

Estancia High School All Sports Boosters (EHSASB)

2016 – 2017 Handbook



EHSASB is a California Nonprofit Corporation and US IRS 501(c)(3) Tax-Exempt Organization that operates as an Umbrella Booster Organization to promote and support Students, Coaches, Administrators, and Facilities across the N-MUSD Estancia High School enrollment zone by providing low cost Comprehensive Fiscal Sponsorship services to Member Booster Clubs serving Sports Programs, Co-Curricular Programs, and Extra-Curricular Programs.

EHSASB 2016-2017 Handbook Table of Contents:

Topic	Page
EHSASB Handbook Cover Page	1
EHSASB Handbook Table of Contents	2
EHSASB Contact Information	3
EHSASB Credentials	3
EHSASB Annual Membership Fees	3
EHSASB Purpose	4
EHSASB Responsibilities	4
EHSASB & Member Booster Club Important Dates and Information	4
Member Booster Club Responsibilities	5
Member Booster Club Financial & Recordkeeping Requirements	6
Member Booster Club Financial Transaction Reporting via Union Bank Online Banking	6
Member Booster Club Sample Voluntary Donation Letter	7
N-MUSD EHS Booster Club Guidelines	8
N-MUSD EHS Voluntary Donations Policy	9
N-MUSD EHS Mandatory Procedures for Student Program Fundraising	9
N-MUSD EHS Coaching Compensation Guidelines	11
EHSASB Off-Season and Summer Coaching Compensation Guidelines	12
EHSASB Off-Season Summer Camp Programs	13
EHSASB Off-Season Summer Camp Programs Registration Form and Required Legal Release	13
EHSASB Off-Season Summer Camp Programs Facilities Rental	13
EHSASB Off-Season Summer Camp Programs Coaching Requirements	13
EHSASB Registration/Waiver/Release Form - English	14
EHSASB Registration/Waiver/Release Form - English	15
EHSASB Independent Contractor Agreement	16

EHSASB Contact Information:

Address	Telephone	Email	Website
Estancia High School All Sports Boosters 2323 Placentia Avenue Costa Mesa, CA 92627	949.515.6508	Contact Officers At Email Address Shown Below	http://estancia.nmusd.us/ehsasb

EHSASB and N-MUSD Contact Information

Organization	Title	Name	Phone	Email
EHSASB	President	Rich Rutledge	949.636.5730	richard.e.rutledge@wdc.com
EHSASB	Vice-President	Hydee Beth	949.637.4679	mamahydee@gmail.com
EHSASB	Treasurer	Mella Hume	949.654.2773	mella.hume@gmail.com
EHSASB	Secretary	Carolyn Leenerts	949.370.9579	carolyn.l@aaaimaging.com
N-MUSD EHS	Assistant Principal	Tim Tolzda	949.515.6552	ttolzda@nmusd.us
N-MUSD EHS	Activities/ASB Director	Carrie Lester	949.515.6506	clester@nmusd.us
N-MUSD EHS	ASB Accounting	Deanne Quinlan	949.515.6506	dquinlan@nmusd.us
N-MUSD EHS	Co-Athletic Director	Mike Bargas	949.515.6558	mbargas@nmusd.us
N-MUSD EHS	Co-Athletic Director	Nate Goellrich	949.515.6526	ngoellrich@nmusd.us
N-MUSD EHS	Athletics Administrator	Marykay Jones	949.515.6508	mpjones@nmusd.us
N-MUSD Facilities	Facility Use Administrator	Samantha LaBossiere	714.424.7530	slabossiere@nmusd.us
N-MUSD Facilities	Facility Use Permits	https://www.maintenancelogin.com/UFP/HomeFacilityUseSystem.aspx?CID=37		

EHSASB Credentials:

Organization	Credential
California Secretary of State Nonprofit Corporation	#C3494102
California Attorney General Registry of Charitable Trusts	#CT0197822
US IRS Employee Identification Number	#46-0762807
Annual Commercial General Liability (CGL) Insurance Agent	ASCIP (1-562-404-8029)
Annual Directors-and-Officer's Insurance Agent	Aon Association Services (1-800-432-7465)
Annual Summer Sports Camp CGL Insurance Agent	F.L. Dean & Assoc of CA (1-424-416-9091)
Annual Sports Camp Secondary Accident Insurance Agent	F.L. Dean & Assoc of CA (1-424-416-9091)
EHSASB and Member Booster Clubs Banking	Union Bank's Costa Mesa Branch
US IRS 501(C)(3) Tax Exempt: Per Subordinate Membership in Parent Booster USA's Group Exemption #5271	
California Franchise Tax Board Tax Exempt: Per Revenue and Taxation Code Section 23701d(c)(1)	
Estancia High School All Sports Boosters is a Nonprofit Tax-Exempt Corporation and is independent of Newport-Mesa Unified School District, however operates as an N-MUSD approved Schools-Connected-Organization (SCO).	
Estancia High School All Sports Boosters is NOT affiliated with Estancia High School Associated Student Body despite both coincidentally having initials of EHSASB.	

EHSASB Annual Member Booster Club Fees for CY16-17:

Category	Duration	Fee	Note – All Unchanged From CY15-16
Annual Membership	Annual	\$50.00	Per team/program..
Daytime Sports Camp Insurance - Participant	Annual	\$3.65	Per participant. Additional.
Daytime Sports Camp Insurance - Coach	Annual	\$2.10	Per coach. Additional
Overnight Sports Camp Insurance - Participant	Annual	\$4.70	Per participant. Additional.
Overnight Sports Camp Insurance - Coach	Annual	\$3.15	Per coach. Additional

EHSASB Purpose:

1. Estancia High School All Sports Boosters (EHSASB) promotes and supports the students, coaches, and administrators of sports programs, co-curricular programs, extra-curricular programs, and facilities located in the enrollment zone of Newport-Mesa Unified School District's Estancia High School by engaging in charitable, civic, and educational activities that contribute to the programs by creating an atmosphere that is consistent with the educational philosophy of the school community in Costa Mesa, California.
2. Estancia High School All Sports Boosters operates as an Umbrella Booster Organization and provides Comprehensive Fiscal Sponsorship services to assist our Member Booster Clubs across the Estancia High School enrollment zone in their providing support and funds to serve our students and help all of them have a great school experience.
3. Comprehensive Fiscal Sponsorship is a legally approved union between an unincorporated group or project such as our Member Booster Clubs and a 501(c)(3) nonprofit organization like Estancia High School All Sports Boosters that extends to such groups or projects the benefits of tax-exempt status and administrative support **via making them legally and financially part of the organization.**
4. Each Member Booster Club's support and funds provided will help enhance our student programs to ensure our students have the best opportunity to achieve the highest level possible in their particular sports, co-curricular, or extra-curricular activity.

EHSASB Responsibilities:

1. Provide Estancia High School enrollment zone Member Booster Clubs with low cost Umbrella Booster Organization by providing Comprehensive Fiscal Sponsorship services such as Administration, Financial, HR, Insurance, and IT.
2. Maintain Nonprofit Tax-Exempt status of EHSASB by operating via IRS 501(c)(3) expectations of transparency, accountability, responsibility, best-practices, and required annual Tax Information Filings while administering with grace by focusing compliance efforts where Members are knowingly and intentionally violating the rules.
3. Host Quarterly Board Meetings that align to the N-MUSD School Calendar.
 - a. Fall Season: 2nd Tuesday in September (target, subject to change)
 - b. Winter Season: 1st Tuesday in December (target, subject to change)
 - c. Spring Season: 1st Tuesday in March (target, subject to change)
 - d. Annual Meeting: 1st Tuesday in June (target, subject to change)
4. Provide Booster Club training on operational guidelines and procedures to our wonderful parents who volunteer to help make better sports, co-curricular, and extra-curricular programs for our students.
5. Develop and support an environment of fairness and cooperation between the Member Booster Clubs to build a school community based on not trying to outdo each other, but instead to help each other succeed.

EHSASB and Its Member Booster Clubs Important Dates and Information:

1. The Fiscal Year-End of EHSASB and all its Member Booster Clubs is June 30th.
2. Annual Financials are obtained via an Online Banking download from each Member Booster Club's Union Bank Account. For Online Banking, EHSASB is "Contracting Officer or Owner" and Member Booster Club is "Web User". **It is mandatory that Member Booster Clubs have Union Bank Online Banking established.**
3. Financial Records shall be maintained on a cash basis of accounting where income is recorded when received and deposited and expenses are recorded when they are paid. Bank statements work this way.

Member Booster Clubs Responsibilities:

1. Adhere to Estancia High School requirements to operate as either an independent Nonprofit 501(c)(3) organization or as an EHSASB Member Booster Club.
2. Create, maintain, and provide to EHSASB its Operating Documents:
 - a) Roster of the names, phone numbers and email addresses of their officers and include the date of their election.
 - b) Annual Budget and the minutes from that meeting.
 - c) Annual Fundraising Request. (necessary for ASCIP insurance)
 - d) Annual Event Calendar Request. (necessary for ASCIP insurance)
3. Hold Annual Election of Officers and set Annual Budget one season in advance of their Program.
4. Appoint President and Treasurer as Authorized Representatives of the Member Booster Club and have both join the Board of Directors of EHSASB. Each Member Booster Club has one vote, and the President has the main responsibility to vote.
5. Require one of their Authorized Representatives attend each Quarterly Board Meeting. Meetings are aligned to the N-MUSD School Calendar and held the 2nd Tuesday of September, and the 1st Tuesday of December, April, and June.
6. Pay annual dues that are based on the operating expenses of EHSASB and the number of Member Booster Clubs of EHSASB
7. Submit Annual Budget, Annual Financial Reports and other required Recordkeeping Documents.
8. Submit Annual Fundraiser Request for all fundraisers. (necessary for ASCIP insurance)
9. Submit Annual Event Calendar Request for Member Booster Club Events. (necessary for ASCIP insurance)
10. Ensure Member Booster Club letterhead should include reference to "Member Booster Club is a Project of Estancia High School All Sports Boosters."
11. Bank at the same Bank branch (primary is Union Bank Costa Mesa) as the Estancia High School All Sports Boosters and have the President and Treasurer of Estancia High School All Sports Boosters as signees on their dedicated checking account that is opened under EHSASB's IRS Employer Identification Number (EIN).
12. Ensure checks drawn must be signed based on budgeted amount with <\$2,500 requiring one of President or Treasurer and >\$2,500 requiring both President and Treasurer.
13. Comply with CIF-Southern Section and N-MUSD EHS guidelines on topics including Booster Clubs, Voluntary Donations, Mandatory Procedures for Student Program Fundraising, and Off-season Coaching Compensation.
14. Operate to professional standards defined in both EHSASB Bylaws and EHSASB Comprehensive Fiscal Sponsorship Agreement including Appendix A: Financial Services Roles & Responsibilities and Appendix B: Financial Policies and Procedures.
15. Develop and support an environment of fairness and cooperation between the Member Booster Clubs to build community based on not trying to outdo each other, but instead to help each other succeed.

Member Booster Club Financial Reports & Recordkeeping Requirements Due September 15th:

1. The fiscal year for all Member Booster Clubs including Estancia High School All Sports Boosters is July 1st thru June 30th.
2. Annual Financials are obtained via an Online Banking download from each Member Booster Club's Union Bank Account. For Online Banking, EHSASB is "Contracting Officer or Owner" and Member Booster Club is "Web User". **It is mandatory that Member Booster Clubs have Union Bank Online Banking established.**

Member Booster Club Financial Transaction Reporting via Union Bank Online Banking:

1. Member Booster Clubs have similar expenses and revenues that fall into one four IRS defined categories of Fundraising, Gifts, Organization, and Program Service. EHSASB has created common, standardized categories for each. We have also created an Opening Balance category to roll over Bank Account starting balance.
2. The below table lists the standardized categories EHSASB will add to an Annual Download of your transactions from your Union Bank Account Online Banking. **Please add in "Notes" section of each check.**

Item	Category	Revenue (Deposit)	Expense (Withdrawl)
1	Fundraising - Banners	Banner Sales Revenues	Banner Sales Expenses
2	Fundraising - Clothing	Merchandise Revenues	Merchandise Expenses
3	Fundraising - Fireworks	Fireworks Revenues	Fireworks Expenses
4	Fundraising - Food	Food Revenues	Food Expenses
5	Fundraising - Other	Other Fundraising Revenues (If Others Do Not Fit)	Other Fundraising Expenses
6	Fundraising - Pancake Breakfast	Pancake Breakfast Revenues	Pancake Breakfast Expenses
7	Fundraising - See's Candies	See's Candies Revenues	See's Candies Expenses
8	Fundraising - Snack Bar	Snack Bar Revenues	Snack Bar Expenses
9	Gifts - General Public	Non-Requested Public Funding	Refunds (Unlikely)
10	Gifts - Grants	Gifts from 3rd Party Organizations (eg Costa Mesa United)	Gifts to 3rd Party Organization (eg EHS, N-MUSD)
11	Gifts - Member	Non-Requested Member Funding	Refunds (Unlikely)
12	Gifts - Other	Other Gift Revenues (If Others Do Not Fit)	Other Gift Expenses, Etc
13	Opening Balance	Annual Bank Account Starting Balance	Adjustments to Bank Account Starting Balance
14	Organization - Federal	Refunds (Unlikely)	Filing Fees, 501(c)(3) Fees, Etc,
15	Organization - Insurance	Refunds (Unlikely)	General Liability, D&O, Sports Camps, Etc
16	Organization - Other	Other Organization Revenues (Unlikely, If Others Do Not Fit)	Other Organization Expenses, Etc
17	Organization - State	Refunds (Unlikely)	Filing Fees, 501(c)(3) Fees, Etc
18	Organization - Supplies	Refunds (Unlikely)	Office Supplies, Office Equipment, Etc
19	Program Service - Banquet	Guest Ticket Sales	Food, Awards, Gifts, Etc
20	Program Service - Competitions	Unlikely - Events at EHS thru ASB	3rd Party Hosted Competitions/Tournaments such as Entry, Facility, Insurance, Referee Fees, Etc
21	Program Service - Equipment	Unlikely - Grants from Boosters	Payments for Program-Owned, Off-Body, Multi-Year Life Equipment and Repairs
22	Program Service - Gear	Replacement Program Owned and/or Required Items	Payments for Program-Required-to-Provide, On-Body, Single-Year Life Items that Students Retain
23	Program Service - Off-Season Programs	Participant Fees, Etc.	Payments for Facility Fees, Coaching Fees, Etc.
24	Program Service - Other	Other Program Service Revenues (If Others Do Not Fit)	Other Program Service Expenses
25	Program Service - Team Meals	Unlikely	Payments for Food, Restaurant, Etc.
26	Program Service - Uniforms	Student Owned Optional Items	Payments for Optional, On-Body, Multi-Season Life Items that may be Program or Student Owned
27	Program Service - Voluntary Donations	Optional Funding From Student's Families	Refunds (Unlikely)

3. Each Member Booster Club will start the season with an Opening Balance. All Financial Transactions during the season will be recorded by EHSASB against the above standardized categories. Financial Transactions may be split into multiple transactions against standardized categories. Each Member Booster will end the season with a closing balance to roll over into the next season's Member Booster Club budget.
4. EHSASB will provide Member Booster Club training and support on using our Common Financial Transaction Log. **Please add in "Notes" section of each check to aid in creating Annual IRS 990 Tax Information Filing.**
5. For additional information see EHSASB Comprehensive Fiscal Sponsorship Agreement and EHSASB Bylaws as each are full of useful and more detailed information.

Member Booster Club Sample Voluntary Donation Letter:

<Insert_Program_Name>

<Insert Date Here>

Dear <Insert_Program_Name> Families,

Estancia High School is a public school that promises inclusion of all students who are members of the <Insert_Program_Name> program and at no time will a student be prevented from participation in the program due to inability to provide a voluntary donation.

All programs at Estancia receive a fixed amount of money each season from the school district, but it is not enough to cover all the expenses to run a competitive and thorough <Insert_Program_Name> program. Therefore, player voluntary donations are necessary and we expect and anticipate every family to make an effort to support the team through voluntary donations.

The <Insert_Program_Name> Booster Club and Coaches have worked hard to control the cost of the program so that we can keep the amount we ask families to contribute both low and reasonable. For the 2016-2017 <Insert_Program_Name>, we are asking each participant to contribute a voluntary donation of \$<Insert_Voluntary_Donation\$>. The money will be used to pay for general program expenses such as <insert_usage_areas_here_such_as_gear_equipment_competitions_coaching_etc>

We are offering also offering three voluntary Fundraising opportunities to help offset the player voluntary donation, which include <Fundraiser#1>, <Fundraiser#2>, and <Fundraiser#3>.

Please indicate which option fits your needs:

___ Yes, I can contribute <Insert_Suggested_Voluntary_Donation\$ Here>

___ No, I cannot contribute in full at this time, but would like to make payments of \$_____ per week.

___ I plan to take part in the program's voluntary fundraising efforts by selling <Fundraiser#1>

___ I plan to take part in the program's voluntary fundraising efforts by selling <Fundraiswer#2>

___ I plan to take part in the program's voluntary fundraising efforts by selling <Fundraiser#3>

___ Other: _____

Sincerely,

<Insert_Program_Name>

Player Name: _____

Parent Signature: _____

Date: _____

N-MUSD EHS Booster Club Guidelines:

The intent of the Booster Club is to promote, provide support, and encourage our athletes during their participation in their respective sports. The purpose of a Booster Club is also to provide additional resources in order to enhance the experiences of the student athletes.

The Booster Club should be committed to providing a quality program that encompasses the total development of our student athletes.

Parents of players involved in athletic programs are usually part of the organized Booster Club, and parent participation can include:

1. Attending games
2. Helping with various events and fundraisers
3. Attending Booster club meetings
4. Being an active part of the Booster Club and its Board

It is the desire and expectation of the athletic department that many parents will join and contribute in some way to the Booster Club supporting their respective sport.

But there is a clear separation between the legitimate functions that are the responsibility of the district athletic program and the activities of the Booster Clubs:

1. Booster Clubs do not participate in choosing players or deciding on which team-level athletes will play.
2. Booster Clubs should not expect to be involved in coaching decisions or strategies in any way.
3. All decisions and all responses to situations on the field or the court are the sole responsibility of the coaching staff.
4. Any issues that a parent and/or Booster Club member would like to raise with the coach should be brought to the head coach at a separate time and place after the conclusion of the athletic contest. Usually the next day or a 24-hour waiting time is optimal.
5. Parents and/or Booster Club Members who would like to address a lower level coach should schedule a meeting time when the head coach can be in attendance.
6. A separate "Communication Protocol for Conflict Resolution" has been created to guide the discussion and handling of specific concerns or conflicts.

The welfare and education provided for the student athletes is the primary function of district employees. Boosters are not district employees, and should remember that it is the district employed coaches and officials who are accountable for the services provided by the athletic programs.

The coach and the athletic director should establish priorities of the needs for the athletic program. These priorities should be expressed to the Booster Club Board after they have been approved by the athletic director and the Principal. The donation of time or money must be made in accordance with state, district, CIF-SS and student body rules and regulations.

Booster Clubs **may not** make payments directly to district employees; doing so sets up the Booster Club as an employer and thus obligates the group to follow all sections of the California labor laws, including statutory benefits and required insurances; the risks to groups that are not registered employers are serious. Any Booster Club donation to support district personnel (coaches, trainers, classified staff, etc.) must be made to the district fiscal department so that it can be processed appropriately for the employee through the district payroll system under the employer authorizations established by the district.

Coaches should remember that the Booster Club is separate from the school district and all Booster Club funds are the property of the Booster Club. The Booster Club makes funding and support decisions as an independent agency, and no coach should assume that the Booster Club will approve a proposed expenditure. Certainly it is not appropriate for a coach to make a purchase or create a financial obligation for the Booster Club without their prior approval. Booster Club social gatherings and banquets, although generally not considered school sponsored events, should exemplify and model positive experiences for our student athletes. In keeping with our educational and health goals, alcohol should never be available or served when students are present.

N-MUSD EHS Voluntary Donations Policy:

No "Pay To Play" Fees At Estancia High School

Legislation prohibits a school district, school or any other entity working under the supervision of, or in coordination with, a district or school from imposing a student fee for participation. "Any other entity" refers to Booster Clubs, Foundations, Community Organizations and other Support Associations. In other words, California law does not allow school districts to charge fees to students for curricular or extra-curricular activities.

Unfortunately, due to state budget cut backs, schools can no longer afford to adequately fund many of our programs. We understand that many support groups are requesting voluntary donations from parents to offset necessary costs. The following guidelines apply to voluntary donations:

1. All donations must be completely voluntary, and must be advertised as such.
2. All students will be allowed to participate regardless of whether a donation is made.
3. No student or parent may be required to or coerced to participate in fundraising to offset a lack of donation.
4. Student-athletes can be required to attend fundraising activities as long as this is an expectation of the entire team/program. However, a student-athlete may not be required to raise a certain level of funds.
5. No inquiry or public disclosure may be made as to who did or did not make donations.
6. A recommended donation may be stated but any donation is acceptable and appreciated.
7. Donations are made to the total program and may not be earmarked to individual students.

It is against the law to impose a student fee for participation in a public school program. Therefore, Estancia High School Athletic Programs will continue to adhere to the above guidelines. If you feel that Estancia High School is not following these guidelines, please contact Athletic Director Mike Bargas at 949.515.6526 or mbargas@nmusd.us

N-MUSD EHS Mandatory Procedures for Student Program Fundraising:

A Free Public School System

"A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law."

With this regulatory language the California State Board of Education made clear that fees are not to be imposed except where specifically authorized by law. This administrative regulation was promulgated based on the authority of Article IX, Section 5 of the California Constitution which provides for a free school system:

"The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district at least six months in every year, after the first year in which a school has been established."

In 1874, the State Supreme Court held that this provision entitled students to be educated at public expense.

The California *Education Code (EC)*, as amended by Assembly Bill (AB) 1575 in 2012, provides that a pupil enrolled in a public school **shall not** be required to pay a pupil fee for participation in an educational activity. "Educational activity" is defined as an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular, co-curricular, and extra-curricular activities. **Schools can solicit voluntary donations of funds or property, and voluntary participation in fundraising activities.**

List of Impermissible School Fees

California law **does not** allow school districts to collect fees, charges and deposits as follows:

1. A fee charged as a condition for participating in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

2. A security deposit or other payment to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other material or equipment.
3. A charge or payment to obtain materials, supplies, equipment, workbooks, textbooks or uniforms associated with, or needed to participate in an educational activity.

Clarification:

1. All supplies, materials and equipment needed to participate in educational activities shall be provided to pupils free of charge.
2. A waiver process to excuse some students from paying a fee cannot be used to justify charging an otherwise impermissible fee.
3. School districts and schools shall not establish a two tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that students may only obtain through payment of a fee or purchase of additional supplies that the school district or a school does not provide.
4. Students may be offered the opportunity to purchase workbooks or other educational materials that are provided on loan at no cost to all students so that by owning the materials they can make notations or alter the materials as they choose.
5. Students may be required to reimburse the school for the cost of materials used to make artifacts or projects that they choose to keep. However, no up-front deposit or payment may be charged for the use of those materials.
6. The school district or a school shall not offer course credit or privileges related to an educational activity in exchange for money or donations of goods or services from a student or student's parents or guardians.
7. A school district or school shall not renew course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the student or the student's parents or guardians did not or will not provide money or donations of goods or services to the school district or a school.

List of Permissible School Fees

California law does allow school districts to collect fees, charges and deposits as follows:

1. Charges for optional attendance as a spectator at a school or District sponsored activity.
2. Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
3. Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
4. Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
5. Medical or hospital insurance for field trips that is made available by the school district.
6. Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
7. Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
8. Charges for the parking of vehicles on school grounds.
9. Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
10. Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.

11. Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
12. Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
13. Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average unsubsidized cost per student and provided there is a waiver provision based on financial need.
14. Fees for transportation of pupils to places of summer employment.
15. Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
16. Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
17. Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
18. Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
19. Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
20. Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

Thank you for your cooperation and commitment to support N-MUSD in meeting both the letter of 2012's Assembly Bill (AB) 1575 and the spirit of inclusion that it represents!

N-MUSD EHS Coaching Compensation Guidelines:

CIF-SS Bylaw 507 – Coaching Compensation

A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team.

- 507.1 All member schools will, upon request, submit to the Southern Section Office, their financial pay structure for coaches' stipends adopted by the governing board.

QUESTION: In what manner is the payment of the coaches specifically permitted to be handled?

ANSWER: Coaches may be paid by way of the district office and/or ASB account. Outside groups such as Booster Clubs may make a donation to the school's athletic program, but they cannot specify that the money specifically be utilized for Coach A, Coach B, etc.

CIF-SS Bylaw 508 – Penalty For Improper Coaching Compensation

Any team, coached by any person receiving any part of the salary for coaching from other than school funds without the approval of the school's governing board, is ineligible.

(Revised February 2009 Federated Council,)

Citation: 2011-2012 CIF Southern Section Blue Book: Constitution & By-Laws

Site Procedures Regarding Coaching Compensation (Revised 5.17.12)

Per the CIF-SS Bylaws indicated above, the following Coaching Compensation parameters will need to be in place so that our athletic programs are not in violation:

The calendar year will be broken up into approximately four 3-month periods:

- September 1 – November 30: Fall Sports Session
- December 1 – February 28/29: Winter Sports Session
- March 1 – May 31: Spring Sports Session
- June 1 – August 31: Summer Session

Coaches will be coaching in sports offered by the school either during the Fall, Winter, or Spring Sports Sessions. All coaches during the season of sport will only receive District allocated stipends, or, compensation commensurate to District-established stipends. The latter would be in cases where there are more coaches on staff than established by the District stipend schedule. These additional stipends can be funded by donations from outside groups (i.e., Booster Clubs) as long as the money is deposited through our District Office and these coaches are paid by the District Office for their services during the season of sport in accordance with Bylaw 507. No coach can receive any additional compensation during the season of sport above the stipend schedule set by the District Office.

All Varsity Head Coaches must submit any proposed coach's compensation plans directly to Dr. Dave Martinez as a first step in the approval process. Booster Clubs will only submit checks to N-MUSD for coach's compensation upon site administration approval

During the off-season (which would encompass two of the remaining sports sessions in which the season of sport doesn't fall under), coaches will not be able to receive coaching compensation for that team sport unless the coach is an off-campus coach whereby he/she would be eligible to receive compensation commensurate to District-established stipends.

(For example, if an off-campus coach receives \$2,000 as a stipend for coaching during the season of sport, that off-campus coach could receive an additional \$2,000 per session during the off-season periods; this would not include the summer session). These coaches would qualify as long as they are conducting off-season classes for our student-athletes and are meeting the requirements established for earning academic credit for that class.

Athletics Summer Camps

All athletic summer programs/camps operate independent of the school and the District.

All N-MUSD athletic teams operate with the understanding that selection will be based solely on demonstrated performance and not due to any outside affiliations (e.g. Club Teams) nor participation in off-season voluntary fee based athletic camps.

It is recommended that all athletic summer programs/camps choose to use a Booster Club to handle the funds for a summer sports program, those summer program funds ought to be kept separate and distinct from the Booster Club's regular school year operational fund.

Questions

Questions regarding coach compensation procedures should be directed to Tim Tolzda at (949) 515-6552 or ttolzda@nmusd.us.

EHSASB Off-Season and Summer Coaching Compensation Guidelines

EHSASB has developed Off-Season and Summer Coaching Compensation Guidelines that are aligned to N-MUSD's In-Season Coaching Stipend Rates. These include four levels of compensation (Platinum, Gold, Silver, Bronze) that allow Member Booster Clubs to compensate commensurate with experience. Please contact EHSASB for further details.

N-MUSD compensates coaches via Role-and-Recompense Units that vary with position and include Varsity Coach (7), Junior Varsity Coach (5), and Frosh/Soph Coach (4). The CY15-CY16 N-MUSD budget valued Role-and-Recompense Units at \$492/each. N-MUSD In-Season Coaching Stipend rates are for the 10 week CIF season of each sport. Coaches are assumed to work between 100-150 hours/season based on 10 weeks/season, 5 days/week, and 2-3 hours/day. EHSASB Platinum rates are aligned to 100 hours/season and Bronze rates are aligned to 150 hours/season.

EHSASB Off-Season Summer Camp Programs

Newport-Mesa Unified School District is closed in Summer, typically from late-June thru mid-August. EHSASB operates multiple independent Summer Camp programs that are not affiliated with either N-MUSD or the City-of-Costa-Mesa.

Participation in these programs has no consideration for participation in N-MUSD programs that are operated during the School Year and CIF-Southern Section defined In-Season periods. These programs are open to the Public during the periods offered during the periods when both N-MUSD is “closed” and CIF-Southern Section is “out-of-season”.

EHSASB has material expenses to operate these programs including:

- N-MUSD and City-of-Costa Mesa Facility Rental Fees
- Coaching Fees
- Commercial General Liability and Accident Insurance Fees.

These programs **require** participant fees to offset these expenses and it is the responsibility of each Member Booster Club to plan, budget, and collect funds as part of their annual operating budget.

EHSASB Off-Season Summer Camp Programs Registration/Waiver/Release Form

Insurance requirements of these programs **REQUIRE** each participant and their parents/guardian share their contact information and sign the following legal release and that these records be retained.

Both English and Spanish versions of the EHSASB Registration/Waiver/Release Form are attached to the end of this document.

EHSASB Off-Season Summer Camp Facilities Rental

Both N-MUSD and City-of-Costa-Mesa provide low-cost facility rentals to nonprofits like EHSASB that are located in their boundaries. Each requires a “Facilities Use Request” form to be completed 30+ days in advance of the starting date. In addition, each requires Certificate-of-Liability-Insurance, a Roster of Participants, and a copy of the Program Flyer that shows the program is not associated with either N-MUSD or the City-of-Costa-Mesa.

EHSASB Off-Season Summer Camp Programs Coaching Requirements

Coaches should be hired as Independent Contractors. EHSASB will file the annual IRS required IRS 1099-MISC form to report this compensation. The IRS has defined clear requirements as to whether someone is an Employee or an Independent Contractor and this is best met via a clearly defined contract. EHSASB **requires** each Independent Contractor to sign the below contract to comply with both IRS and Insurance requirements.

An English version of the EHSASB Independent Contractor Form is attached to the end of this document.