



## **BOOSTER CLUB POLICIES AND PROCEDURES**

As part of its ongoing program to cooperate with local groups in the support of recreational services, NORDC is expanding its Booster Club Program. The primary purpose of these Booster Clubs is to augment existing programs at NORDC centers/playgrounds. This is done by groups assisting in coaching teams, purchasing awards for teams, providing teams with uniforms, equipment, and other necessary items, adopting the center/playground, and assisting in its maintenance. Booster Clubs are essential to NORDC programming since it is impossible for the City to assume the total financial responsibility for uniforms, equipment, and travel related expenses at every center/playground in the City. Therefore, the policies and procedures listed herein are to be adhered to by all NORDC personnel, volunteers, Booster Club members and volunteer coaches.

### **REGISTRATION/RENEWAL PROCEDURE:**

There will be only one (1) recognized Booster Club per center/playground. The following procedure will be used to recognize a group as the Booster Club representing the specified NORDC center/playground:

- The Booster Club must submit an application to become the booster organization for a particular center/playground to the NORDC Booster Club Liaison by the deadlines set throughout the year.
- Upon receipt and approval of an accurate and complete application, the Booster Clubs are required to attend a training/orientation.
- After representatives from each Booster Club applicant have attended the training/orientation and submitted a one-time fee of ten dollars (\$10.00), NORDC will issue a certificate recognizing that group as the official Booster Club, which entitles the recognized organization to all rights and privileges of a NORDC Booster Club.
- Existing Booster Clubs found to be in good standing throughout one calendar year will be asked to renew their status for the following calendar year.

### **NORDC BOOSTER CLUB ROLES AND RESPONSIBILITIES:**

1. Membership in the Booster Club shall be open to parents, guardians, and family members of children registered to participate in activities and programs or any individuals without participating children who want to support that center/playground.
2. Booster Clubs in no way will discriminate against anyone due to age, sex, race, religion, national origin, financial status, or sexual orientation.
3. Booster Clubs may assess fees to individual Booster Club members in order to cover needed expenses that the Booster Club may incur during the year.
4. At no time should any child be prohibited from participating in any NORDC programs due to any type of financial hardship. In such cases, the volunteer services of the child's parent(s)/guardian(s) should be accepted in lieu of the fees.

5. In order to assist the individual Booster Club in securing financial help, each recognized Booster Club can be allowed to have concession rights on that center/playground, which entitles that club to sell concessions for all NORDC related events, within the framework of the regulations in the Concession Rights agreement. It is understood that all profits from such concession sales will be used to augment the programs of that center/playground. Applications for concession rights must be applied for separately. Any organization desiring to rent NORDC facilities and have concession privileges, other than the recognized Booster Club, must first submit an application for a permit from the NORDC Administrative Office. If approved, the permitted organization renting the facility will be allowed to sell concessions in authorized areas approved by the rental agreement EXCLUDING all NORDC concession areas of the facility. Officially recognized NORDC Booster Clubs and NORDC staff are the only individuals with authorized access to NORDC Concession areas and equipment.
6. ***Quarterly/Annual Reporting***
- i. Quarterly reports: All Booster Clubs are required to submit quarterly reports reflecting any information discussed and/or handled at each of the mandatory quarterly meetings. The quarterly meetings are to take place in the following months: January, April, July and November of each year. The reports are due to the NORDC Booster Club Liaison no later than two (2) weeks following meetings.
  - ii. Annual Expenditure Reports: All Booster Clubs holding Concession Rights at any NORDC facilities are required to submit the expenditures during the period of January 1 through December 31. This report is to be completed on the attached form and is due to the Booster Club Liaison no later than January 31<sup>st</sup> of the following year. Additionally, Booster Clubs are required to submit an annual inventory of all items purchased for the center/playground and its participants. Failure to submit all of the information required for this report will result in suspension of all Booster Club privileges.
7. All Booster Clubs must maintain a clean center/playground and adhere to the NORDC trash collection policy.
8. All Booster Club holding concession rights must adhere to the **NO** selling of refreshments in glass containers policy.
9. Any and all equipment and appliances, including but not limited to recreation supplies, sports equipment, or such assets as chairs, tables, air conditioners, etc., that are purchased by a certified Booster Club holding concession rights, with funds earned as a result of concession sales at a NORDC center/playground, **become the property of the City** at the time that they are purchased and put into use. When a Booster Club changes Officers or ceases operation, such properties as those mentioned above should remain at the center/playground or in the program for which they were originally purchased.
10. All Booster Clubs can further assist their NORDC site supervisor and Booster Club Liaison by adhering to all rules and regulations of the Commission and the laws of the City of New Orleans.

### **NORDC ROLES AND RESPONSIBILITIES:**

#### ***1. NORD Commission:***

- i. Is responsible for the upkeep and physical improvement of all facilities; therefore, the Booster Club is required to notify the NORDC Booster Club Liaison in writing of any suggestions for improvements to a center/playground . If the Booster Club plans to

pay for improvements, they must still submit all plans to NORDC for review and approval, whether such improvements require approval from Capital Projects or not. Please note that the Booster Club charter requires that any and all changes or alterations must be first approved by NORDC, including not limited to:

1. In the event that the Booster Club wants to change a lock or keying system at their center /playground, such action must be pre-approved by NORDC. Upon approval of said changes, NORDC must be provided new key(s); and/or
2. In the event that a Booster Club wants to purchase or receive delivery of fill for their playground, such action must be pre-approved by NORDC. NORDC reserves the right to determine whether or not the fill is both satisfactory in composition and needed for the playground. If NORDC approves fill delivery by the Booster Club, it is then the Booster Club's responsibility to have the fill spread within two weeks of delivery.

## **2. *NORDC Center Manager/Athletics Site Supervisor:***

- i. Is responsible for organizing those activities which will enhance the recreational experiences of the many children and adults who use the center/playground ;
- ii. Is responsible for organizing groups interested in becoming an officially recognized Booster Club where one does not exist. This responsibility includes providing those groups with the necessary application information from NORDC Administrative Office as well as any and all athletic information that pertains to that center/playground, in order that they may participate in NORDC programs;
- iii. Is a NORDC employee who shall work with neutrality to advocate for the center/playground; and
- iv. Should ensure that center/playground to which he/she is assigned is always playable and well equipped for participation by young and old. It is the center manager/site supervisor's responsibility to promptly report all Booster Club related problems to the NORDC Booster Club Liaison.

## **3. *NORDC Booster Club Liaison:***

- i. Is a NORDC employee who shall work with neutrality to support the Booster Club and ensure that NORDC's interests and policies are upheld;
- ii. Is responsible for processing Booster Club registration and renewal applications, updating any Booster Club contact and/or officer information, and serving as the main NORDC representative for community members involved in Booster Club activities;
- iii. Is prohibited from handling any Booster Club funds or obligating any funds belonging to the Booster Club, beyond collecting the initial registration fee, and may not be a member of the Booster Club; and
- iv. Is to be notified of all Booster Club meetings and activities and receive any and all reports submitted by all Booster Clubs.