

Off-Season Sports Funding and Travel

June 18, 2018

Background

For the past year there has been discussion about how the District can more effectively address concerns with off-season sports clubs and teams. The sports affected by these are primarily wrestling, baseball, boys basketball and girls basketball. The concerns have arisen primarily in the following three areas:

1. District liability for travel by clubs that are not sponsored by the District. This came to our attention due to the question of whether travel approval from the Board was necessary during the summer.
2. Management and transfer of funds between District sports accounts and clubs that are not sponsored by the District. This has been brought up by our auditors and bookkeepers when checks are requested to be written to the club with no other documentation.
3. Joint fundraising where school athletes participate in a joint fundraising effort that funds club activities they don't get to participate in. Concern has been raised about some students raising funds for events they do not participate in and that are not school related.

While there are arguments to be made on which way is the best to handle each of these I am proposing the following information and recommendations for the Board, District administration, advisers and coaches to consider.

Clubs Not Sponsored by the District (Non-Sponsored Club)

1. Definition - A Non-Sponsored Club:
 - a. Involves students who are participating in non-IHSAA sanctioned events outside of the regular season for their sport or activity.
 - b. May or may not be coached by the same coach as the District sport or activity.
 - c. May or may not involve students who are from other districts.
2. Leadership & Management
 - a. Where possible a Non-Sponsored Club shall establish their own by-laws and governing body.
 - b. The leaders of a Non-Sponsored Club may be District employees, but should not engage in extensive club business during their time contracted with the District.
3. Insurance - A Non-Sponsored Club:
 - a. Will have each student participant sign up for club sponsored liability insurance whenever possible.
 - b. Will provide the District with liability release documentation whenever District facilities or equipment are being used, especially for off-season events at our schools.
 - c. Will have their own insurance to cover student travel whenever possible.
4. Travel
 - a. The District:
 - i. Does NOT approve student travel for Non-Sponsored Club events or activities.

Off-Season Sports Funding and Travel

June 18, 2018

- ii. Does NOT pay for any expenses related to Non-Sponsored Club events, activities or fundraisers (i.e. student travel, entrance fees, meals).
 - b. The Non-Sponsored Club:
 - i. Should pay for all student travel, entrance fees, and meals for participation in Non-Sponsored Club events or activities.
 - c. Students participating in a Non-Sponsored Club will:
 - i. Provide excuses from their parents if the event, or travel to the event, they are participating in is during the school day.
 - ii. Pay their own way or have the Non-Sponsored Club pay for their travel and participation in the club activities.
 - d. District Employees attending Non-Sponsored Club activities must use personal leave or schedule trade time, approved in advance, with their administrators for their absence from District employment.
5. Accounting
- a. Funds collected by Non-Sponsored Clubs should NOT be co-mingled with District student activity funds.
 - b. If Non-Sponsored Club funds are collected by the District they MUST be kept in a separate student activity sub account.
 - c. Documentation should be filed each year identifying who can authorize expenditures from the Non-Sponsored Club's sub account.
 - d. If Non-Sponsored Club funds are being handled completely by District staff as a student body sub account, all District student activity fund use guidelines must be followed, including collection of receipts, purchase orders, etc.
 - e. If Non-Sponsored Club funds are only being collected by District staff then a procedure for disbursement of those funds to the club must be established and followed.
6. Fundraising
- a. Where possible all fundraising efforts should be for either the District club or sport or for the Non-Sponsored Club.
 - b. If existing, established fundraising efforts are to be used for both a District group and a Non-Sponsored Club then guidelines for the allocation of funds raised must be established in advance.
 - i. The amount to be allocated to the Non-Sponsored Club should be established in advance.
 - ii. Students participating in the fundraising effort are to be notified that some of the funds will be for the Non-Sponsored Club.
 - iii. Student who do not participate in the Non-Sponsored Club will not be required to provide the same level of fundraising participation as other students.
 - iv. When selling or soliciting funds patrons should also be notified that some of the funds will be for the Non-Sponsored Club.
 - c. All fundraising should abide by existing District policy.