



Department of Athletics and Activities

2021-2022

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	Raymond Shipps	918-808-3247	shippsra@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	Kevin Williams	918-282-1461	Willike2@tulsaschools.org
Central	Charles Cobbins	918-914-9559	cobbich@tulsaschools.org
East Central	Marlon Houston	918-944-8000	houstma@tulsaschools.org
Edison	Wan U	918-694-3092	uwan@tulsaschools.org
Hale	Daniel Hishaw	918-231-7680	hishada@tulsaschools.org
Memorial	Thomas Webber	469-626-1464	webbeth@tulsaschools.org
Monroe	Konner Johnston	479-626-1464	Johnsko1@tulsaschools.org
Rogers	Brett Thomas	918-698-3401	thomake@tulsaschools.org
Thoreau	Jon Mize	573-228-1274	mizejo@tulsaschools.org
Webster	Dawn Quinton	918-557-3465	quintda@tulsaschools.org

2021-2022 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, 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

2021-2022

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/Scorekeeper	\$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/Scorekeeper	\$10.00 per match

Officials Supervisors

Baseball Officials:	Terry Kimmel, Jr. 918-698-0194 terry.kimmel@tulsampires.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:	Raymond Shipps 918-808-3247 shippra@tulsaschools.org
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

2021-2022

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/Sub Varsity	7 Innings	\$75.00 per 1 game, per official
	5 inning games	\$55.00 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	Center/Ref (1)	\$50.00 per match
	Linesman/AR (2)	\$45.00 per match, per official
	Two Person Crew	\$50.00 per match, per official
	Single	\$55.00 per match

Sub Varsity	Center/Ref (1)	\$35.00 per match/per official
	Linesman/AR (2)	\$35.00 per match, per official
	One Center only	\$45.00 per match

SOFTBALL- Fast Pitch

Varsity	Two (2) Officials	\$60.00 per 1 game, per official (7 Innings)
		\$50.00 per 1 game, per official (5 Innings)

SOFTBALL-Slow Pitch

Varsity-Sub Varsity		\$50.00 per game, per official
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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
JV – 9 th		\$35.00 – 2 out of 3, per match, per official
7 th /8 th		\$30.00 – 2 out of 3, per match, per official

WRESTLING- High School

Varsity Dual	One Official	\$ 110.00
Sub Varsity/Dual	One Official	\$ 90.00
Sub Varsity/Sub Varsity	One Official	\$ 110.00
Varsity/Sub Varsity Dual	One (1) Official	\$ 140.00
Varsity Quad or Triangular	One (1) Official	\$ 240.00
Sub Varsity Quad or Triangular	One (1) Official	\$ 190.00
Varsity 2 day Tournament	Per Official	\$ 450.00
Varsity 2 day Tournament (17 teams)	Per Official	\$ 500.00
Varsity 2 day Tournament (22 teams)	Per Official	\$ 525.00
Varsity 2 day Tournament (28 teams)	Per Official	\$ 550.00
Sub Varsity 2 day Tournament	Per Official	\$ 400.00
Sub Varsity 2 day Tourn (17 teams)	Per Official	\$ 450.00
Varsity 1 day Tournament	Per Official	\$ 275.00
Sub Varsity 1 day Tournament	Per Official	\$ 225.00
Varsity 1 day Pool tournament	Per Official	\$ 300.00
Varsity 2 day Pool tournament	Per Official	\$ 500.00
Varsity 2 day Pool tourn. (17 teams)	Per Official	\$ 525.00
Sub Varsity 1 day Pool tournament	Per Official	\$ 275.00
Sub Varsity 2 day Pool tournament	Per Official	\$ 425.00
Sub Var 2 day Pool tourn (17 teams)	Per Official	\$ 525.00
Sub Var 2 day Pool tourn (22 teams)	Per Official	\$ 475.00
Sub Var 2 day Pool tourn (28 teams)	Per Official	\$ 500.00
Varsity/Sub Varsity 2 day tourn.	Per Official	\$ 425.00
Varsity dual tournament	Per Match	\$ 60.00
Sub Varsity dual tournament	Per Match	\$ 50.00
Exhibition Matches-Per Match		\$ 5.00

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
-

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.

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

As we start this fall season of 2021 it will be different than any sports season that any of us have encountered. Tulsa Public Schools wants each of you to know that health and safety for all is our major concern as we re-start our competitive sports programming for this year. The following guidelines will be followed in all TPS athletics facilities during the 2021-2022 school year:

1. Masks or face coverings are expected for all participants, coaches, workers, campus police, officials, patrons or anyone entering any Tulsa Public Schools Athletics facility by order of the City of Tulsa ordinance. Refusal to wear a mask or face covering will prevent admittance into the facility.
2. All patrons shall exercise social distancing procedures while in the athletics facilities and sit in designated seating areas.
3. Due to social distancing protocol some athletics venues may have limited seating capacity. The visiting schools will be informed 48 hours prior to the contest regarding the limited seating.
4. All Participants, officials and coaches may remove their masks when they reach their perspective playing field or court.
5. For the fall season outdoor venues will have some seating areas marked off as unavailable. Please refrain from sitting in these areas to help us keep everyone safe.
6. All ticket takers and sellers may be masked and gloved if necessary.
7. Sportsmanship is paramount to the development of young people, at this time, we will recommend no hand shaking between opposing teams, both before and after games, to reduce contact as much as possible.
8. When TPS teams are traveling the site Athletics Director will send the home athletics director a statement regarding the health status of our team.
9. Athletic Trainers from both schools need to communicate prior to the contest about any special arrangement that needs to be made by the home team.
10. For Participants, Officials, and Coaches, no shared towels, clothing, shoes, water bottles, or equipment. Individual student athletes and coaches are to bring their own water bottles to the venue.
11. Locker Rooms will be accessible to teams only for pregame or half time, but we ask visiting teams to come dressed and ready to participate for the event.
12. All shared equipment will be sanitized periodically during the contest.
13. Masks will be expected in the locker rooms, athletic training rooms, and coaches' offices and any area considered outside of the playing field or court.
14. Only pre-approved personnel will be allowed in the press box or at the scorer's table. Visiting teams will need to contact the site Athletics Director for scorer tables or press box personnel accommodations.
15. Hospitality suites will have only pre-package food and individual bottle pop or water.
16. When traveling to and from away events, all bus drivers, coaches, athletic trainers and student/athletes will be required to wear face coverings.

We want to welcome you to our facilities and hope that you have a great experience while you visit any of our nine high schools or middle schools. Should you have any questions please contact us at 918-746-6468 or wilsomi2@tulsaschools.org.

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!

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

PLEASE PRINT CLEARLY

DATE: _____

**ATHLETIC EVENT SIGN-IN SHEET
TULSA PUBLIC SCHOOLS ATHLETIC DEPARTMENT**

SPORT: _____

SCHOOL/OPONENT: _____

	NAME	UNPAID VOLUNTEER <input type="checkbox"/> Checkmark if no payment is desired	TPS EMPLOYEES ONLY <small>Only employees complete the columns</small>			TPS VENDOR <small>(if unsure, fill out W-9)</small>		PHONE # <small>(To contact for questions)</small>	AMT. TO PAY \$	Non Volleyball of Games	Volleyball of Games
			EMPLOYEE ID#	PAY SCHEDULE M (monthly) B (bi-weekly)	TPS VENDOR #	TPS VENDOR # <small>(or last 4 digits of SSN)</small>					
ANNOUNCER:											
SCOREBOARD:											
TIMER:											
PASS GATE:											
EVENT MANAGER:											
25 SECOND CLOCK:											
SELLERS:											
TAKERS:											
CHAIN CREW:											

(EVENT MANAGER SIGNATURE)

(ATHLETIC DIRECTOR IN CHARGE SIGNATURE)

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

Mick Wilson

Executive Director of Secondary Schools Athletics/Activities

Office: 918-746-6468

Cell: 918-218-3724

Fax: 918-746-6182

Wilsomi2@tulsaschools.org

High School Football

Basketball

Baseball

TOC

OSSAA Liaison

Jen Sanders

Deputy Director of Athletics/Compliance

Office: 918-746-6106

Cell: 918-316-2189

Fax: 918-746-6182

@tulsaschools.org

District Compliance

Softball

JH Football

Soccer

Golf

TBA

Assistant Director of Athletics/Activities

Office:

Cell:

Fax: 918-746-6182

@tulsaschools.org

Volleyball

Swimming

Tennis

Cheer and Pom

Bike Club

Steve Friebus

Coordinator of Sports Medicine

Office: 918-746-6452

Cell: 918-521-6339

Fax: 918-746-6182

friebst@tulsaschools.org

Cross Country and Track and Field

Wrestling

Athletics Injury & Concussion Report

Care and Prevention Instruction

EMSA Liaison

AED's & Physicals

Junior High Athletics Equipment

Lisa Norman

Athletics Administrative Specialist

Office: 918-746-6453

Fax: 918-746-6182

normali@tulsaschools.org

Assist to the Executive Director

Budget Management

Purchase Order Supervisor

Board of Control Secretary

