



2019-2020 Booster Club Handbook

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From the Principal....

Dear Roswell Booster Club Member:

Thank you for taking the time to support our students through your work with one of Roswell High School's outstanding booster clubs. Being a member of a booster club takes a selfless commitment of time, talent, and treasure. Our students could not enjoy the opportunities they have without your willingness to go "above and beyond" in supporting their endeavors. Thank you!

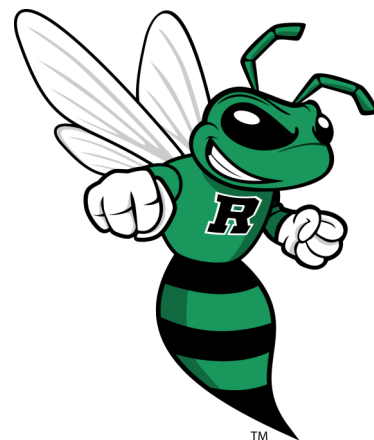
The purpose of this handbook is to provide our coaches, directors, and booster club members with the guidelines and expectations they need to make sure that rules are followed, that our programs demonstrate their trustworthiness, and that all of our booster programs project a positive image of the entire Roswell High School community.

If you have a question or concern, please do not hesitate to reach out to your coach or director, Coach Sutter or myself. I am very excited about the 2019-2020 school year and I appreciate your support and leadership.

Go Hornets!

Sincerely,

Robert Shaw, Ed. D.
Principal
Roswell High School



Legal Disclaimer

Information in this document may be changed at the discretion of the Fulton County School District Administration, the Roswell Administration, by actions of the Fulton County Board of Education, the Region, the Georgia High School Association, or the Georgia State Legislature. It is the responsibility of the Coach or Director of an activity to stay current on applicable rules, laws, and guidelines governing the operation of booster clubs and coordinate that information to booster club officers.

As information contained in this handbook is subject to change, please contact the Roswell administration with any questions or concerns.

Who is The....

Position	Name	email Address
Roswell High School Representative on the Fulton School Board: District 1	Katha Stuart	stuartk@fultonschools.org
Superintendent Fulton County Schools	Dr. Mike Looney	looneym@fultonschools.org
Assistant Superintendent, Northwest Learning Community, Fulton County Schools	Kibbey Crumbley	crumblevk@fultonschools.org
Athletic Director Fulton County Schools	Dr. Steven Craft	crafts@fultonschools.org
Fulton County Schools Director of Music	David Vandewalker	vandewalkerd@fultonschools.org
Director, Georgia High School Association	Dr. James R. Hines, Jr.	robin.hines@ghsa.net
Region 4-AAAAAAA President	Dr. Chris Richie	chris.richie@cobbk12.org
Region 4-AAAAAAA Secretary	Tonya Sebring	tonya.sebring@cherokee.k12.ga.us
Principal, Roswell High School	Dr. Robert Shaw	shawr@fultonschools.org
Athletic Director Roswell High School	Ben Sutter	sutterb@fultonschools.org
Assistant Athletic Director Roswell High School	Ty Phillips	phillipst@fultonschools.org
Assistant Athletic Director Roswell High School	Sara Allegood	allegoods@fultonschools.org
Roswell High School PTSA Co-Presidents	Julie Eck	president@rhspta.org
	Ed Klaas	
Roswell High School Business Manager	Amanda Porter	porteras@fultonschools.org
Roswell High School Bookkeeper	Vrinda Mundkur	mundkur@fultonschools.org
Roswell High School Governance Council Chair	Erika Lewis	LewisE3@fultonschools.org
Roswell Cafeteria Manager	Sharon Jackson	jacksons@fultonschools.org
Roswell Clinic Assistants	Elizabeth Egan	egan@fultonschools.org
	Ann Goud	gouda@fultonschools.org
Roswell Athletic Trainers	Allison Perry	
Roswell Director of Communications	Betsy Minor	minorbr@fultonschools.org
Roswell Director of Branding	Pam Nitzken	nitzken@fultonschools.org
Roswell Partners in Education Manager	Elaine Leisses	leisses@fultonschools.org
Coca-Cola Representative	Kayla Zimmerman	kaylazimmerman@ccbcu.com

Roswell High School 2019-2020 Varsity Head Coach/Directors List

Fall Sports

<i>Sport</i>	<i>Head Coach/Director</i>	<i>email Address</i>
Football	Matt Kemper	kemper@fultonschools.org
Softball	Carissa Roustan	roustanc@fultonschools.org
Cross-Country	Sara Allegood	allegoods@fultonschools.org
Cheerleading (Fall and Winter)	Hilary Collins	collinsh@fultonschools.org
Volleyball	Naomi Kirk	kirkn@fultonschools.org

Winter Sports

Boys Basketball	Ty Phillips	phillipsT@fultonschools.org
Girls Basketball	Antonio Wade	wadeam@fultonschools.org
Wrestling	Matt Rogers	rogersM4@fultonschools.org
Swimming	Stacy Brooks-Horton	hortons@fultonschools.org

Spring Sports

Boys Golf	Jeff Pickard	pickardj@fultonschools.org
Baseball	Ben Sutter	sutterb@fultonschools.org
Girls Golf	Amanda Brickhouse	brickhouse@fultonschools.org
Boys Tennis	Derek Shackelford	shackelfordD@fultonschools.org
Girls Tennis	George Bryan	bryang1@fultonschools.org
Boys Lacrosse	Molly Bethune	bethunem@fultonschools.org
Girls Lacrosse		
Boys Soccer	Kristine Kolodziej	kolodziejk@fultonschools.org
Girls Soccer	TBD	
Track and Field	Tim Feilen	feilent@fultonschools.org

Activity Directors

Band	Michael Moon	moonm@fultonschools.org
Chorus	Elizabeth Williams	williamsem@fultonschools.org
Orchestra	Sara White	whitesaw@fultonschools.org
Drama	Rebecca Stern	sternrj@fultonschools.org
JROTC	Lt. Col (Ret.) Duplechien	duplechiena@fultonschools.org
Robotics	Tom Bishop	bishopt@fultonschools.org
Fencing	Susan Pappas	pappas@fultonschools.org

Advertising, Posters, and Banners

All advertising at Roswell High School must conform to Board Policy KJ-Advertising in schools (contained in Appendix I).

Please remember the following:

- All advertising and banners must be approved by the Principal or his/her designee.
- It is strongly suggested that all banner be approved by the Athletic Director *before* they are purchased.
- Internal posters must be submitted to Janet Bright in the Assistant Principals' Office for administrative approval before being posted.
- Exterior posters and signs using the Roswell Brand must be submitted for approval.
- Booster clubs are welcome to put up signs on campus advertising an event (games, camps, etc.) but the booster club must remove those signs when the event has concluded.
- Banners on King/Hardscrabble roads must be approved by the administration before being posted. Banners will be allowed during the applicable seasons and must be taken down when the season is completed.
- Banners for events (plays, musicals, etc.) must also be approved by the administration. These banners must be removed when the event is concluded.

Athletic Passes/Tickets/Pass Lists

Fulton County Athletic Pass/ Employee ID Badge:

Only the bearer of this pass/badge will be admitted to high school games held within Fulton County (unless other arrangements are made through the region). Passes/Badges are not valid at region or state playoff contests. Photo I.D. may be requested.

Georgia High School Association (GHSA) Pass:

Only the bearer of this pass plus one will be admitted. Must have a photo I.D. for state tournament level events.

Event Pass List:

Those persons whose names appear on a list that has been approved in advance by the principal or his/her designee may be admitted free of charge for regular season events. {Region and State Competitions and some other events (i.e. SAPA Competitions) are not Roswell or FCS events and passes will not be honored.}

Ticket Prices:

Athletic event ticket prices are set by the Region or the GHSA. These tickets sales are handled by the school's bookkeeper and business manager. The GHSA does allow for the school to have a specific number of sanctioned events to be used as fund raisers for the school. This requires administrative approval so please contact the Athletic Director for more information.

Roswell event ticket prices are set by the school. If the funds from the event will be deposited into the groups school account, all FCS accounting procedures will apply. The tickets and start up funds will be organized by the school's Business Manager and a Fulton County Employee must sell the tickets.

If the non-athletic event (play, concert, etc.) will be ticketed by the booster club, the booster club will run the ticket gate, including providing the tickets and the gate-workers. The funds from a booster club event will not be deposited into the school's account or held in the school safe. ***A fundraiser form must be completed and approved for booster club ticketed, non-athletic, events.***

Roswell does not refund the cost of game/event tickets.

In case of inclement weather, attendees should save their ticket stubs for use at a future event.

Banquets

End of season banquets and awards ceremonies are a great time to fellowship and share in the accomplishments of a team or activity. Please keep the following in mind when planning end of year banquets:

1. Banquets, whether they are held off or on campus, are school activities.
2. Banquets ***must*** be placed on the official school calendar, regardless of where and when they are held. Please contact Susan Murphy to place banquets on the calendar.
3. If a banquet is to be held on campus, please follow Roswell High School's internal facility use policy. Coaches are strongly encouraged to complete this process as early as possible.
4. The possession, consumption, sale, or presence of any alcoholic beverages at a banquet is strictly forbidden. Please see the letter sent to all coaches last year by clicking [HERE](#). Remember that any booster club events where a Fulton County student is present must not have any alcohol sold or consumed.
5. While a booster club may plan and support an end of the year banquet, the head coach/director is the final say on how a banquet is organized.
6. Banquets will not occur during school hours. Roswell High School clubs and sports are prohibited from having banquets on Sundays. However, this will be allowed if the booster club boards votes to approve a Sunday event and that vote is recorded in the club's official minutes.

Booster Club Guidelines

Booster Clubs are an integral and important part of Roswell High School. Without the time and financial support provided by the Boosters, Roswell's students would not enjoy the level of success they currently do.

The Fulton County School District has an established Board Administrative Rule LEC that governs high school booster clubs. Please be sure to read this policy by clicking [HERE](#). In addition, the Fulton County Athletic Guidelines includes a section that discusses booster clubs. This information is also included in this notebook and should be read by all booster club members and officers.

Roswell High School Booster Clubs are encouraged to do the following:

- Provide financial support to Roswell High School students and organizations.
- Keep open and honest communication with coaches, teachers, the Principal and the Athletic Director.
- Make sure the lines of communication are open between booster club members and the booster club's leadership.
- Support the student-athletes and student-artists of Roswell High School.
- Demonstrate support for all Roswell High School sports and activities.
- Increase the visibility of your sport and/or event and the accomplishments of the student-athlete or student-artist.
- Support the coaches, directors, and their staffs.
- Build and maintain informative web-sites and social media platforms.
- Provide a positive role model for all Roswell High School students.

Roswell High School Booster Clubs operate under the direction and authority of the Roswell High School Administration. Please keep the following in mind:

- While the focus, vision, and direction of the booster club should be a partnership between the booster club and the head coach/director, this responsibility rests with the Head Coach/ Director.
- The Head Coach/Director can request a review and or revision of the booster club by-laws at any time.
- Roswell High School administrators are not involved in the day-to-day operations of the booster club unless a booster club decision is in gross violation of Roswell High School Policy, Fulton County School District Policy or Board Administrative Rules, Region Policy, GHSA policy, or presents the possibility of being detrimental to the mission and goals of Roswell High School.
- Any events hosted or directed by a Roswell High School Booster Club are technically official school events. This includes banquets, tournaments, and camps.
- Official booster club meetings will be held at Roswell High School on a regular weekday selected by the booster club. The Roswell High School principal (or his/her designee) may elect to attend and or participate as he or she sees fit.
- Each booster club must be represented at any booster club informational meetings called by the Roswell High School Principal and his/her designee.

Roswell High School Booster Clubs **are not** involved in the following:

- Hiring or dismissing Roswell High School Coaches, Teachers, and/or Community Coaches.
- Setting entry fees for games or other events.

- Paying for academic tutoring for any Roswell High School student or student-athlete.
- Directing employees of the Fulton County School District.
- Contacting the Georgia High School Association, Region Officials, or the Fulton County School District as an organization without the permission of the Roswell Administration.
- Reporting or directing game officials or event judges.
- Providing awards to coaches, students, or student-athletes without the approval of the Roswell High School administration and/or Head Coach.
- Negotiating a supplement of the salary of any coach or teacher employed by the Fulton County School District.
- Game, Event, and/or Practice Scheduling.
- Playing time decisions and/or other issues regarding students.
- Directing purchasing decisions made by Roswell High School coaches and teachers using Roswell High School/FCS funds.
- Conducting formal or informal investigations of other high school athletes or athletic programs or fine arts programs.
- Arranging or making any changes to student transportation without the knowledge and/or consent of the coach or director.

Branding

One of the great things about Roswell High School is that our school has a positive presence in the community. Our students are leaders in academics and service, our athletes and artists represent our school all over Georgia, and our faculty and staff travel throughout the country to both learn more about their profession and share their expertise with others.

Due to Roswell High School's high level of visibility, our branding is important. A Brand is a perception by others that identifies an organization and it is important that our Brand symbols, voice and tone reflect that image. A clear mission, memorable experiences, positive messages and welcoming aesthetics build trust in the Brand. Several years ago, Roswell High began the re-branding process for the following reasons:

- Developing one logo for all of Roswell High School (there were several in existence and they were being used by different school groups).
- Avoiding trademark infringement with college logos.
- Developing an identity for Roswell High School.
- Creating a unique and consistent "voice" for Roswell High School.
- Using branding to assist all stakeholders in differentiating between official and unofficial Roswell High School Communication and our online presence.

As with any corporate brand or legally protected logo or trademark, there are rules regarding the use of the school's brand, logo, and wordmarks. However, we want to work with all of clubs, sports, and school related entities to make the process as simple as possible.

New for the 19-20 school year, our brand manager, Pam Nitzken, has worked with the school's administration to streamline the process of request the use of the school's logo and information. Please remember that there is no charge for the use of the school's logo and wordmarks, but we want to make sure the images are used correctly.

For more information, please contact Mrs. Nitzken at Nitzken@Fultonschools.org.

Budgets-Athletic

The information provided on this page is to explain in a transparent manner the funding of the Athletic Programs at Roswell. The information below does ***not*** apply to the Fine Arts or other non-athletic activities (with the exception of transporting the band to athletic events). Please let the Roswell Administration know of any questions or concerns.

Athletic Budget Development Process	
Spring	The Athletic Director meets with Head Coaches and determines any additional financial needs. Principal, Athletic Director and School Bookkeeper look at athletic revenues and the previous year 's athletic expenditures
Summer	Athletic Director provides budget to Head Coaches
Summer-Fall	Head Coaches work with Booster Clubs to determine financial needs and how those needs are going to be met
Notes	Budgets are revised based on actual revenues. Principal and AD always work to meet any needs that require additional revenue for a team or sport

Where Does it Come From?	Where Does it Go?
Fulton Schools provides:	<ul style="list-style-type: none"> • Coaching Stipends • Some money for Security • Some money for Ambulance • Some money for Field Maintenance • Some money for Transportation • Some money for gate workers
Mainly through event ticket revenue, Roswell provides:	<ul style="list-style-type: none"> • Uniforms/Equipment/Maintenance • Community Coaching Certification • Event Security • Technology (Timing software, etc.) Athletic Training Supplies (Tape, etc.) • Transportation/Lodging • GHSA, GADA, and GACA Dues • Signing Ceremonies Homecoming Ceremonies Tournament Entry Fees Rental Fees (Pool time, etc.) Game Officials • Game Announcers Gate Workers • <i>Any and all additional Expenses</i>

Budgets-Fine Arts and Other Instructional Programs

The Fulton County School District provides funding for several areas of the Fine Arts Department including:

- Music purchases
- Additional teacher supplements
- Instrumental rental and repair
- Script rentals and performance rights fees
- Other essential purchase to support the Fine Arts' academic mission

The District also provides some funding for our engineering class, JROTC, and other groups and clubs. Please contact your group sponsor for more details.

If a fine arts booster club wants to sell tickets to a fine arts event, a fundraiser form must be completed and signed by the principal.

Budget-General Information

- Participation Fees are used by the school for the benefit of the sport/activity and stay with that sport or activity's account.
- Please note that Booster Clubs cannot collect school participation fees. Those need to be collected by you and deposited daily in your local school account.
- Roswell High School policy is that participation fees will not exceed \$75.00. Participation fees can be paid online.
- School personnel cannot collect booster fees. Students and parents must deposit those funds in the locked boxes in the front office.
- No student shall be denied an opportunity to participate based on non-payment of fees. Please do not state or imply that participation or booster fees are required to be eligible to participate.
- Athletic ticket revenues are used by the school for the benefit of the entire athletic program.
- Ticket revenue from fine arts events stay with the organization. For example, ticket sales from Drama productions are for the use of the Drama program.
- All school funds are spent with the approval, and at the discretion of, the principal.
- It is strongly suggested that a head coach or activity director work with the booster club to ensure that all needs are met.
- Coaches and activity directors should also budget for unintended expenses. However, booster clubs are not allowed to keep large amounts of funds unless the club is saving for a purchase or anticipates a upcoming expense. This should be communicated to the principal.
- The principal is the only person that can sign contracts.
- Booster clubs are not allowed to go into debt.
- Roswell High School is an "Under Armour" school and we are contracted to work with specific vendors. Please work with the school's Athletic Director when ordering athletic supplies. ***All orders must be placed through the coach or director.***
- Our music and arts, robotics, and JROTC programs also, in many cases, have contracts in place for supplies and equipment. Please work with the appropriate teacher to make sure that all orders comply with existing rules, procedures, and contracts.

Booster Club Treasurer:

- Please remember that all booster club finances are public record and open to audit at any time at the direction of the principal.
- Booster Club by-laws should specify how spending decisions are made by a booster club and how budget information is shared with booster club members.
- The school's athletic director is a resource for all booster club officers, especially treasurers. Please do not hesitate to ask questions!

Purchasing:

- All purchases must have a signed purchase order.

Coca-Cola

Roswell High School has a contractual relationship with Coca-Cola. The benefits of this agreement include:

- Numerous free goods adorned with the "PowerAde" logo including squeeze bottles, towels and coolers.
- Financial contribution to Roswell High School
- Free product samples to be used at the principal's discretion

Our contract states that all Roswell High School organizations must exclusively use only Coca-Cola Products.

This means:

- No items can be used or displayed that have the logos of any direct competitors (including Pepsi, Aquafina, Gatorade, Store Brand Drinks)
- All booster clubs and concession stands can only use and display Coke products, including the theater concession stand.
- All Coke products used for resale must be purchased directly from our Coke representative Only 20 oz bottles of Coke and Coke products can be sold at Roswell events
- Please make sure that there are no non-Coke products in any Roswell coolers, concession stands or display coolers.

Booster clubs can buy in bulk and then share product between clubs. This could be helpful for those clubs that use the same concession stand (i.e. Soccer and Lacrosse).

In addition, booster clubs may decide sell/donate a surplus of product to another booster club.

It is also a violation of our vending contracts to cover or disable any vending machines. Any covers will be removed.



College Signing Day

The Roswell High School administration enjoys the opportunity to recognize student-athletes who have been offered a chance to play their sport at the next level.

Please note the following:

- In order to be recognized at a signing event, the student-athlete must have participated in their GHSA sanctioned sport, and earned a varsity letter, during their senior year at Roswell High School.
- Students who have committed to playing their sport in college should immediately share that information with their coach once they have made a commitment. That information will be communicated with the Athletic Director.
- The Athletic Director will require the student-athlete to submit some information for the signing ceremony. It is important that this information is completed in a timely manner.
- Family members, high school coaches, and team members are invited to attend the signing ceremony.
- Signing ceremonies are usually scheduled in the morning, before school. All students participating in the signing ceremony are expected to attend class as normal.
- Pictures will be taken during the signing ceremony. Those pictures will be sent to the local media.
- College, club, and personal coaches are invited to participate in the signing day ceremony. However, they will not be included in the “official” school picture shared with local media.

Concession Stand Revenue Procedures

In accordance with Fulton County School policy, the Roswell principal has elected to allow Roswell Booster clubs to use game concession stands as a fund-raiser activity.

All receipts from the concession stand must be collected and recorded in the Booster Club's financial records.

All concession invoices must be paid directly by the Booster Club

Construction or Modification of District Facilities

The Roswell High School Booster Clubs are an important part of making sure that our teachers, coaches, and students have the most up-to-date, modern, and safe facilities for their use.

Please review Board Policy FD (Located in the appendix)

Please keep in mind the following in regards to Roswell/Fulton County Facilities:

1. Absolutely no changes, additions, adjustments, alterations, no matter how small, may be made to any buildings or structures on campus, or to any part of the campus, without District approval.
2. Most adjustments or changes to a school structure, including new construction, will require the approval of the District. This will require a building alterations form that must be completed and submitted by the school administration.
3. For athletic facilities, please direct all inquiries to Athletic Director Ben Sutter. For non-athletic facilities, please direct all inquiries to Assistant Principal Sal Zarzana.
4. Any unauthorized changes or additions will be removed by the administration without financial compensation to the club or individual who erected the structure or made the change.
5. The removal of any unauthorized building alterations, or the repairs caused by any unauthorized alterations, will be the responsibility of the appropriate booster club. The school principal may also use local school funds from the appropriate sport, club, or activity's local school account to correct the alteration or make repairs.
6. Outside booster organizations are not allowed to go into debt, or borrow money, to finance a project.
7. Failure to comply with building alterations procedures may result in a booster club not being allowed to operate at Roswell High School.

Cost to the Participant

Roswell High School and the Fulton County School District will not support any aspect of any program which could be construed as "pay to play" for the athlete or his/her family.

The financial cost to the participant of a performance type activity should be held to a minimum.

No student should be discouraged from participating in an activity which is sponsored by the Fulton County School District because of any personal financial obligation associated with that activity.

If funds are not available in the local school budget to fully finance an activity then the school should limit the expenditure rather than cause a hardship on an individual who wishes to participate.

Athletes may be held out of a sport until they have met their *school* financial obligations from a previous sport. Example: not allowed to run track until they turned in their basketball uniform.

Students can not be denied a curricular activity because they have not paid booster dues.

Do not send any documents that state or imply that any booster club fee is required for participation.

Events and Games

Roswell Booster Clubs often play an important role in hosting events at Roswell High School. Please remember the following when involved with Roswell events.

All Events:

- The athletic director or Administrator On Duty (AOD) is in charge of the event. All visitors and guests are expected to comply with the directions of school personnel.

Athletic Events:

- With the approval of the administration, Booster parents may serve as announcers, scorekeepers, clock operators, and videographers for school athletic events.
- Only authorized personnel are allowed in the press box, score table, or on the public address (PA) system.
- The PA announcer may not make comments that, in the opinion of the administration, are derogatory towards other schools, their athletes, or their coaches.
- PA announcers, scoreboard operators, and personnel in the press box or score table must comply with all directives by school or game officials.
- All athletic events will start with the playing or performance of the National Anthem. Please remind people to rise and remove their hats during the playing of the anthem.
- The GHSA Sportsmanship Statement must be read before all GHSA Sanctioned Events:
“The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at all of our schools’ athletic events.”
- Any music played publicly at events must be approved by the administration. Songs may not contain profanity, implicit or explicit references to sexual acts, action or products that are illegal for minors, or anything, in the opinion of the administration, that is not appropriate for Roswell High School. Songs may also not include “blanked out” words. Failure to adhere to this will result in the following:
 - 1st Offense: Written warning from the principal to the Coach/Director
 - 2nd Offense: Music will not be allowed for events for that activity or sport. Human Resources will be contacted.
 - 3rd Offense: The Booster Club will not be allowed to operate at Roswell High School for one calendar year from the date of the offense.
- Suggestions include:
 - Do not allow parents or students to use their personal devices to play music at events.
 - Do not allow parents or students to provide playlists or music.
 - Do not allow unauthorized parents to students access to the press box.

This is a big deal as the playing of inappropriate music not only reflects poorly on our entire community, but has resulted in disciplinary action against school officials.

Expectations for Spectator Conduct

Roswell is very fortunate to have the support of our parents and friends at athletic and student events. The teachers, administrators, and especially the students, appreciate this support.

However, it is important to note that attending events at Roswell is a privilege. As such, there are certain expectations in place for all visitors to Roswell events.

- Please cheer, clap, stomp, and get loud, when appropriate, to support our Hornets!
- Profanity, taunts, derogatory terms, or comments deemed by the administration, faculty, or coaches to be considered as such, may result in removal from the event. A warning is not required.
- While parents are encouraged to speak to coaches and teachers, immediately after an event or athletic contest may not be the best time. Parents are always encouraged to contact the teacher or coach to make an appointment to discuss any concerns.
- Younger Hornets are always welcomed at Roswell events. However, it is not the responsibility of the Roswell administration to supervise these students. Parents who drop their non-Roswell students off at school events should not expect the Roswell administration or faculty to supervise these students. Consequently, non-Roswell students that violate Roswell or District rules at Roswell events may receive disciplinary consequences from their home school.
- Attendance at practices is a privilege and a teacher, coach, or administrator may elect not to allow parents and/or spectators into a practice. A desire to close a practice or rehearsal should be communicated in advance.
- Booster parents and adults who may be chaperoning an event, attending a practice, or electing to assist with supervising any Roswell activity will always defer to the directions of a Roswell teacher, coach, or administrator.
- While Roswell High School is a public school, we are not open to the public! Failure to abide by these rules, any violation of School District Policy or State law, or by acting in a manner that reflect poorly on Roswell, may result in an adult or participant being banned from Roswell events. This will be done in writing from the Roswell administration to the offending party. Serious offenses may result in a Criminal Trespass Warning, which is a legally binding document forbidding under penalty of law the offender being on any Fulton School District policy or at any District event.

As always, please ask a teacher, coach, or administrator if you have any questions or concerns.

Facility Use

As you are aware, the Roswell High School building and the accompanying facilities are being used almost 24 hours a day, seven days a week. Unfortunately, there have been numerous occasions where more than one group has signed up to use a space at the same time. Another problem in the past has been security of the building.

The Fulton County School District makes use of an online program called SchoolDude to rent school facilities. You can access the District's information on facility rental, including SchoolDude, by clicking [HERE](#). You may also access a Frequently Asked Questions sheet by clicking [HERE](#).

Once the SchoolDude request is sent to the local school, you will be contacted regarding approval, building availability, and associated fees.

The Roswell Administration reserves the right to move, re-schedule, or cancel any meeting held on campus.

For events on the evening or weekend, the Roswell administration may require custodial support and/or security. If so, your club will be billed for these expenses.



Fundraisers

Fundraising activities at the local school are covered by Fulton School Board policy KEB (Located in Appendix I)

All fundraising activities must be approved by the principal.

All activities designed to raise revenue, sell a product, or generate income, other than school events, require a fundraising approval form (The appropriate forms are linked in the annex).

A few notes about fundraisers at Roswell High School:

- Fundraisers are approved on a first come, first served basis.
- Duplicate fundraisers are not allowed. For instance, only one group may be allowed to sell candles during a specific point in time.
- Unless permission is given by the administration, groups are not allowed to sell at another groups' event. For instance, the basketball booster club cannot sell items at a football game.
- Fundraiser forms must also be completed, and approved, if a group is raising money for a charity. Any charity fundraising activities at a Roswell High School event must be approved by the local school administration.
- Fundraising may not occur during instructional time. This includes the collecting of funds.
- Each booster club has a locked mailbox in the front office. If a person enters the front office to drop off information or funds for a booster club, they will be directed to deposit the funds or information in the correct mailbox. A booster club officer must periodically come to the front office to collect funds from the mailbox.
- School employees have been directed not to collect, secure, store, or hold booster club funds. Booster clubs funds will not go in the school safe.
- Per District financial rules, no organizations are allowed to have a safe on campus.
- Boster clubs may not collect school participation fees.

Junior/Middle School/Youth Sports Programs

The Fulton County School District does not fund or support Middle School or Youth Sports (“Feeder”) Programs. The Roswell Administration realizes that, in order for High School programs to be competitive, feeder programs are essential to teaching the sport to younger athletes, developing important life skills such as teamwork and sportsmanship, and building a sense of community among Roswell athletes of all ages.

While the Roswell administration does not supervise the feeder programs, the feeder programs do use the Roswell name and facilities. For that reason, it is important that they are operated correctly. Please adhere to the following requirements:

Roswell Feeder programs must operate under the direct control of a Roswell Booster Club. It is strongly recommended that the Director(s) of any feeder program are included on the Booster Clubs Board as a liaison. Feeder programs not operating under the direct control of a Roswell Booster Club will not be allowed to use the Roswell name or any Roswell/FCS equipment or facilities.

The Head Coach of a Sport is considered to be in control of the Feeder program. Any issues, questions, or concerns regarding Feeder programs brought to the Roswell administration will be directed to the appropriate head coach.

Feeder programs must coordinate the use of any Roswell facilities through the school administration and/or the Head Coach. Feeder programs will be required to utilize the SchoolDude facility use rental system.

Roswell High School Programs shall **always** be given priority in using Roswell facilities, field space, or equipment. Feeder program games, events, practices, and meetings may be rescheduled or relocated to accommodate any high school function.

Failure to follow Administration guidelines or directives, or if the Feeder Program fails to maintain good relations with the Roswell Administration, may result in the Feeder Programs not being allowed to use the Roswell High School name, any Roswell or FCS equipment, or Roswell or FCS facilities.

It is strongly recommended that a coach from the school attend events of the corresponding feeder program.

Social Media/Online Presence

Booster Clubs are encouraged to build informative websites and maintain social media platforms. Please keep in mind the following:

1. The online presence of a single group or club represents the entirety of Roswell High School. It should be a positive representation.
2. Social media platforms are not the place to post complaints, criticisms, and questions about a program, teachers, coach, or the school. Please encourage our stakeholders to share with the appropriate school official any questions or concerns they may have.
3. Be wary of allowing comments on a social media platform. The host of the platform is responsible for all items that are posted.
4. Students who participate in extracurricular activities are held to a higher standard of conduct. This is especially true when they are using social media.
5. The school administration has the ability to direct a booster club to change, adjust, take down, or review any social media post or website content, regardless of who sponsors the platform.
6. Any questions or concerns about social media or websites should be directed to the appropriate administrator.

Title IX

Dear Roswell Coach, Director, or Booster Club Officer:

Many of you may be aware of the basic provisions of Title IX of the Educational Amendments of 1972 (Title IX). This landmark federal legislation requires that all activities in schools that receive federal funding (which all Fulton schools do) be equally funded in proportion to the school's population. The basic focus of the law is that women's activities, especially athletics, be funded as well as men's activities. Many people believe that the recent rise in popularity of women's sports, at both the collegiate and professional level, is in part due to this law.

Roswell High School is required to file an end of the year report with the District allocating where every dime of athletic money was spent, including the booster clubs.

Roswell High School's Athletic Director will convey to the Coaches and Booster Club officials information about how to complete the Title IX report.

Title IX compliance is a very important issue and Roswell High School needs your help to make sure what we report to the federal government is as accurate as possible. Please let the school's administration know if you need more information or if you have any questions.

For more information, please refer to the Fulton County School Board policy IDFA (Located in Appendix I)

Thanks.

TITLE IX

NO PERSON IN THE UNITED STATES SHALL,
ON THE BASIS OF SEX, BE EXCLUDED FROM
PARTICIPATION IN, BE DENIED THE BENEFITS
OF, OR BE SUBJECTED TO DISCRIMINATION
UNDER ANY EDUCATION PROGRAM OR
ACTIVITY RECEIVING FEDERAL FINANCIAL
ASSISTANCE.

Transportation

(Copied from the Fulton County Schools Handbook for GHSA Sanctioned Interscholastic Athletic Activities, P. 13)

Under normal circumstances, Fulton County Schools provides transportation for all student-athletes, support, and coaching personnel of athletic teams in authorized school vehicles when the contest has been scheduled away from the high school site.

- A. Team members may only ride with those individuals listed on the student's transportation release.
- B. A Transportation Release must be signed by the student-athlete's parent/guardian;
 - 1. The parent(s)/guardian(s) of the student must submit a written request for Travel Release to the team's coach 24 hours in advance of the trip to the contest. The coach will release the student-athlete to the parent(s)/guardian or designated adult upon presentation of the written Travel Release:
 - 2. Should a parent approach the coach at an away contest and request that his/her student-athlete ride home with him/her, the parent(s)/guardian(s) must still submit the request in writing to the coach, then and only then may the coach agree;
 - 3. A student-athlete will not be allowed to ride home with another student or another parent from any away athletic contest unless conditions are met under Section B.

Note: The responsibility for the arranging of transportation, and supervision of student participants, is the responsibility of the Coach/Director of the sport or activity.

Volunteering and Mandated Reporting

Beginning July 1, 2012, parents and community members who volunteer to work with children in school functions and extracurricular activities must report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5.

The State Law reads that “persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children”. The law goes on to say that a person “should make an oral report as soon as possible to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such an agency, to an appropriate police authority or the district attorney. Program directors should have an address and phone number for the reporting agency in their county or circuit and make this information available to mediators. Questions about the specific requirements of reporting should be referred to the reporting agency.”

Mandated reporting, and other important information, is addressed as a part of Fulton County School’s Volunteer training. According to the District, a volunteer is defined as “a non-paid person who serves in an auxiliary capacity under the direction and supervision of school personnel. A volunteer is one who performs duties that an employee could perform such as making copies, filing, sorting, escorting students, assisting with lunch duty media center or front office tasks. Any person who leads or assists students (other than their own student) in programs or tutors a student(s) is considered a volunteer” ([Fulton Schools Volunteer Website](#)).

For more information about becoming a volunteer at any Fulton County School, please click [HERE](#).

Regardless of the law, all of us have the responsibility of protecting children. If you witness or suspect abuse, please contact law enforcement.



Appendix I

Fulton County School Board Policy

Applicable Fulton County School District Board Policy

Complete listing of all Fulton County School Board Policy may be found at <https://www.boarddocs.com/ga/fcss/Board.nsf>

IDFA	Gender Equity in Sports	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=B5SFYT4172CD
IDFA	Gender Equity in Sports Grievances	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=B5SFU740C5AF
KJ	Advertising in the Schools	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=962LH4566DC8
LEC	Booster Organizations	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=9L9N2X4A5349
JGED	Child Abuse and Neglect Reporting	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=ACYHJB48B35F
FD	Facilities Construction and Improvement	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=AXZGDG434D86
IFCB	Field Trips (1)	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=8HURX36AB920
IFCB	Field Trips (2)	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=8HURV66A6B4F
KEB	Fundraising	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=9Q7RCC5E34EC
IDF	Inter-Scholastic Athletics	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=9BUN3S5E01A6
IDE	Intramural and Extramural Activities	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=9L9MMR48BF45
FDC	Naming of Facilities	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=9K9JHV4D4669
GAJB	Professional/Classified - Gifts and Solicitations	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=AHSGZ4462D25
EED	Sales of Food on School Premises	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=ALPLP65778A3
ED-DA	Special Use of School Buses	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=8HUKVS531740
KBCD	Sports and Special Events Coverage	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=BAPK4X4F6A2E
JH	Student Activities	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=8CST99719B3F
DI	Student Activity Funds	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=A999B4060B77
JD	Student Discipline/Code of Conduct	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=B4TT6T64BF97
JS	Student Fines, Fees and Charges	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=9XMPT757BD80
EGB	Student Insurance Program	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=AXZGBC42FE33
KG	Use of School Facilities	http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=ASBJJ64D5D54

Appendix II

Documents & Weblinks

Documents

Some links may require Fulton Schools Log-In

<u>Athlete Parent Handbook</u>
<u>Athletic Emergency Contact Form</u>
<u>Athletic Ticket Prices</u>
<u>Booster Club Fundraising Form</u>
<u>Booster Organization Employee Reporting Log</u>
<u>District Fine Arts Webpage</u>
<u>Emergency Contact Form</u>
<u>Fulton County Schools Verification of Insurance Coverage</u>
<u>Fulton County Transportation Release</u>
<u>Fulton Schools Concussion Awareness Form</u>
<u>Handbook/Code of Conduct for GHSA Sanctioned Interscholastic Athletic Activities 2019-2020</u>
<u>Insurance Verification</u>
<u>Local School Fundraising Form</u>
<u>Preparticipation Physical Evaluation</u>
<u>Student Accident Insurance Plan</u>
<u>Students' Application for Participation in Interscholastic Athletics and Verification of Insurance</u>

Web Links

<u>Board Policy</u>
<u>Facility Rental</u>
<u>Fulton Schools Athletic Website</u>
<u>Georgia Athletic Directors Association</u>
<u>Georgia High School Athletic Association</u>
<u>Main Fulton Website</u>
<u>Roswell Web Site</u>