

## Athletic Budget Savings Recommendations for 2011-12 School Year

### Transportation

In order to generate savings in the area of transportation, we will allow teams to transport themselves to and from school sponsored activities. The requirements of volunteer drivers along with other requirements under Board Policy 3541.1 are outlined below.

1. The principal or designee must submit field-trip requests for all away athletic activities to which the district does not provide transportation for athletes at least two weeks prior to the event. A blanket field-trip request for each sport may be submitted prior to the beginning of the season. The blanket request must include a list of all of the athletic events and locations to which the District will not transport students to or from. When a coach submits a blanket request with a location TBD, he/she must update the list and submit it to the principal or designee once the location is determined.
2. Volunteer drivers must complete the following:
  - Fingerprinting process;
  - Evidence of a negative tuberculosis test done within the last 60 days must be provided to the Personnel Office at the time of the scheduled fingerprint appointment
  - Annually submit a Transportation of Students in Privately-Owned Vehicle form must complete with current insurance information ;
  - The head coach and the principal/designee should each have a copy of the Transportation of Students in Privately-Owned Vehicles form and a copy of the fingerprint form which has been cleared by the Personnel Department;
  - If a volunteer driver violates any of the stated expectations on the aforementioned form, they lose the right to transport student athletes for the remainder of the season and the next season. The head coach must notify the principal/designee if any volunteer driver violates the agreement.
3. Student athletes may transport themselves if they have a valid CA Driver's License and a signed permission waiver from their parents on file with the head coach and principal/ designee. Student athletes may not transport another student unless that student's parent is being transported in the same vehicle.
4. A student athlete cannot be transported in a volunteer driver's vehicle unless they provide a signed permission slip and emergency information to his or her coach and a copy is given to the principal/designee. The coach will ensure that all of the volunteer drivers have copies of the athlete's emergency information.
5. After the conclusion of an athletic event, athletes will only be dropped off at their school site or their home. However, if they have a signed note from their parent and prior approval from the head coach, they can be dropped off at another location. The head coach must provide the volunteer driver with a copy of the signed note in order for the student athlete to be dropped off elsewhere.

6. A volunteer driver or coach is not permitted to be alone in a vehicle with a student athlete who is not their child or legal ward.

## **Other Potential Transportation Savings**

Athletic directors should work together to create their pre-season schedules so that we can minimize the need for outside buses. For example, during last football pre-seasons there were several Friday nights where all six schools had away games. Our transportation department can't handle this type of load and chartered buses had to be secured. If we can minimize or eliminate having all six teams away on the same night we will reduce transportation costs.

## **Facilities Use**

Each school is responsible for keeping a master calendar of athletic events on their campus. Whenever the master calendar is updated a copy must be posted in the main custodial room. Custodial coverage is always assigned and billed for uses by "outside groups." For smaller school uses on weekends or holidays (i.e. rehearsals, practices, etc.) a facilities use request is not required and custodial clean-up time will not be required if the following criteria is met:

- must be a school-sanctioned activity
- thirty-six or less students in attendance at any one time
- use is for four continuous hours or less
- must be supervised at all times by teacher, coach, advisor or administrator
- using one room only (i.e. gym, classroom, multi-use room)
- using one set of restrooms only
- no food or drink (except water)
- room or field being used (including restrooms) is left in a clean and orderly condition
- must secure facility after use

If school groups do not meet the above criteria each time they utilize the school facility on the weekend or over holidays, a custodian will be assigned for the remainder of the season or use. The team's booster club will be billed for the custodial overtime. If the team's booster club does not pay the bill within one month of receipt the school site funds will be encumbered to pay the bill. The above regulations only relate to practices and rehearsals. If a competition is being held on the weekends or holidays an overtime custodian/grounds will need to be brought in.

## **Other Potential Facility Use Savings**

1. During the holidays continue to have one custodian working the night shift, or at least night shift on nights with home basketball or wrestling events are scheduled. This will save overtime custodial costs for these events. It will be the principal or their designee responsibility to create the custodial schedule for Thanksgiving, winter and spring vacations at least 30 days prior to the vacation dates.

2. Schedule a night custodian at each high school campus to work Tuesday – Saturday. Tuesday – Friday the custodian would work their current afternoon/evening schedule and on Saturdays they would work 8:00 a.m. – 4:30 p.m. This would reduce the cost of custodial overtime needed on the weekends due to athletic practices and competitions.

## **Gate Receipts**

Gate receipts will be split between the District and school sites on a 70%/30% basis. Appropriate uses of site gate receipts are:

- Covering the voluntary transportation costs for student athletes on Free and Reduced Lunch
- Covering the voluntary athletic contribution of student athletes on Free and Reduced Lunch
- Cover the cost of extra security for athletic events
- Be placed in the site athletic budget to support site approved athletic purchases (gate funds cannot be spent on general athletic purchases until all voluntary athletic fees have been covered)

## **Expectations for Coaches and Athletic Directors**

Following the above procedures on transportation and facilities use will be a part of the regular evaluation process of all coaches and athletic directors. If a coach violates any of the above mentioned procedures two times during a season they will be provided written directions that clearly state the site's expectations and any further consequences if site and district procedures are not followed.