

SPHS TIGER BOOSTER CLUB, INC.
Volunteer Coach Honoraria Policy

Subject to meeting all of the following criteria, the SPHS Tiger Booster Club (“Booster Club”) will recognize the efforts of volunteer coaches, by providing funds to South Pasadena Unified School District (“SPUSD”) in order to support its payment of honoraria to certain volunteer coaches, as follows:

1. Consistent with SPUSD policy, the coach must be a volunteer, and not otherwise paid by SPUSD to coach the same sport.
2. Likewise, the volunteer coach must have been approved to work with students by SPUSD.
3. The head coach for the sport must submit a written request to the Booster Club, that evidences the approval of the Athletic Director (AD) and the principal, that the volunteer coach be awarded the honorarium. The request should include supporting reasons as to why the Booster Club should donate funds to SPUSD in the amount of the requested honoraria, including hours of service committed and duties to be performed.
4. Honorarium requests should be made at the beginning of the season. However, the Booster Club will decide whether or not to donate funds to SPUSD, and the amount of such donation, at the end of the season, provided the volunteer has fulfilled his or her commitments.
5. The Booster Club or a designated committee thereof will determine whether or not to make a donation with respect to the requested honoraria and the amount of such donation, taking into account the recommendation of the head coach, the principal and the AD.
6. Generally, the Booster Club will not donate more than \$2,400 per team per season. Factors such as the size of the team, the coaching demands for the sport and other relevant factors will be taken into consideration.
7. The funding for the Booster Club's donation relative to any team will generally be drawn from the funds from the applicable team Booster accounts.
8. SPUSD will issue payments for honorarium in accordance with its policies and procedures then in place.

Adopted 6-13-13; amended 11-18-14