer

- Transfer official game statistics from HUDL to the MaxPreps team page for both JV and Varsity games.
- Access HUDL game reports by selecting the appropriate game within the HUDL account and reviewing the available reports.
- Enter corresponding statistics into MaxPreps following each game in a timely manner.

#### Training & Coordination

- Complete all required training through Coach Strougo prior to the season or as needed.
- Communicate with coaching staff regarding any discrepancies or questions related to recorded statistics.

The Statistician plays an important role in preserving accurate team records and supporting player recognition and program visibility.

## Announcer (Press Box)

The Announcer supports the Etowah Girls Lacrosse program by providing professional and engaging game-day announcements that enhance the fan experience.

### **Core Responsibilities**

#### **Game Announcements**

- Announce starting lineups, goals, assists, penalties, and other key game events.
- Introduce teams prior to the start of the game and during halftime as appropriate.
- Maintain a clear, enthusiastic, and sportsmanlike tone throughout the event.

#### **Sponsor Recognition**

- Recognize team sponsors according to agreed-upon sponsorship benefits.
- Ensure sponsor mentions are delivered clearly and at designated times.

#### **Music & Atmosphere**

- Manage appropriate music before the game, during warmups, halftime, and post-game.
- Ensure music and announcements comply with school guidelines.

The Announcer plays an important role in creating a positive and energetic game-day environment.

## Concessions Director

The Concessions Chairperson supports the Etowah Girls Lacrosse program by overseeing all aspects of home game concession operations. This role ensures concessions are well-stocked, efficiently staffed, and financially organized, providing a positive experience for fans while generating funds to support the team.

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### **Core Responsibilities**

#### **Concessions Planning & Operations**

- Coordinate concession stand operations for all home JV and Varsity games.
- Develop and maintain a seasonal concessions plan, including menu offerings and pricing.
- Ensure the concession stand is properly set up prior to games and cleaned/secured afterward.
- Monitor inventory levels and restock supplies as needed throughout the season.

#### **Inventory & Purchasing**

- Create and maintain an inventory list of food, beverages, and supplies.
- Purchase concession items in alignment with the approved budget and anticipated attendance.
- Track usage trends to plan appropriate quantities for future games and events.
- Ensure proper food handling, storage, and safety procedures are followed.

#### **Volunteer Coordination**

- Recruit and schedule parent volunteers to staff the concession stand for all home games.
- Provide clear instructions and basic training for volunteers on setup, sales procedures, and cleanup.
- Ensure adequate coverage for each shift and identify backup volunteers as needed.

#### **Financial Oversight**

- Manage cash boxes, digital payment systems, and starting change for each game.
- Reconcile cash and electronic payments following each event.
- Maintain accurate financial records and submit reports to the Booster Club Treasurer as required.
- Follow all school and booster club financial policies and procedures.

#### **Communication & Compliance**

- Coordinate with the Head Coach and Booster Club regarding concession policies and facility access.
  - Communicate game-day needs, schedule changes, or special event requirements to volunteers.
  - Ensure compliance with school guidelines regarding food sales and fundraising.
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The Concessions Chairperson plays a vital role in supporting the financial health of the program while enhancing the game-day experience for players, families, and fans.

## Fundraiser Director

The Fundraiser Director supports the Etowah Girls Lacrosse program by planning, organizing, and executing fundraising initiatives that provide financial support for team operations, equipment, travel, and special events. This role works closely with the Head Coach and Executive Committee to ensure fundraising efforts align with program goals and financial needs.

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### **Core Responsibilities**

#### **Fundraising Strategy & Planning**

- Develop and present an annual fundraising plan in collaboration with the Head Coach and Executive Committee.
- Align fundraising goals with the program's budgetary needs and seasonal priorities.
- Create a fundraising calendar that complements the team schedule and avoids conflicts with other school events.
- Identify new fundraising opportunities while maintaining successful traditional events.

#### **Event & Campaign Management**

- Coordinate logistics including venue arrangements, permits (if required), supplies, and promotional materials.
- Recruit and organize parent volunteers to support fundraising activities.
- Ensure all events are well-communicated, organized, and professionally executed.

#### **Financial Coordination & Reporting**

- Work with the Executive Committee and Treasurer to establish fundraising targets and budgets.
- Ensure proper handling, counting, and submission of all funds collected in accordance with Booster Club financial policies.

#### **Communication & Collaboration**

- Maintain consistent communication with the Head Coach to ensure fundraising activities support team culture and objectives.
- Communicate fundraising details, expectations, and deadlines clearly to parents, players, and volunteers.
- Promote fundraising efforts through approved school and booster communication channels.

#### **Sponsorship & Community Engagement**

- Identify and cultivate relationships with local businesses for sponsorship and donation opportunities.
  - Coordinate sponsorship recognition in collaboration with the Executive Committee and Head Coach.
  - Ensure sponsors receive appropriate acknowledgment per agreed-upon benefits.
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## Photographer / Videographer

The Photographer/Videographer plays a vital role in capturing and showcasing the energy, effort, and achievements of the Etowah Girls Lacrosse program. This position supports team promotion, community engagement, and season-long documentation.

### **Core Responsibilities**

#### **Content Creation**

- Capture high-quality photos and video footage at games, practices, and team events.
- Highlight athletes, team moments, and program culture throughout the season.

#### **Media Management**

- Organize, edit, and deliver photos and video content in a timely manner.
- Provide approved content for use on social media, team communications, promotional materials, and end-of-season presentations.

#### **Collaboration & Brand Representation**

- Coordinate with the coaching staff and Booster Club leadership to ensure content aligns with program goals and values.
- Help promote a positive, professional image of the Etowah Girls Lacrosse program through engaging visual media.

This role helps tell the story of the season and strengthens the program's connection with families and the community.

## Publications Manager

The Publications Manager is responsible for creating, managing, and distributing digital and print materials that support the Etowah Girls Lacrosse brand and communications. This role ensures consistent, timely, and professional presentation of program information.

### Core Responsibilities

#### Seasonal Publications & Media

- Work with the Head Coach to ensure all preseason, in-season, and postseason publications are completed and distributed on schedule.
- Design visual communications, including posters, graphics, and digital content.

#### Required Publications Prior to the Season

- **Game Schedules:** Create digital and print-ready schedules for distribution.
- **Player Roster Cards:** Design and produce roster cards for home games, with JV players on one side and Varsity on the other; coordinate additional cards for Junior Night.
- **Game Day Posters:** Create digital game day graphics for online and feeder school distribution.
- **Jumbotron Player Cards:** Design player graphics for Varsity home games and Junior Program players for Junior Night.
- **End-of-Season Banquet Materials:** Create posters or flyers for banquet communications.

#### Event & Program Support

- Assist the Head Coach and Board members with communications and materials for events and activities as needed.

The Publications Manager plays a key role in maintaining a cohesive brand and ensuring families and supporters stay informed and engaged.

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## On Field Timekeeper

The On Field Timekeeper supports the Etowah Girls Lacrosse program by managing official game timing and recording key game events during home contests. This role ensures accurate timekeeping, clear communication with the press box, and proper documentation of penalties and timeouts.

### Core Responsibilities

#### Game Timing Management

- Operate the official game clock during all home JV and Varsity games.
- Start and stop the clock according to referee signals and game rules.
- Maintain focus and accuracy throughout all quarters and stoppages.

#### Communication & Coordination

- Sit at the scorer's table on the 50-yard line during games.
- Maintain consistent communication with the press box and officials as needed.
- Respond promptly to referee instructions regarding timing adjustments.

#### Game Event Recording

- Record yellow and red cards, including player numbers and penalty duration.
- Track and record team timeouts.
- Ensure all timing and penalty information is accurately reflected on the scoreboard.

The Timekeeper plays a critical role in ensuring the integrity and smooth operation of each home game.

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## Scorekeeper (Press Box)

The Scorekeeper supports the Etowah Girls Lacrosse program by managing the official scoreboard and maintaining accurate game scoring information during home contests.

### Core Responsibilities

#### Scoreboard Operations

- Operate the scoreboard during JV and Varsity home games.
- Update goals, assists (if required), and other relevant scoring information promptly.
- Ensure the game clock reflects accurate time in coordination with the On Field Timekeeper.

The Scorekeeper ensures fans, players, and coaches have accurate real-time game information.

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## Announcer (Press Box)

The Announcer supports the Etowah Girls Lacrosse program by providing professional and engaging game-day announcements that enhance the fan experience.

### Core Responsibilities

#### Game Announcements

- Announce starting lineups, goals, assists, penalties, and other key game events.
- Introduce teams prior to the start of the game and during halftime as appropriate.
- Maintain a clear, enthusiastic, and sportsmanlike tone throughout the event.

#### Sponsor Recognition

- Recognize team sponsors according to agreed-upon sponsorship benefits.
- Ensure sponsor mentions are delivered clearly and at designated times.

#### Music & Atmosphere

- Manage appropriate music before the game, during warmups, halftime, and post-game.
- Ensure music and announcements comply with school guidelines.

The Announcer plays an important role in creating a positive and energetic game-day environment.

*For more information please see the Announcer Handbook (see Coach Strougo for a copy)*

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## Jumbotron Operator (Press Box)

The Jumbotron Operator supports the Etowah Girls Lacrosse program by managing all visual content displayed before and during home games.

### Core Responsibilities

#### Content Management

- Operate the Jumbotron system during JV and Varsity home games.
- Display team graphics, player introductions, sponsor ads, and special announcements.
- Coordinate timing of visuals with game play and announcements.

#### Pre-Game & In-Game Execution

- Prepare all visual materials prior to game day. *(not typically needed)*
- Test equipment and content to ensure proper functionality.
- Adjust content in real time as needed throughout the game.

The Jumbotron Operator enhances the overall game presentation and sponsor visibility.

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## Press Box Float

The Press Box Float supports the Etowah Girls Lacrosse program by providing flexible assistance to ensure smooth operations during home games.

### **Core Responsibilities**

#### **Operational Support**

- Assist the Scorekeeper, Announcer, or Jumbotron Operator as needed.
- Step in to cover roles temporarily if a volunteer is unavailable.

#### **Field & Logistics Support**

- Deliver materials, communicate updates, or run items between the press box and field as needed.
- Assist with setup and breakdown of press box equipment.

#### **Problem Solving**

- Provide additional support during unexpected situations or high-traffic moments.
- Maintain flexibility and readiness to assist wherever needed.

The Press Box Float plays a vital support role in maintaining seamless game-day operations.

## Game Managers (Student Volunteers)

Game Managers support the coaching staff by assisting with equipment, logistics, and on-field needs during practices and games. This role ensures smooth operations and allows coaches to focus on player development and competition.

### Responsibilities During Practices

#### Setup

- Retrieve goals from storage and place them in designated locations.
- Set out ball buckets so players have immediate access.
- Place cones for drills as directed by the coaching staff.
- Take accurate attendance using the roster provided in the coach's bag.

#### During Practice

- Assist as needed and remain near active drills.
- Replenish balls and help transition equipment between drills.
- Collect cones and assist with setup for subsequent drills.

#### Takedown

- Return goals to storage.
- Conduct a ball count and report missing balls to the coach.
- Ensure all pinnies are returned.
- Assist with loading remaining equipment into the coach's vehicle.

### Responsibilities During Games

#### Setup

- Transport ball and first aid bags to the team area (away games).
- Move goals to creases and set pylons as needed (home games).
- Deliver team rosters to the opposing team (away games) or press box (home games).

#### During Games

- Assist with statistics collection (two volunteers required).
- Help distribute water to players as they come off the field.

#### Takedown

- Return ball and first aid bags to the bus (away games).
- Move goals and pylons back to storage (home games).

Game Managers are essential to efficient practices and game-day success and provide critical support to both players and coaches.

# **OTHER IMPORTANT INFORMATION**

***CCSD ADMINISTRATIVE GUIDELINES***  
***ETOWAH BOOSTER CLUB BY-LAWS***

# CCSD Administrative Guidelines

## CCSD Administrative Guidelines Regarding Educational Support Organizations and Booster Clubs

*Pursuant to the School Board's Educational Support Organizations and Booster Clubs Policy (KJA), these administrative guidelines are to be utilized by CCSD staff in policy application:*

Although parent organizations and booster clubs "Educational Support Organizations" (ESO) are affiliated with the school in the sense that they may carry the name of the school and all some of their activities must be approved by the Principal, such organizations and clubs are sole and separate entities from the school and are responsible for their own compliance with applicable Federal and State laws, regulations and/or policies.

It is essential that ESO by-laws and activities, which use the name of the school or implied support of the school or the Cherokee County School District (CCSD), adhere to the policies, procedures and financial safeguards normally expected of public bodies. Accordingly, an ESO which fails to substantially comply with these guidelines will be prohibited from providing assistance to school organizations.

The following list contains expected elements of all ESO by-laws:

- Official name of the organization/group;
- Statement containing the group's purpose/mission/objective;
- Membership eligibility criteria;
- Statement of non-discrimination based on "Legally and Constitutionally Protected Differences;"
- Annual dues/fees;
- Selection procedure, titles, duties and current roster of officers. ESOs are expected to have a *President, Secretary and Treasurer*;
- Meeting schedules and requirements;
- Listing of all subcommittees, including the name of any chairperson;
- Procedures for an annual independent audit;
- Properly adopted by-laws that govern the activities of the ESO; and,
- Procedures to amend the by-laws or adopt additional by-laws.

Additionally, the following list will be used to plan and implement ESO activities:

- Activities of the club will not place students or club members in danger.
- ESOs must abide by federal/state laws, and/or the policies and/or guidelines of the CCSD or its individual schools.
- Annually submit an ESO Information Form to the school Athletic Director.
- Allow the Superintendent or designee to resolve any issues between the ESO and CCSD as it relates to compliance with local School Board Policy or administrative guidance.
- ESO business will be conducted in open meetings, with adequate notification of all meetings to all members. Minutes of the meeting actions will be recorded and retained by the duly- elected Secretary. Copies of minutes will be available to CCSD and the public.
- CCSD employees may not be involved in financial activities of the ESO in any way. This protects employees from potential adverse actions and protects the funds from being designated as School Activity Funds. Employees of CCSD (including lay coaches) who are serving as an officer will not be involved in financial matters. Employees of CCSD are ineligible to serve as treasurer.
- Unless exempted by the principal, ESOs must maintain their own bank accounts and insurance policies independent of the school. These independent accounts avoid funds being designated as School Activity Funds.
- ESOs may elect to make gifts or donations to the school. The donation/gift must be accompanied with a letter of purpose from the ESO. An ESO may make undesignated gifts to benefit students in a specific activity (i.e., undesignated gift for football). When the school or CCSD takes possession of donated funds or items, the ESO relinquishes all control over funds or items.
- All fundraisers, projects and activities to be conducted by an ESO must be planned in conjunction with and have the prior written approval of the Principal or his/her designee.
- ESO activities must not conflict with, or detract from, instructional time.



**ETOWAH  
HIGH  
SCHOOL**

**BOOSTER CLUB BY-LAWS**

**Mr. Robert Horn,  
Principal**

**Scott Bradley,  
Athletic Director**

These by-laws were amended on August 28<sup>th</sup>, 2013, in collaboration with the Etowah High School administration, head coaches, and the Ad Hoc Booster Club committee. Any changes to these by-laws must be submitted to the Athletic Director and Principal for approval.



*Dr. Frank R. Petruzielo*

*Superintendent of Schools*

### I. Objective

Etowah High School Booster Clubs were created to support the players and coaches of every athletic team at Etowah High School. The Head Coach will assume the responsibility of making sure that his/her program stay within the guidelines outlined in the Cherokee County Athletic Handbook.

### II. Membership

**Section 1** Any person who is interested in the objectives of the organization shall be eligible for membership.

**Section 2** Booster Club general membership dues shall be determined annually by the Executive Committee. Dues may vary from sport to sport depending on program needs and cost of operation. In the event of a hardship, the Executive Committee has the right to waive any and all Booster Club dues.

### III. Officers and Duties

**Section 1** Each booster club must consist of at least a president, vice-president, secretary, and treasurer. Any exception to this must be submitted in writing to the Athletic Director for approval.

The position of President and Treasurer will be selected by the head coach.

The Vice-President and Secretary will be elected by members of the booster club.

If a sport wishes to add positions to the Booster Club, such as concession director or fundraising director, written approval must be received from the Athletic Director.

**Section 2** All positions will be annually for a term of one year. No Executive Committee member can serve in the same capacity for more than two consecutive terms. Section 2 The Executive Committee shall consist of the Head Coach, President, Vice President, Treasurer and Secretary. All other positions of the organization will not be recognized as the "Executive Committee."

**Section 3** Booster club members, provided consent of the nominees has been secured, shall make nominations of the officers from the floor. Only members of the Booster Club are permitted to nominate or accept any position on the Booster Club.

**Section 4** Booster club members shall vote for the following positions; vice-president, and secretary. The head coach(es) will solely be responsible for appointing the position of president and treasurer. If no one will assume the responsibility of the position of president then the head coach will preside as the President of the organization.

**Section 5** Elections should be held at either the first booster meeting of the year or the final booster club meeting of the preceding year.

**Section 6** A quorum (3/4ths) of the Executive Committee shall have the authority to transact business between meetings.

**Section 7** The Head Coach with approval of the Principal, has the right at any time to replace a member of the Executive Committee, including the president, he/she feels is detrimental to the success of the program with the agreement of the Principal and Athletic Director.

**Section 8** The Principal, at any time, has the authority to replace/remove members of the Executive Committee or dissolve the Booster Club all together.

#### **IV. Duties of Officers**

**Section 1** The President shall preside at all meetings of the organization and the Executive Committee, appoint special committees, report on any matters that may be of importance to the organization and serve as a member of all committees.

**Section 2** The Vice-President(s) shall act as an aid to the President and shall perform duties of the President in their absence.

**Section 3** The Treasurer shall receive all funds of the organization, keep accurate record of receipt and expenditures, and make disbursements in accordance with the approved budget as authorized by the organization.

The Treasurer shall submit a proposed fundraiser schedule and an itemized accounting of financial activity at the beginning and end of each season to the Head Coach, Principal, and Athletic Director.

The Treasurer shall report on the financial status of the organization when requested at meetings of the general membership by a member of the Executive Committee.

The Treasurer will also submit the following documents each year to the Head Coach, Principal, and Athletic Director: (1) a proposed annual budget for the year and (2) a final annual financial report, including the Title IX documents.

**Section 4** The Secretary shall record, report, and maintain minutes of all meetings of the general membership and provide copies to all members of the Executive Committee. The Secretary shall perform other related duties as delegated.

#### **V. Meetings**

**Section 1** Meetings shall be conducted at Etowah High School unless otherwise notified.

**Section 2** The organization will hold monthly meetings during the period the activity is in season or as deemed necessary by the organization or the executive committee.

**Section 3** Meetings are open to all, but only dues-paying members are entitled to vote.

## VI. Amendments

**Section 1** The constitution and by-laws may be amended at any regular meeting of the organization by a majority vote of members present, provided the proposed amendment was submitted in writing at a previous regular meeting.

The head coach(es) has the final say in any changes of the constitution or by laws. Any change in the by-laws must have final approval by the Principal and Athletic Director.

## VII. Financial Management

**Section 1** Booster Club must use a general check request system for disbursement of funds.

**Section 2** Booster Club must use a general Deposit Verification system to support all funds deposited into account.

**Section 3** On a monthly basis, the bank statements, credit card statement, and the booster club check register and budget are to be reviewed and signed by booster club President and Treasurer, as well as the Head Coach. Any discrepancies should be handled immediately.

**Section 4** Annual coaches' gift, not to exceed limits permitted by Cherokee County School District, may be distributed at the discretion of the Executive Committee.

**Section 5** Annual Lay Coach gifts, as directed by the Head Coach and Etowah Athletic Office, may be distributed at the discretion of the Executive Committee; not to exceed limits permitted by Cherokee County School District. A CCSD

employee, not receiving a supplement, can be gifted up to the amount allowed for a Lay Coach.

**Section 6** Booster Club will not be permitted to issue or carry any type of debit card associated with a Booster Club account. If your bank has issued one or more of these cards, please cease using and destroy them immediately. Debit and ATM cards circumvent existing internal controls and therefore can easily lead to misuse or fraud without the knowledge of the Executive Committee. CCSD, its schools, and Booster Clubs are held to a very high degree of accountability, which sometimes means they have to operate in a way that may not be the most convenient or efficient, but it will keep people out of trouble.

## By-Laws

I. Special committees may be appointed for specific purposes at any time and may be discharged upon completion of the objective.

II. No activity, program or policy of this booster organization shall be employed to influence or control the athletic coaches or extracurricular sponsors for the Etowah High School activities.

III. Any request for monies from the organization must first be cleared with the head coaches.

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**IV.** The booster organization must adhere to the following Cherokee County Board of Education guidelines as outlines in the Athletic Handbook.

1. Booster club exists only to support the school and its program.
2. The core year's budget should be developed by the head coach, reviewed by the executive committee then passed by a majority vote, at either the last regular meeting the preceding year or the first regular meeting of the current year.
3. Any non-budgeted/ misc. expenses under \$200.00 can be purchased with the approval of the treasurer and one more member of the executive committee.
4. Any expenses over \$200.00 must be approved by the executive committee/Head Coach.
5. All fundraisers and projects to be conducted by the booster club must have prior written approval of the Principal or designee.
6. All gifts or donations given by the booster club become property of Etowah High School.
7. The Principal and Athletic Director shall receive a copy of the year's financial report after completion of the season/banquet.

**V.** The head coach is ultimately responsible for the booster club of his/her sport.

## Appendix A: Other Links and Handbooks

### Annual Booster Club Checklist

The Annual Booster Club Checklist serves as a guided framework to help the organization stay organized, proactive, and aligned throughout the year. It outlines key milestones, deadlines, and recurring responsibilities that support the success of the program and ensure nothing critical is overlooked. Board members are expected to follow the checklist closely and remain accountable to the timeline; however, it is also understood that flexibility is sometimes necessary. Certain tasks may shift based on evolving program needs, scheduling changes, budget considerations, or unforeseen circumstances.

The checklist should be viewed as a strategic roadmap—one that promotes consistency and continuity—while still allowing the Booster Club to adapt thoughtfully to what best supports the athletes, coaches, and overall program at any given time.

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#### Jul

- Get yard signs printed and placed at schools for fall ball programs
  - Possibly use signs already made
- Order uniforms as needed for the youth and fall teams
  - This should be on a need basis (not yearly)

#### Aug

- Submit to Athletic Office
  - Booster Club Information Form
  - Booster Club Season Budget
- Request facilities use for the following locations
  - Auditorium for Parent Meeting
  - Cafeteria for Face-Off/Draw Dinner
  - New Gym for Dance
  - Jr. Program Practice Field locations for Fall Season
  - HS Program Practice Field locations for Fall Season
- Submit all fundraiser requests to Athletic Office
  - This will be done by Head Coach, but decision on Fundraising needs to be done at August Board Meeting.
  - Push Jeep Ticket Sales Fundraiser
- Place order for all Fall Player Pack items at BSN (or other)
  - Player Packs for fall can be decided at August Board Meeting
- Go to Elementary Schools car rider lines with signs Fall Registration
- Paint lines on field
- Set up Team Store
  - Need one for HS and one for JR teams

**Sept**

- Reach out to elementary schools to participate in their Trunk or Treat events. (done by Jr Director)

**Oct**

- Look into registering for the Woodstock Christmas Parade
- Planning meeting for Valentine's Dance
  - Secure photographer
  - Secure DJ

**Nov**

- 2nd planning meeting for Valentine's Dance with Committee Members
- Set up Team Store
  - Need one for HS and one for JR teams

**Dec**

- Contact Elementary Schools about putting information on the Jr. Program and our Dance
- Set up nets on Turf Field
- Set up yard signs for Spring JR Program and Dance
- Look at other options to advertise the Dance to reach more participants

**Jan**

- Coach Strougo submit EHS county forms
- Get Raffle Permit from Sheriff's Office (raffle permit only good for calendar year)
- Submit to Eagle Mountain Messenger (newsletter) information about tryouts
  - Done by Head Coach
- Final meeting to go over Dance
  - Decide on food and beverage items to be offered
  - Decide on Raffle Baskets
- Decide on Meals for Home/Away games (Vice President)
- Have a list of parent volunteers for HOME games (Vice President)
- Set and arrange Jr. Eagle Night
- Set and Arrange Senior Night
- Paint Lines on Field
- Set up Team Store
  - Need one for HS and one for JR teams
- Train all volunteers in their positions (can be done by Strougo or Board Member)

- Order concession items from COKE for HOME games
- Create all digital publications (done through Publications Manager)

## **Feb**

- Organize and conduct the Dance Fundraiser Event
- Reach out to elementary schools to participate in their Spring Carnival events. (done by Jr Director)
- Submit Summer Camp/Clinic information to Athletic Office

## **Mar**

- Reserve End of Year Banquet
- Put together Sr. Night festivities
  - Would like to do a cook out before or after game?? For Sr. Families??

## **Apr**

- Check with High School for dates for all Honor Night activities so banquet date does not conflict with them

## **May**

- SSO Form submitted to Athletic Office
- Gender Equity Form Submitted to Athletic Office
- Facilities Use Request Submitted to Athletic Office for Booth Field usage (Strougo will handle this)

## **June**

- Help run summer camp/clinic (where applicable)

## Jr Director Annual Check-Off List

### Jul

- Help place registration yard signs in schools before open house
- Contact elementary schools and MS (speak with Hackney) to promote on newsletter and other publications about registration.
- Order uniforms as needed for the youth and fall teams (work with Strougo and Hackney)
- Make contact with previous coaches to secure their position.
  - If we have a need for coaches, this needs to be communicated ASAP with Strougo and Hackney
- Work with Strougo and Hackney to design player packs

### Aug

- Monitor sign-up list to keep tally of who has registered
  - Make sure no one is allowed to practice if they have not paid dues unless they are scholarshiped (Strougo or Hackney will handle this)
- Set up JR. BANDS for each team (work with Strougo and Hackney to set them up)
- Answer any JR. team related questions about the league, practice times, etc...
  - This would be through email and BAND
- Set up League Apps Account
- Register Teams on League Apps
  - Work with Strougo or Treasurer on getting the Debit Card for payment
  - Sent invite emails to parents so they register with SE (Southern Edge)
    - This is done through your League Apps accounts
- Get uniforms from Strougo or Hackney
- Distribute uniforms
  - Must keep track as to who has what number each player is assigned
- Create practice schedules on BAND

### Sept

- Get all the players and parents to sign up for Tourney APP and help them navigate to know when and where games will be played
- Reach out to elementary schools to participate in their Trunk or Treat events.
- Distribute player packs
- Update BAND as needed.
- Look into Fall Tournaments

### Oct

- Look into registering for the Woodstock Christmas Parade
  - will work with EHS Board Designee to have one float for HS teams and one for JR. teams. (if feasible)
- Update BAND as needed.

**Nov**

- End of season:
  - Collect uniforms
  - Collect equipment from coaches
- Coordinate End of Season party (pizza party or other)

**Dec**

- Contact Elementary Schools about putting information on the Jr. Program and our Dance Fundraiser
- Set up yard signs for Spring JR Program and Dance (could be done early Jan)
- Make contact with previous coaches to secure their position.
  - If we have a need for coaches, this needs to be communicated ASAP with Strougo and Hackney
- Work with Strougo and Hackney to design player packs

**Jan**

- Help place registration yard signs in schools before students return from Xmas Break
- Contact elementary schools and MS (speak with Hackney) to promote on newsletter and other publications about registration and Valentine's Dance Fundraiser
- Order uniforms as needed for the youth and fall teams (work with Strougo and Hackney)
- Coordinate with the head coach and booster club when Jr. Night will take place
  - Will be responsible for taking player pictures used to make player cards and deliver pictures to head coach (or designee)

**Feb**

- Monitor sign-up list to keep tally of who has registered
  - Make sure no one is allowed to practice if they have not paid dues unless they are scholarshipped (Strougo or Hackney will handle this)
- Set up JR. BANDS for each team (work with Strougo and Hackney to set them up)
- Answer any JR. team related questions about the league, practice times, etc...
  - This would be through email and BAND
- Set up League Apps Account
- Register Teams on League Apps
  - Work with Strougo or Treasurer on getting the Debit Card for payment
  - Sent invite emails to parents so they register with SE (Southern Edge)
    - This is done through your League Apps accounts
- Get uniforms from Strougo or Hackney
- Distribute uniforms
  - Must keep track as to who has what number each player is assigned
- Create practice schedules on BAND
- Get all the players and parents to sign up for Tourney APP and help them navigate to know when and where games will be played
- Distribute player packs

- Update BAND as needed.
- Work with EHS Board Designee to prepare for JR. Night at the High School
- Look into Spring Tournaments
- Reach out to elementary schools to participate in their Spring Carnival events.

**Mar**

- Assist with setting up for Spring Carnival events (If applicable)
- Coordinate with head coach on any end of season festivities
  - Potential end of season BBQ, Potluck, etc
  - Might look into hosting outdoor banquet style events to give out team awards.

**Apr**

- End of season:
  - Collect uniforms
  - Collect equipment from coaches
- Help with end of season awards (if applicable)

**May**

- Get information to elementary schools about summer camps (See Strougo for this)

**June**

- Help with Camps as needed

## CCSD Athletic Handbook

<https://cherokeeathletics.com/wp-content/uploads/sites/38/2023/08/SY2023-24-Athletic-Handbook-.pdf>