



Department of Athletics and Activities

2020-2021

Game Management Handbook

High Schools
Middle Schools

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High School Site Athletics Directors Contact Information

| | | | |
|--------------|-------------------|--------------|--|
| BTW | John Potocnik | 918-698-5252 | potocjo@tulsaschools.org |
| Central | Nate Goodman | 918-804-1777 | goodmna@tulsaschools.org |
| East Central | Gary Roberts | 918-284-2984 | roberga@tulsaschools.org |
| Edison | Tony Daniels | 918-746-8500 | danieto@tulsaschools.org |
| Hale | Shane Keim | 918-695-6188 | keimsh@tulsaschools.org |
| McLain | Phillip Johnson | 918-361-4682 | johnsph@tulsaschools.org |
| Memorial | Mark Dover | 918-282-0897 | doverma@tulsaschools.org |
| Rogers | Krystal Markwardt | 918-693-0317 | markwkr@tulsaschools.org |
| Webster | Robert Biggins | 918-948-4804 | biggiro@tulsaschools.org |

Junior High/Middle School Site Athletic Directors Contact Information

| | | | |
|--------------|-----------------|--------------|--|
| Carver | Wayne Walls | 918-559-8760 | wallswa@tulsaschools.org |
| Central | | | |
| East Central | Marlon Houston | 918-944-8000 | houstma@tulsaschools.org |
| Edison | Michael Parish | 918-798-8878 | parismi@tulsaschools.org |
| Hale | Daniel Hishaw | 918-231-7680 | hishada@tulsaschools.org |
| McLain | | | |
| Memorial | Shirley Rose | 918-381-5735 | rosesh@tulsaschools.org |
| Monroe | Konner Johnston | 479-626-1464 | Johnsko1@tulsaschools.org |
| Rogers | Brett Thomas | 918-698-3401 | thomake@tulsaschools.org |
| Thoreau | Charles Ivy | 918-565-7151 | ivy ch@tulsaschools.org |
| Webster | Dawn Quinton | 918557-3465 | quintda@tulsaschools.org |

2020-2021 HOME GAME MANAGEMENT PROCEDURES

For payroll, all game workers must be entered on Munis. **Athletic Directors cannot be paid as event workers for regular season contest. Post season OSSAA Athletics Director can be paid as the event manager.**

- (1) Must have a SAF PO # for game workers
- (2) Workers and Officials must have a VID or EID number
- (3) Sent to the Office of Athletics **within 3 days of an event!**
- (4) Must attach sign-in sheets and ticket reports.

Incomplete sheets or reports result in rejection of ALL paperwork!

ACCOUNTS TO USE FOR OFFICIALS AND GAME WORKERS:

OFFICIALS:

11-0000-2199-503430-000-00000-000-16-XXX**

(DISTRICT PAID)

****IMPORTANT - ADD SITE NUMBER**

ALL OTHER WORKERS:

SAF PO

NOTE:

TPS EMPLOYEES: CLASSIFIED

Custodians
Para-professionals
Secretaries
Teacher Assistants

TPS EMPLOYEES: CERTIFIED

Assistant Principals
Teachers

NON TPS PERSONNEL

Payment of TPS “Classified” Employees

Classified employees are eligible to work athletic activities; however, these employees must be clocked out of the Kronos system prior to working an event. Classified employees cannot be “on the clock” and simultaneously work an athletic event. The amount to be paid for the job completed is the rate listed in this guide.

Classified and Certified Employees

Classified and certified employees **MUST** sign in using their TPS five-digit employee identification number, rather than their social security number. These ID numbers **MUST** be used when filling out the payroll forms.

For every event, please see that the “Activity Event Sign-in Sheet” is attached to the munis SAF PO. These sign in sheets assist the Payroll Department and Student Activity Fund Office when paying employees.

Also, please see that all NON-TPS workers fill out the vendor registration form. This form should be completed (**one time only**) for all NON-TPS workers to ensure that they are on the board agenda for board approval. A W-9 must also be completed and turned into the district office.

It is vitally important that event managers prepare the proper payroll forms and send in the paperwork that is needed. We want to pay our workers in a timely fashion and, in order to do so, it is imperative that the payroll sheets are filled out: **correctly** and entered on Munis **WITHIN 3 DAYS OF AN EVENT!**

REGULAR SEASON TICKET INFORMATION

2020-2021

HIGH SCHOOL TICKET PRICES

| Sport | Adult | Student | Seniors |
|----------------------------|--------------|----------------|----------------|
| Football - Varsity | \$7.00* | \$4.00** | \$4.00** |
| Football - Junior Varsity: | \$5.00* | \$3.00 | \$3.00 |
| Basketball - Varsity/JV: | \$7.00* | \$4.00** | \$4.00** |
| Basketball - Freshmen: | \$5.00* | \$3.00 | \$3.00 |
| Soccer: | \$7.00* | \$4.00** | \$4.00** |
| Swimming: | \$4.00 | \$3.00 | \$3.00 |
| Track: | \$4.00 | \$3.00 | \$3.00 |
| Volleyball: | \$5.00 | \$3.00 | \$3.00 |
| Wrestling: | \$4.00 | \$3.00 | \$3.00 |
| Softball: | \$4.00 | \$3.00 | \$3.00 |
| Baseball: | \$4.00 | \$3.00 | \$3.00 |

JUNIOR HIGH/MIDDLE SCHOOL TICKET PRICES

| | | | |
|-------------------|---------------|--------|--------|
| <u>Football</u> | \$5.00** | \$3.00 | \$3.00 |
| <u>Basketball</u> | \$5.00** | \$3.00 | \$3.00 |
| <u>Soccer</u> | \$5.00** | \$3.00 | \$3.00 |
| <u>Volleyball</u> | \$4.00 | \$3.00 | \$3.00 |

*\$2.00 security assessment (surcharge) for each ticket sold.

**\$1.00 security assessment (surcharge) for each adult ticket sold.

SECURITY ASSESSMENT FEE (Ticket Surcharge): To pay the fee you will have to approve an SAF PO to Athletics and attach the ticket sellers report. This should be done within the same timeframe as payment of workers.

Students must have an up to date student ID.

Senior Citizens must provide a valid ID indicating they are 65 years of age and over

- Children under six years of age are admitted **FREE** when accompanied by an adult.
- TPS Identification badges will **ONLY** admit the employee to the Home TPS event.
- Passes from OCA - Oklahoma Coaches Association - will be accepted for the card holder **ONLY**. These passes are to be accepted at **ALL** games. ID will be required.
- Passes from OSSAA – Oklahoma Secondary School Activities Association - will be accepted for the card holder **ONLY**. These passes are to be accepted at **ALL** games. ID will be required.

HOME GAME MANAGEMENT PAY SCHEDULE

- The pay schedule shall not exceed the amounts listed.
- Workers cannot be paid for both game manager and ticket seller.
- A coach cannot receive additional compensation in another capacity during an event that he/she is coaching (e.g. game manager/varsity basketball coach).

High School Events

BASEBALL

| | |
|-----------------|--|
| 1 Manager | \$18.00 per game or \$30.00 per doubleheader |
| 1 Ticket Seller | \$12.00 per game |
| 1 Ticket Taker | \$12.00 per game |
| 1 Announcer | \$12.00 per game |

BASKETBALL

NINTH/JUNIOR VARSITY/VARSITY

| | |
|------------------------|------------------|
| 1 Manager | \$18.00 per game |
| 1 Ticket Seller | \$15.00 per game |
| 1 Ticket Taker | \$15.00 per game |
| 1 Official Scorekeeper | \$15.00 per game |
| 1 Time Clock Operator | \$15.00 per game |
| 1 Announcer | \$15.00 per game |

FOOTBALL

JUNIOR VARSITY

VARSITY

| | | |
|--------------------------|--------------|---------------------------------|
| 1 Game Manager | \$25.00 | \$60.00 (Includes trip to bank) |
| 1 Ticket Seller | \$15.00 | \$30.00 |
| 1 Ticket Taker | \$15.00 | \$30.00 |
| 1 Announcer | \$15.00 | \$30.00 |
| 1 Time Clock Operator | \$15.00 | \$30.00 |
| 1 25 Sec. Clock Operator | \$15.00 | \$30.00 |
| 1 Chain Crew | \$15.00 each | \$30.00 each |

SOCCER

| | |
|-----------------|------------------|
| 1 Manager/Taker | \$18.00 per game |
| 1 Ticket Seller | \$15.00 per game |
| 1 Announcer | \$15.00 per game |
| 1 Scorer | \$15.00 per game |

SOFTBALL

| | |
|-----------------|--|
| 1 Manager | \$18.00 per game or \$30.00 per doubleheader |
| 1 Ticket Seller | \$12.00 per game |
| 1 Ticket Taker | \$12.00 per game |
| 1 Announcer | \$12.00 per game |

SWIMMING

DOUBLE DUAL

TRI MEET OR RELAYS

| | | |
|-----------------|---------|---------------------|
| 1 Manager/Taker | \$18.00 | \$18.00 per session |
| 1 Ticket Seller | \$15.00 | \$15.00 per session |
| 1 Announcer | \$15.00 | \$15.00 per session |

TRACK

RELAYS AND CLASSICS

| | |
|---------------------------|---------------------|
| 1 Manager/Taker | \$80.00 per meet |
| 1 Ticket Seller | \$30.00 per session |
| 1 Announcer | \$30.00 per session |
| 1 Timer/Computer Operator | \$40.00 per session |
| 1 Starter | \$75.00 per session |

VOLLEYBALL

| | |
|-----------------|---|
| 1 Manager | \$18.00 per match or \$30.00 per doubleheader |
| 1 Ticket Seller | \$12.00 per match |
| 1 Ticket Taker | \$12.00 per match |
| 1 Announcer | \$12.00 per match |

WRESTLING- High School

J V / VARSITY

| | |
|-------------------|---------|
| 1 Manager/Taker | \$25.00 |
| 1 Ticket Seller | \$18.00 |
| 1 Timer/Announcer | \$18.00 |
| 1 Scorer | \$18.00 |

JUNIOR EVENTS HIGH

BASKETBALL

| | |
|------------------------|------------------|
| 1 Manager | \$15.00 per game |
| 1 Ticket Seller | \$10.00 per game |
| 1 Ticket Taker | \$10.00 per game |
| 1 Official Scorekeeper | \$10.00 per game |
| 1 Time Clock Operator | \$10.00 per game |
| 1 Announcer | \$10.00 per game |

FOOTBALL

| | |
|---|-----------------------|
| 1 Game Manager | \$25.00/per game |
| 1 Ticket Seller | \$12.00/per game |
| 1 Ticket Taker | \$12.00/per game |
| 1 Announcer | \$12.00/per game |
| 1 Time Clock Operator | \$12.00/per game |
| 1 Scorer | \$12.00/per game |
| 3 Person Chain Crew (must include 1 adult) | \$12.00 each/per game |

VOLLEYBALL

| | |
|-----------------|-------------------|
| 1 Manager | \$15.00 per match |
| 1 Ticket Seller | \$10.00 per match |
| 1 Ticket Taker | \$10.00 per match |
| 1 Announcer | \$10.00 per match |

*Note: A "match" is the best 2 out of 3 games.

SOCCER

| | |
|-----------------|-------------------|
| 1 Manager | \$15.00 per match |
| 1 Ticket Seller | \$10.00 per match |
| 1 Ticket Taker | \$10.00 per match |
| 1 Announcer | \$10.00 per match |

Officials Supervisors

| | |
|---------------------------|--|
| Baseball Officials: | Terry Kimmel, Jr. 918-698-0194 terry.kimmel@tulsaumpires.com |
| Basketball Officials: | Linda Drink 918-746-6432 drinkli@tulsaschools.org |
| Football Officials MS/HS: | Harold Alspaugh 918-224-4495 (O) 918-630-0976 hapsco3@cox.net |
| Soccer Officials: | Reza Namavar 918-630-6577 (C) rezanamavar@aol.com |
| Softball Officials: | Mark Radford 918-409-6275 (C) mark_radford@att.net |
| Swimming: | Gene Vickery vevickery@sbcglobal.net |
| Tulsa Spikes | Randy Maxwell 918-591-1935 (O) 381-5466 (C) coach.milers@cox.net |
| Volleyball Officials: | Linda Drink 918-746-6432 drinkli@tulsaschools.org |
| Wrestling: | Paul Ameen 918-492-3407 Paul.ameen@beis.com |

OFFICIALS PAY SCHEDULES

2020-2021

PLEASE NOTE: The Athletics office pays for officials for **regular season and post season events only**.
If you want officials for a scrimmage or tournament the school is responsible for paying those officials.

BASEBALL- High School

| | | |
|-------------|-------------------|----------------------------------|
| Varsity | Two (2) Officials | \$75.00 per 1 game, per official |
| | Doubleheader | \$130.00 per official |
| Sub Varsity | 7 inning games | \$60.00 per official |
| | 5 inning games | \$50.00 per official |

BASKETBALL- High School

| | | |
|-------------|------------------------|--|
| Varsity | Two (2 or 3) Officials | \$55.00 /game, per official - if only 1 game is played |
| | Doubleheader | \$110.00 per official / 2 or 3 person crew |
| Sub Varsity | (2) Officials | \$35.00/ game, per official - if only 1 game is played |
| | Doubleheader | \$70.00 per official |
| | Tripleheader | \$90.00 per official |

FOOTBALL- High School

| | | |
|--------------|--------------------|---|
| Varsity | Five (5) Officials | \$95.00 per official, five (5) officials per game |
| Sub Varsity | Four (4) Officials | \$50.00 per official, four (4) officials per game |
| Doubleheader | | \$80.00 per official |
| | Tripleheader | \$120.00 per official |

SOCCER- High School

| | | |
|---------|---|---------------------------------|
| Varsity | Three Person Crew (1 Center/2 Linesmen) | \$45.00 per match, per official |
| | Two Person Crew | \$50.00 per match, per official |
| | Single | \$55.00 per match |

| | | |
|-------------|--|---------------------------------|
| Sub Varsity | Three Person Crew (1 Center/2Linesmen) | \$35.00 per match/per official |
| | Two Person Crew | \$35.00 per match, per official |
| | One Center only | \$45.00 per match |

SOFTBALL- Fast Pitch

| | | |
|---------|-------------------|--|
| Varsity | Two (2) Officials | \$50.00 per 1 game, per official (7 Innings) |
| | | \$40.00 per 1 game, per official (5 Innings) |

SOFTBALL-Slow Pitch

| | | |
|---------------------|--|--------------------------------|
| Varsity-Sub Varsity | | \$45.00 per game, per official |
|---------------------|--|--------------------------------|

SWIMMING- High School

| | | |
|---------|------------------------|----------------------|
| Starter | 1 (dual) | \$30.00 |
| Starter | 1 (tri-meet or relays) | \$40.00 |
| | 3 referees | \$10.00 per official |
| | (lane, stroke judges) | |

VOLLEYBALL- High School

| | | |
|---------|-------------------|---|
| Varsity | Two (2) Officials | \$55.00 – 3 out of 5, per match, per official |
| | | \$35.00 – 2 out of 3, per match, per official |

WRESTLING- High School

| | | |
|--------------------------------------|------------------|--------------------|
| Varsity Dual | One Official | \$ 90.00 per match |
| Sub Varsity/Dual | One Official | \$ 70.00 |
| Sub Varsity/Sub Varsity | One Official | \$ 85.00 |
| Varsity/Sub Varsity Dual | One (1) Official | \$ 120.00 |
| Varsity Quad or Triangular | One (1) Official | \$ 225.00 |
| Sub Varsity Quad or Triangular | One (1) Official | \$ 170.00 |
| | | |
| Varsity 2 day Tournament | Per Official | \$ 350.00 |
| Varsity 2 day Tournament (17 teams) | Per Official | \$ 400.00 |
| Sub Varsity 2 day Tournament | Per Official | \$ 275.00 |
| Sub Varsity 2 day Tournament | Per Official | \$ 325.00 |
| Varsity 1 day Tournament | Per Official | \$ 250.00 |
| Sub Varsity 1 day Tournament | Per Official | \$ 200.00 |
| Varsity 1 day Pool tournament | Per Official | \$ 250.00 |
| Varsity 2 day Pool tournament | Per Official | \$ 400.00 |
| Varsity 2 day Pool tourn. (17 teams) | Per Official | \$ 450.00 |
| Sub Varsity 1 day Pool tournament | Per Official | \$ 250.00 |
| Sub Varsity 2 day Pool tournament | Per Official | \$ 375.00 |
| Sub Var 2 day Pool tourn (17 teams) | Per Official | \$ 425.00 |
| Varsity/Sub Varsity 2 day tourn. | Per Official | \$ 325.00 |
| Varsity dual tournament | Per Match | \$ 45.00 |
| Sub Varsity dual tournament | Per Match | \$ 35.00 |
| Exhibition Matches-Per Match | | \$ 3.00 |

Athletics Security Guidelines

The Security Guidelines have been developed through collaboration of the Office of Campus Security and the Office of Athletics. Further input from school site personnel has been included to insure that our athletics facilities and schools are safe and secure. A successful game day experience is the responsibility of the Game Manager (GM) and the Officer in Charge (OIC).

General Guidelines

- The primary function of the game security staff is to monitor crowd control and work with the game manager to insure a safe environment for students, parents, patrons and fans who attend the various venues and school campuses.
- The security staff shall maintain an obvious presence in the venue at assigned locations.
- The Game Manager shall meet with the Officer in Charge one hour before game time for Varsity contest and thirty minutes for middle school/junior high contests.
- The security staff shall be assigned to specific locations in the venue so that the GM and OIC know the locations of each of the officers.
- The GM and the OIC shall be in constant communication throughout to entire contest.
- The security staff will respond to the GM, OIC or school administrator when asked to assist with crowd control or any other security of emergency situations.
- GM=Game Manager
- OIC=Officer In Charge

TPS Athletics Admission Guidelines

The following guidelines apply to all Football, Basketball, Soccer and Volleyball games.

Please use common sense when enforcing these guidelines.

- Tickets may be sold after the third quarter begins however NO RE-ENTRY and only new ticket sales will be allowed to enter the facility! The GM will determine when tickets sells will cease to be and inform the OIC. The OIC shall insure that all entrances to the venues are monitored for violation of the re-entry procedure. No re-entry means that once you are in the venue, should you leave you must pay to re-enter prior to the end of the 3rd quarter.
- No entry will be allowed once the third quarter begins unless otherwise determined by the GM and the OIC
- **Use good common sense in all situations.**
- TPS high school students must have their student ID in order to attend TPS athletics contests that their school is participating in. If the non-TPS schools do not have student ID's the Site Athletics Director should ask the School Administrator from the visiting school to help screen their students at the admission gates.
- **Please use common sense!** Depending on the opponent, you may have many spectators traveling from out of town that will show up without an ID. These are the spectators that we should not turn away.
- When two TPS schools are playing, if students do not present a current valid ID, they are not to be admitted unless they pay Adult prices.
- TPS coaches may bring their teams to watch other TPS teams play for scouting purposes and must accompany them upon entrance and during that contest.
- Adults should not have to show ID unless the game workers or the security staff deems it necessary.
- High school students or student athletes are not to be admitted to junior high games free of charge.
- Junior high students must be accompanied by an adult when attending high school games.
- Any group of students needs to have at least 1 adult with them.
- Please inform the adults they are responsible for supervision of the students throughout the game.
- Junior high and below students may not be dropped off at the gate without parental supervision. These events are not to be considered afterhours childcare.

Facilities Regulations

Dressing Rooms

- Dressing rooms will open ninety minutes hours prior to game time.
- Towels are not provided.
- TPS is not responsible for any articles left in the dressing room before, during or after the game.
- Each visiting team will be given a key to their dressing area and will be responsible to secure the door or doors.

Ticket Gates

- Ticket gates will open 1 hour prior to game time.
- There are no in-and-out privileges. Re-entry requires the purchase of a new ticket. Use Common sense on re-entry.
- The 3rd quarter is “**EXIT ONLY**”. Tickets will not be sold after the third quarter begins! **NO RE-ENTRY!** The OIC shall insure that all entrances to the venues are monitored for violation of the re-entry procedure.
- OIC will delegate an officer to accompany the game manager to secure the gate receipts at the conclusion of the half time close.
- All TPS Stadiums and Gymnasiums are 100% tobacco free facilities and its use is prohibited, including the vapor variety instruments.

Press Box or Table (Varsity Games Only)

- Press box or press table will open 1.5 hours prior to game time.
- Admittance to press area is by **PRESS PASS ONLY**. All passes are acquired from TPS athletics office in advance.
- Radio/Press must call in advance to have passes.

Playing Field

- Only appropriate football wear may be worn on the turf.
- Use of tobacco, sunflower seeds and gum are prohibited.
- Absolutely, no glass bottles, cans or food allowed on the field.
- All equipment, such as training table, fans and heaters must have a protective base.
- No live mascots are allowed
- All signs must be vinyl. The use of painted, paper signs is prohibited. Confetti is not allowed.
- Only personnel with sideline passes can be on the field. These are obtained in advance through the athletic office.
- Spectators are not allowed on the field before or after the game unless prior approval by the game manager and the OIC.
- No noise makers of any kind may be used on the field.

Stadium Bleachers

- Climbing over the rails from the bleachers to the field is not permitted.
- Spirit signs must be approved by the Game Manager.
- Taping of signs to any stadium structure will not be permitted.
- There is absolutely no crossover by spectators from home to visitor or vice versa.

Stadium Rules

- No loitering in the stadium or gym. This policy is designed to enhance crowd control and safety. All spectators will need to be seated in the stadium or gymnasium during the course of any event.
- **Alcohol, tobacco, and firearms are prohibited, by law, on school property.**
- Glass containers and bottles are not allowed in the stadium or gymnasium.
- Coolers, ice chests, food or beverage containers are not allowed in the stadium or gym. **Absolutely NO open fires or grills!**
- **Back packs and large bags are subject to search.**
- Patrons who leave the stadium or gym will not be allowed to re-enter without purchase of another ticket. This includes patrons with passes. Should an emergency arise please try to accommodate the patron.
- Animals, bicycles, skateboards, Frisbees, roller blades, and balls of any type are not allowed in the stadium or gym.
- Authorized personnel only will be admitted onto the field or court before, during, or after the game.
- Authorized personnel only will be allowed to cross over to the opposing side.
- A pass list will be provided by the game manager.

Please make sure all the following items are announced during events:

Sportsmanship messages approved by the Oklahoma Secondary Schools Activities Association

The admission gates will be closed at the beginning of the 3rd quarter of the final game of the night and become “**EXIT**” only!

Security Allocations for Athletic Events

ALL security for athletic events will be coordinated through Tulsa Public Schools Campus Police Office/ESC and the Department of Athletics/ESC.

The numbers listed below are only used as a basic operations starting point. The Chief of Campus Police and the Director of Secondary Schools Athletics and Activities can and will determine when the security staffing for any event or events need to be increased or decreased.

Those decisions will also include input from the Building Principal and Site Athletics Director.

HIGH SCHOOL SECURITY ALLOCATIONS

| Sport | Officers |
|---------------------|-----------------|
| Varsity Football | 6 |
| Varsity Basketball | 4 |
| Freshmen Basketball | 2 |
| JV Football | 2 |
| Soccer | 2 |
| Volleyball | 1 |
| Swimming | 1 |

JUNIOR HIGH SECURITY ALLOCATIONS

| Sport | # of Officers |
|--------------|----------------------|
| Football | Minimum of 2 |
| Basketball | Minimum of 1 |
| Volleyball | Minimum of 1 |
| Soccer | Minimum of 1 |

If the Building Principal and Athletics Director feel a need for additional security for any event, please complete the security request form and fax to Office of Athletics @ 918-746-6182. <http://www2.tulsaschools.org/forms/guardreq.pdf>. The OFFICE of ATHLETICS will pay for all additional requests from the "security surcharge" on football tickets. If the fund is depleted, the site may be required to cover the costs.

ACCOUNTABILITY OF GATE RECEIPTS

- When preparing reports for each seller, beginning and ending ticket numbers and the amount of change received must be written on the report and initialed by the game manager and seller.
- At the conclusion of the sale of tickets, the ticket seller will reconcile the cash box with the beginning and ending ticket numbers and will place rubber bands around the money for better handling. A ticket sellers report must be completed and included in the report. The seller, game manager, and the administrator in charge will sign the report to verify its accuracy.
- All money bags will be locked and given to the event manager. The event manager will immediately deposit all gate receipts and change in the overnight deposit at the bank for the school or secure the locked bags in a safe provided at the school site. A police escort will accompany the event manager when transporting the money to the bank or the safe.
- On the first banking day after the contest the designated school authority will secure the gate receipts from the bank or safe and along with the event manager, re-count the monies, fill out the game financial report and deposit in the athletic activity account.
- All gate receipts and any other funds collected shall be deposited either at the bank, with the school treasurer or in the school safe on the same day they are received. Under no circumstances should funds be taken home or placed in a personal vehicle.

BOARD POLICIES and COLLECTION OF FUNDS:

CASH IN SCHOOL BUILDINGS

PURPOSE: To define the amount of cash that can be maintained in District facilities.

No substantial amounts of money will be kept in the buildings overnight, except for petty cash funds, elementary cafeteria change, certain special events, and funds in the District Treasurer's Office.

When special events are scheduled that will generate cash after normal banking hours, arrangements should be made to take the money to a night depository at a District bank that same day. If depositing in a night depository is impractical or imprudent for safety or other reasons, the money may be held in a school vault, safe, or other suitably locked container overnight. The person responsible for the event is also responsible for setting up procedures to transport the money to the depository. Security officers may be used if needed. The cost must be paid from the event's budget.

Adopted: November 1982; Revised: November 2004

Policy 5703

SCHOOL ACTIVITIES FUNDS MANAGEMENT

PURPOSE: To establish guidelines for School Activities Funds and the authority for management and control of those funds.

Oklahoma law requires the Board to exercise control over School Activity Funds. School Activity Funds consist of proceeds from fundraisers such as admissions to student events or programs, the sale of school activity tickets, concession sales, dues, fees, and donations to student clubs or other organizations. See 5703-R, "School Activities Funds Management," for school fundraiser guidelines. The operation of student organization or club projects and proceeds from the sale of student publications, pictures, and yearbooks are required to be accounted for by School Activity Funds.

The discharge of this legal responsibility is accomplished by the delegation of authority to a duly approved Board of Control consisting of at least three voting members including a parent/guardian of a child currently enrolled at that school or two persons from the community (one which will be the member and the other which will be the alternate), and the principal who will act as chairperson, and by establishing guidelines within which all Boards of Control must function. These guidelines are published in the Administrative Handbook for School Activity Funds and are intended to assure strict compliance with state law and established policy consistent with administrative philosophy. Board of Control members are expected to regulate and control the fiscal affairs of the school with the same diligence as is exercised by the Board in its control of the school system as a whole.

Funds collected by PTA, Junior Achievement, and booster organizations that are sanctioned by the District are exempt from the provisions of this policy. Fundraising activities and budgets for these types of organizations are independent of the District. Gifts from these organizations must be accepted and approved through established Board policy.

Adopted: November 1982; Revised: February 2005 Legal Reference: Title 70 O.S., 131.1

Regulation 5703-R

SCHOOL ACTIVITIES FUNDS MANAGEMENT

Financial Considerations

Fundraising activities are limited to projects contributing to the benefit or well-being of students, whether through the act of participation or by providing funds for other approved extra-curricular projects. Funds generated by student projects or activities must be deposited into the School Activity Fund to the credit of an account

maintained for that purpose and cannot be used for any purpose other than that for which the account was originally created.

Sales Tax Exemption

Schools shall not allow students to engage in fundraising projects which will necessitate the collection of sales tax by the students. It is important vendors supplying material for such projects understand no sales tax will be paid to the company. All sales made to schools are tax exempt, regardless of purpose or use of merchandise. This procedure also applies to vendors outside the state of Oklahoma, even though they may have an Oklahoma Tax Commission number and file monthly tax reports with the Commission.

Restrictions

Only after administrative approval is received may arrangements be made for the activity to be conducted. Bingo and other games of chance are not allowable fundraisers. Raffles are only permitted when the contributions are voluntary. All elementary schools will be limited to three community fundraising activities annually. (School pictures and book fairs are not considered community fundraisers.)

Support Group Fundraising Activities

Fundraising activities for athletic booster clubs, instrumental and/or vocal music parent clubs and other parent groups do not require approval unless students become involved in the fundraising activities. According to the Attorney General, when students conduct fundraising projects under the direction of adults, all funds from such projects must be deposited in the school's School Activity Fund. However, PTAs chartered by the Oklahoma Congress of Parents and Teachers have been specifically excluded by law from this rule.

Issued: November 1982; Revised: July 1994

Policy 5705

GATE RECEIPTS AND ADMISSIONS

PURPOSE: To require gate receipts and admissions to comply with established accounting controls.

Funds generated from school activities will be controlled in accordance with established school activity funds management. The principal or designee will be responsible for the collection and deposit of funds. Such funds must be deposited intact. No expenditures can be made from cash. Proper payroll procedures must be followed to compensate all workers at every event.

Adopted: November 1982; Revised: August 2004; Cross Reference: 5703, School Activities Funds Management

Regulation 5705-R

GATE RECEIPTS AND ADMISSIONS

Admission to Sporting Events Funds from admissions to games will be handled in the following manner: Each ticket seller will prepare a report indicating the number and prices of tickets sold and compute the total ticket sales. The report shall be reconciled and signed by the ticket sellers and the game manager. The game manager or treasurer will count the money and prepare a deposit slip. The deposit slip and the money will be placed in an appropriate bank bag. The game manager will collect the bags from each seller and arrange for transportation and security to the night depository of the school activity fund bank or, if the money is stored in the school vault overnight, it shall be deposited the following business day at the school activity fund bank.

Advance ticket sales can be conducted from school banks/bookstores. Proceeds from such sales will be deposited in the same manner as other school activity fund receipts. Ticket numbers will be recorded for control purposes by the school treasurer.

Admissions to Other School Activities or Events Gate receipts from other events, depending on the amount of money involved, will be counted by the manager or sponsor in the presence of another official and deposited in the night depository or in the school vault. Substantial amounts of money will not be kept in the school vault overnight. Money stored in the school vault overnight shall be deposited the following business day.

Issued: November 1982

Revised: October 2005

Reference: Administrative Handbook for School Activity Funds

Policy 5806

ADVERTISING IN DISTRICT PUBLICATIONS AND AT DISTRICT FACILITIES

PURPOSE: To align advertising in school-sponsored or District-sponsored publications, or school or District facilities with the District's educational mission.

Tulsa Public Schools encourages the use of advertising revenue from businesses or individuals to advance or enhance the educational mission of the District. The District reserves the right to deny advertising space to any business and/or individual that seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

Publications

School-sponsored publications include, but are not limited to, school newspapers, newsmagazines, and yearbooks. The purpose for accepting commercial advertising in schools sponsored publications is to raise revenue in order to finance the publications, and to impart journalistic management skills to the District's students.

District-sponsored publications include, but are not limited to, the Superintendent's Bulletin and athletic event programs, which are distributed as a service to inform school employees and/or patrons of the District's educational mission and school-related sporting events. The purpose for accepting advertising in District-sponsored publications is to raise revenue to defray the costs in publishing these school-related publications.

School-sponsored or District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the District to maintain advertising space in school-sponsored or District sponsored publications as nonpublic forums.

Adopted: November 1982

Revised: February 2000 TULSA PUBLIC SCHOOLS

Regulation 5806-R

ADVERTISING IN DISTRICT PUBLICATIONS AND AT DISTRICT FACILITIES

All advertising must be approved prior to the publication's printing. Advertising submitted for District-sponsored publications must be approved by the supervising District administrator. Advertising submitted for school-sponsored publications must be approved by the supervising school administrator.

The following advertisements will NOT be accepted for District-sponsored or school sponsored publications:

- Advertisements which can reasonably be construed as pornographic, as defined by local community standards, or which are obscene, vulgar, or lewd.
- Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of gender, or any protected category.
- Advertisements that promote hostility, disorder, or violence.
- Advertisements that are contrary to the educational mission of the District.
- In an effort to maintain neutrality on controversial issues, advertisements that promote, favor, or oppose controversial political or societal issues.

- Advertisements that promote a partisan position on a candidate for public office, or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
- Advertisements which promote any religious or political organization.
- Advertisements which use any District or school logo without prior approval.
- Advertisements which interfere with existing District marketing programs or any existing contracts. Advertisements for any of the following products will not be accepted:
 - X-or R-rated movies
 - Tobacco products
 - Alcohol beverage products, including low point beer
 - Drugs and drug paraphernalia
 - Firearms or other dangerous weapons
 - Birth control products or information
 - Gambling aids

Fees to be charged for commercial advertising in school-sponsored and District-sponsored publications are within the discretion of the supervising school administrators and the supervising District administrators, respectively. Similarly, advertising copy deadlines, restrictions on advertisement size, total advertising space, etc., are within the discretion of the supervising administrators.

Advertising on Athletic Facilities

Individual schools (in consultation with the District's Director of Athletics/Activities) may allow advertising on signs on available space at District athletic facilities. All signs at a particular location will be of uniform size, and uniform rates will be charged according to the size of the sign. If the school provides the materials for the sign, the painting of the advertisement language and designs, the sign installation, and sign maintenance, the sign revenue shall be used to defray the operational expense of the school Athletic Department. If the sign materials, painting, installation, and sign maintenance is provided by a booster club, the sign revenue shall be used by the booster club for its school support activities.

The school will determine the locations at a facility where signs will be displayed. The school will establish a maximum number of signs at each location.

Each proposed advertiser will submit a sign design, color, and the language of the advertisement. No sign will be prepared until it is approved by the advertiser and the school. The posting of signs does not create an advertising or speech forum available to anyone.

Because spectators may perceive a sign on school property to bear the school's or the District's approval of the advertised product or service and associate the school or the District with a particular advertisement and because children of young age attend school athletic events, signs must conform to the requirements and restrictions for advertising in District-sponsored or school-sponsored publications, as stated in the publications section of this policy.

Advertising on other facilities or property not specified in this regulation shall be subject to approval by the Superintendent.

Adopted: November 1982

Revised: April 2005

Policy 5807

TRADEMARK AND LICENSING

PURPOSE: To ensure the name of Tulsa Public Schools is used in an appropriate and authorized manner.

All of the trademarks, service marks, logos and/or symbols of Tulsa Public Schools and its sites are entitled to protection under the common law. It is the policy of the Board to defend the trademark status. Any use

of a Tulsa Public Schools trademark must have prior written approval from Tulsa Public Schools and be produced, manufactured or sold under license by Tulsa Public Schools.

The trademark licensing program shall be developed and implemented by the Superintendent or designee. The program shall include licensing merchandise bearing school trademarks, an approved form of license agreement and terms of payment of royalties. The Board retains the exclusive authority to enter into contracts for licensing of trademarks and logos. Funds generated through royalties on the sale of licensed merchandise shall be distributed as may be determined by the Board.

Adopted: May 2005

FORMS

TPS ATHLETICS
TICKET SELLERS REPORT

EVENT: _____

DATE: _____

STADIUM/LOCATION: _____

TICKETS

| TYPE & COLOR | BEGINNING <u>TICKET NO.</u> | ENDING <u>TICKET NO.</u> | 1 st UNSOLD <u>TICKET NO.</u> | NUMBER <u>SOLD</u> | VALUE OF <u>TICKET</u> | AMOUNT <u>RECEIVED</u> |
|---|--------------------------------|-----------------------------|---|-----------------------|---------------------------|---------------------------|
| ADULT | _____ | _____ | _____ | _____ | \$ _____ | \$ _____ |
| ADULT | _____ | _____ | _____ | _____ | \$ _____ | \$ _____ |
| ADULT | _____ | _____ | _____ | _____ | \$ _____ | \$ _____ |
| TOTAL ADULT TICKETS SOLD | | | | | | \$ _____ |
| STUDENT | _____ | _____ | _____ | _____ | \$ _____ | \$ _____ |
| STUDENT | _____ | _____ | _____ | _____ | \$ _____ | \$ _____ |
| SENIOR | _____ | _____ | _____ | _____ | \$ _____ | \$ _____ |
| TOTAL STUDENT TICKETS SOLD | | | | | | \$ _____ |
| TOTAL STUDENT & ADULT TICKETS SOLD | | | | | | \$ _____ |

Security Assessment Fee = \$2.00 X number of High School Adult tickets sold: \$ _____

Security Assessment Fee = \$1.00 x number of JH Adult tickets sold: \$ _____

Security Assessment Fee = \$1.00 x number of High School student/senior tickets sold: \$ _____

CHANGE RECEIVED: \$ _____

CHANGE RETURNED: \$ _____

(TICKET SELLER'S SIGNATURE)

(GAME MANAGER'S SIGNATURE)

(ADMINISTRATOR IN CHARGE SIGNATURE)

Return this form via:

Mail: Tulsa Public Schools
Accounting Department
PO Box 470208
Tulsa, OK 74147-0208
Or Email: oliphco@tulsaschools.org
Or Fax: (918) 746-6244



For Internal Use Only

VENDOR REGISTRATION ONLY for INDIVIDUALS LISTED BELOW

If you do not fit one of these categories, you may not use this form.

Type of Payments You Will Receive: (Check only 1 box)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Athletics: Referee / Game Worker |
| <input type="checkbox"/> | Athletics: Medical Services for Athletics |
| <input type="checkbox"/> | Private School Employee Expense Reimbursement or Stipend <small>(Name of Private School) _____</small> |
| <input type="checkbox"/> | Student Prizes / Awards |
| <input type="checkbox"/> | Parent Mileage Reimbursement |

Travel Expense Reimbursement Purpose of Travel:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Job interview travel expense |
| <input type="checkbox"/> | Accreditation visit travel expense |
| <input type="checkbox"/> | TPS vendor to accompany for business travel |
| <input type="checkbox"/> | Non Payroll TPS employee travel |
| <input type="checkbox"/> | Other (Explain) |

| | |
|---|-------------|
| Name (as shown on your income tax return) | |
| Mailing Address Line 1 (Street Address or PO Box) | |
| City, State and ZIP | |
| Email Address | |
| Telephone 1 | Telephone 2 |

(Consult www.irs.gov as needed)

REQUIRED FEDERAL TAX INFORMATION

You may complete the area below OR provide your signed W-9 form (Nov. 2017 version or later)

Form **W-9**

(Rev. November 2017)
(customized for individuals)

| |
|------------------------|
| Social Security Number |
| |

Enter your Taxpayer Identification Number (TIN) in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see IRS instructions on form W-9, Part I on page 4. If you do not have a number, see IRS instructions page 4, How To Get a TIN.

Certification: Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. citizen or other U.S. person (IRS instructions, page 2).

Certification Instructions for Individuals. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return

| | | |
|------------------|--------------------------|------|
| Sign Here | Signature of U.S. person | Date |
|------------------|--------------------------|------|

| | | | |
|---------------------------|--|---------------------|-----------------------------------|
| Payment Preference | Banking Information for Direct Deposit (Attach copy of voided check on the reverse or on a separate paper) | | |
| | <input type="checkbox"/> Check | Account Type | |
| | <input type="checkbox"/> Direct Deposit (Please complete banking info at right and attach a voided check) | Bank Name | <input type="checkbox"/> Checking |
| | | Bank Routing number | <input type="checkbox"/> Savings |
| | Bank Account number | | |

TPS CAMPUS POLICE SPECIAL EVENT FORM

| DATE | | RADIO(S) | | |
|-------------------|-----------|------------------|--------------|-----|
| EVENT | | WAND(S) | | |
| OFFICER IN CHARGE | | OTHER EQUIPMENT | | |
| ATHLETIC DIRECTOR | | EMERGENCIES/TYPE | | |
| RADIO CHANNEL | | # ARRESTS MADE | # ESCORT OUT | |
| PRINT NAME | SIGNATURE | DEPARTMENT | IN | OUT |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

THIS FORM AND EQUIPMENT WILL BE TURNED IN THE NEXT BUSINESS DAY BY 9 A.M. FOR PAY

District Department of Athletics

Contact Information and Areas of Supervision

Gil Cloud

Director of Secondary Schools Athletics/Activities

Office: 918-746-6454

Cell: 918-892-5968

Fax: 918-746-6182

cloudgi@tulsaschools.org

Mick Wilson

Deputy Director of Athletics/Compliance

Office: 918-746-6468

Cell: 918-218-3724

Fax: 918-746-6182

wilsomi2@tulsaschools.org

Jen Sanders

Assistant Director of Athletics/Activities

Office: 918-746-6106

Cell: 918-316-2189

Fax: 918-746-6182

sandeje2@tulsaschools.org

Steve Friebus

Coordinator of Sports Medicine

Office: 918-746-6452

Cell: 918-521-6339

Fax: 918-746-6182

friebst@tulsaschools.org

Lisa Norman

Athletics Administrative Specialist

Office: 918-746-6453

Fax: 918-746-6182

normali@tulsaschools.org

Irmgard Lieben

Athletics Clerk

Office: 918-925-1127 Fax: 918-746-6182

liebeir@tulsaschools.org

Football

Wrestling

Baseball

Golf

OSSAA Liaison

Event Administration

District Wide Events

District Compliance

Softball

Basketball

Soccer

Tournament of Champions

Event Administration

Student Athlete Eligibility

Volleyball

Swimming

Tennis

Cheer and Pom

District Physical Education

Event Administration

Cross Country and Track and Field

AED's & Physicals

Athletics Injury & Concussion Report

Care and Prevention Instruction

EMSA Liaison

Junior High Athletics

Event Administration

Athletics Office Management

Board of Control Secretary

Budget Control

Purchase Orders

Event Administration

BSN Purchasing

On Boarding Adjunct, new coaches, volunteers