



**Department of Athletics and Activities**

**2024-2025**

**Game Management Handbook**

**High Schools & Middle Schools**

## Table of Contents

Site Directors & Athletic Training Contact Information

Home Game Management Procedures

Regular Season Ticket Pricing

Home Event Management Worker Pay Schedule

Sports Officials Supervisors

Officials Pay Schedule

Security for Athletic Events

Admissions Guidelines

Facilities and Stadium Use

Accountability of Gate Receipts

Board Policies, Collection of Funds, Advertising, Trademarks

Clear Bag FAQs

Forms:

Ticket Sellers Report

Vendor Registration

Activity Event Sign-In Sheet

Clear Bag Procedures / Guidelines

### High School Site Athletics Directors Contact Information

BTW	John Potocnik	918-698-5252	potocjo@tulsaschools.org
Central	Kip Shaw	573-837-2539	Shawcl@tulsaschools.org
East Central	Rickey Bruner	918-853-2448	Bruneri@tulsaschools.org
Edison	Raymond Shipps	918-808-3247	shippra@tulsaschools.org
Hale	Allen Medlock	918-908-0349	Medoal@tulsaschools.org
McLain	Jamar Louie	918-841-4788	louieja@tulsaschools.org
Memorial	Mark Dover	918-282-0897	doverma@tulsaschools.org
Rogers	William Coleman	918-805-1119	Colemwi@tulsaschools.org
Webster	Kirk Baker	918-344-1853	bakerki@tulsaschools.org

### Middle School Site Athletics Directors Contact Information

Carver	Kevin Williams	918-282-1461	Willike2@tulsaschools.org
Central	Charles Cobbins	918-914-9559	cobbich@tulsaschools.org
East Central	Corey Rowland	313-706-7558	Rowlaco@tulsaschools.org
Edison	Lauren Merrill	918-407-4527	Merrila1@tulsaschools.org
Hale	Robbin Vann	918-384-8049	Vannro1@tulsaschools.org
Memorial	Bobby Allison	918-809-3511	Allisro@tulsaschools.org
Monroe	Jennifer Johnson	918-633-1843	Johnsje@tulsaschools.org
Rogers	Marie Conner	918-810-7337	Connesa1@tulsaschools.org
Thoreau	Thad Carthel	918-633-9650	carthth@tulsaschools.org
Webster	Glenn Henry	918-808-2259	Henrygl@tulsaschools.org

### District Athletic Training Staff

Steve Friebus	Sports Medicine Director	918-521-6339	Friebst@tulsaschools.org
Michael Goedecke	Certified Athletic Trainer	918-261-7424	Goedemi1@tulsaschools.org
Willie Hughes	Certified Athletic Trainer	918-510-1695	Hughewi@tulsaschools.org
Terrell Jimoh	Certified Athletic Trainer	405-589-9207	Jimohte@tulsaschools.org
Herb Rhea	Certified Athletic Trainer	918-798-8920	Rheahe@tulsaschools.org
Audrey Meche	Certified Athletic Trainer	918-606-8426	Mecheau@tulsaschools.org
Annette Black	Certified Athletic Trainer	918-439-6818	Blackan1@tulsaschools.org
Diana Jones	Certified Athletic Trainer	918-691-3085	Jonesdi1@tulsaschools.org

## **2024-2025 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 contests. At OSSAA playoff events the 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) 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\*\***

**ALL OTHER WORKERS: SAF PO**

### **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  
2024-2025**

**HIGH SCHOOL TICKET PRICES**

<b>Sport</b>	<b>Adult</b>	<b>Student</b>	<b>Seniors</b>
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

**MIDDLE SCHOOL TICKET PRICES**

Football	\$5.00**	\$3.00	\$3.00
Basketball	\$5.00**	\$3.00	\$3.00
Soccer	\$5.00**	\$3.00	\$3.00
Volleyball	\$4.00	\$3.00	\$3.00
Softball	\$4.00	\$3.00	\$3.00
Track	\$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 a current student ID.

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

- Children under five 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 WORKERS 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 (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 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**

1 Manager/Taker  
 1 Ticket Seller  
 1 Announcer

**DOUBLE DUAL**

\$18.00  
 \$15.00  
 \$15.00

**TRI MEET OR RELAYS**

\$18.00 per session  
 \$15.00 per session  
 \$15.00 per session

**TRACK**

1 Manager/Taker  
 1 Ticket Seller  
 1 Announcer  
 1 Timer/Computer Operator  
 1 Starter

**RELAYS AND CLASSICS**

\$80.00 per meet  
 \$30.00 per session  
 \$30.00 per session  
 \$40.00 per session  
 \$75.00 per session

**VOLLEYBALL**

1 Manager  
 1 Ticket Seller  
 1 Ticket Taker  
 1 Announcer

\$18.00 per match or \$30.00 per doubleheader  
 \$12.00 per match  
 \$12.00 per match  
 \$12.00 per match

**WRESTLING**

1 Manager/Taker  
 1 Ticket Seller  
 1 Timer/Announcer  
 1 Scorer

**JV/VARSITY**

\$25.00  
 \$18.00  
 \$18.00  
 \$18.00

**Middle School Events****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 \$12.00 each/per game  
 (must include 1 adult)

## **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@tulsaumpires.com
Basketball Officials:	Linda Drink 918-629-0547 <a href="mailto:Officialsofoklahoma@gmail.com">Officialsofoklahoma@gmail.com</a>
Football Officials MS/HS:	Harold Alspaugh 918-224-4495 (O) 918-630-0976 hapsco3@cox.net
Soccer Officials:	Rick McDowell <a href="mailto:Rick.mcdowell@cox.net">Rick.mcdowell@cox.net</a> 918-760-7739  Reza Namavar 918-630-6577 C rezanamavar@aol.com
Softball Officials/Flag Football Officials:	Raymond Shipps 918-808-3247 shippra@tulaschools.org
Volleyball Officials:	Linda Drink 918-629-0547 <a href="mailto:Officialsofoklahoma@gmail.com">Officialsofoklahoma@gmail.com</a>
Wrestling:	John Villareal 918-289-9896 <a href="mailto:Jfv@catalanrecruiting.com">Jfv@catalanrecruiting.com</a>

# OFFICIALS PAY SCHEDULES

Updated July 2024

## BASEBALL - High School

Seven Inning-Varsity		\$100.00 per 1 game, per official
Seven Inning-JV		\$90.00 per 1 game, per official
5 Inning Games		\$70.00 per 1 game, per official (1.5 pay scale if only 1 official used)

## BASKETBALL- High School

Varsity	Two (2 or 3) Officials	\$80.00/game, per official - Varsity Doubleheader \$100.00/game - Varsity Single game
JV/Sophomore	(2) Officials	\$50.00/game, per official - JV DH + \$75.00/game - JV Single game
JH- Grades 6th-9th		\$45.00/game, per official - DH + \$65.00/game - JH single game

## Football - High School

Varsity	Five (5) Officials	\$125.00 per official, (5) officials per game
Sub Varsity	Four (4) officials	\$60.00 per official, (4) officials per game - single
Doubleheader		\$90.00 per official
Tripleheader		\$130.00 per official

## SOCCER- High School

Varsity	Center/Referee (1)	\$75.00 per match, per official
	Linesman/AR (2)	\$50.00 per match, per official
Two Person Crew		\$70.00 per match, per official
Single		\$100.00 per match, per official
Sub Varsity		\$50.00 per match, per official
One Center Only		\$60.00 per match

## SOFTBALL- Fast Pitch

Varsity	Two (2) Officials	\$75.00 per 1 game, per official (7 Innings) \$55.00 per 1 game, per official (5 Innings) (1.5 pay scale when 1 official used)
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## SWIMMING- High School

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

**VOLLEYBALL- High School**

Varsity	Two (2) Officials	\$60.00 - 3 out of 5, per match, per official
JV- 9th		\$40.00 - 2 out of 3, per match, per official
6th/7th/8th		\$39.00 - 2 out of 3, per match, per official
Single Match Fee: JV-9th - \$46.00	6th/7th/8th - \$41.00	Single Set Fee \$15.00

<b><u>WRESTLING- High School</u></b>		
Varsity Dual	One Official	\$120
Sub Varsity Dual	One Official	\$90
Sub Varsity /Sub Varsity Dual	One Official	\$110
Varsity/ Sub Varsity Dual	One Official	\$160
Varsity Quad or Triangular	One Official	\$250
Sub Varsity Quad or Triangular	One Official	\$190
Varsity 2-Day Tournament	Per Official	\$475
Varsity 2-Day Tournament (17+ Teams)	Per Official	\$525
Varsity 2-Day Tournament (22+ Teams)	Per Official	\$550
Varsity 2-Day Tournament (28+ Teams)	Per Official	\$575
Varsity 2-Day Tournament (32+ Teams)	Per Official	\$625
Sub Varsity 2-Day Tournament	Per Official	\$400
Sub Varsity 2-Day Tournament (17+ Teams)	Per Official	\$450
Sub Varsity 2-Day Tournament (22+ Teams)	Per Official	\$475
Sub Varsity 2-Day Tournament (28+ Teams)	Per Official	\$500
Varsity 1 -Day Tournament	Per Official	\$300
Sub Varsity 1-Day Tournament	Per Official	\$250
Varsity 1-Day Pool Tournament	Per Official	\$325
Varsity 2-Day Pool Tournament	Per Official	\$525
Varsity 2-Day Pool Tournament (17+ Teams)	Per Official	\$550
Varsity 2-Day Pool Tournament (22+ Teams)	Per Official	\$575
Varsity 2-Day Pool Tournament (28+ Teams)	Per Official	\$600
Varsity 2-Day Pool Tournament (32+ Teams)	Per Official	\$650
Sub Varsity 1-Day Pool Tournament	Per Official	\$275
Sub Varsity 2-Day Pool Tournament	Per Official	\$425
Sub Varsity 2-Day Pool Tournament (17+ Teams)	Per Official	\$450
Sub Varsity 2-Day Pool Tournament (22+ Teams)	Per Official	\$475
Sub Varsity 2-Day Pool Tournament (28+ Teams)	Per Official	\$500
Varsity/Sub Varsity 2 Day Tournament	Per Official	\$425
Varsity Dual Tournament	Per Match	\$70
Sub Varsity Dual Tournament	Per Match	\$60
Exhibition Matches	Per Match	\$5

- Should a scheduled two-day tournament be condensed to one day due to dropping of teams, the *one-day tournament rate shall be \$350.*
- Sub varsity is defined as both JV and JH. Varsity is HS varsity only.
- (Non-Dual) Tournament pay rates will be based on 3 refs/2mats, 5 refs/3 mats or 6 refs/4mats.
- (Outside Tulsa County) Mileage should be paid for each official based on the distance from the closest city center of either OKC or Tulsa. The rate is \$ .50 per mile roundtrip.
- For the girls matches in 2024-2026, the Exhibition match (\$5/match) rate applies. This will be reviewed as more teams implement girls wrestling. Girls only tournaments shall be per the tournament rates listed

## ATHLETICS SECURITY GUIDELINES

The Security Guidelines have been developed through collaboration of the Office of Campus Security and the Office of Athletics. More input from school site personnel was included to ensure our athletics facilities and schools are safe. 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 ensure 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 each officer's locations.
- The GM and the OIC shall be in constant communication throughout the 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 in emergency situations.
- GM=Game Manager
- OIC=Officer in Charge

### HIGH SCHOOL MINIMUM SECURITY ALLOCATIONS

#### Sport

#### Officers

Varsity Football

6 – Provided by Campus Police  
Additional Officers Provided by District Athletics

Varsity Basketball

4 – Provided by Campus Police  
Additional Officers Provided by District Athletics

Freshmen Basketball

2 – Provided by District Athletics

JV Football

2 – Provided by District Athletics

Soccer

3 – Provided by District Athletics

Wrestling

1 – Provided by District Athletics

Girls Flag Football

3 – Provided by District Athletics

### MIDDLE SCHOOL SECURITY ALLOCATIONS

#### Sport

#### Officers

Football

Minimum of 3 – Provided by District Athletics

Basketball

Minimum of 2 – Provided by District Athletics

Volleyball

Minimum of 1 – Provided by District Athletics

Soccer

Minimum of 2 – Provided by District Athletics

Wrestling

Minimum of 1 – Provided by District Athletics

*If the Building Principal and Athletics Director feel a need for additional security for any event, a request may be made to the district athletic office. The district athletic office 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, Wrestling and Volleyball games.*

*Please use common sense when enforcing these guidelines.*

- Effective as of August 1, 2023, all TPS Athletics Events will follow clear bag procedures. See "[Clear Bag Guidelines](#)" on the last page of this book.
- Backpacks are not allowed, and bags are subject to search.
- Students and fans may be subject to wandung at all games.
- Weapon Detection Systems may be in use at all games.
- 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 ticket sales cease 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 3<sup>rd</sup> 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 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 travelling 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. The team must sit together with the coach.
- Adults should not have to show ID unless the game workers or the security staff deem it necessary.
- High school students or student athletes are not to be admitted to junior high games free of charge.
- Middle school students must be accompanied by a parent or guardian when attending high school games.
- Please inform the adults they are responsible for supervision of the students throughout the game.
- Middle School and below students may not be dropped off at the gate without parental supervision. These events are not to be considered after hours childcare.
- Schools may enforce the 15-minute clock at the end of the game. Students not picked up after 15 minutes may be prohibited from attending further games or events.
- Coaches and teams should enter and exit the gymnasiums together at away games.
- All contests are played under the rules and regulations of the NFHS and OSSAA.

# FACILITIES REGULATIONS

## Dressing Rooms

- Dressing rooms will open ninety minutes prior to game time.
- 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 for securing 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 3<sup>rd</sup> 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.
- All TPS Stadiums and Gymnasiums are 100% tobacco free facilities, and its use is prohibited, including the vapor variety instruments.
- Backpacks are not allowed, and bags are subject to search.
- Students and fans may be subject to wandering at all games.

## Press Box or Table (Varsity Games Only)

- Press boxes or press tables will open 1.5 hours prior to game time.
- Admittance to the 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

- 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 tables, fans and heaters must have a protective base.
- No live mascots are allowed.
- All signs must be vinyl. The use of painted or paper signs is prohibited.
- 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 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 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!
- Backpacks are not allowed, and bags are subject to search.
- Students and fans may be subject to wandering at all games.
- Weapon Detection Systems may be in use at all games/events.
- Patrons who leave the stadium or gym will not be allowed to re-enter without the 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 will only be admitted onto the field or court before, during, or after the game.
- Only authorized personnel 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!
- Announcements for students needing rides (call parent/guardian) should be made at the beginning of the 4th quarter and again with 4 minutes remaining in the game.
- After the game has ended, remind spectators to exit immediately.

**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.

**Policy 5702**  
**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 organizations 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 an 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 extracurricular 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 that 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 expenditure 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.
- 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.

Individual schools (in consultation with the Executive 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

## **CLEAR BAG FAQ'S**

### **Why did TPS adopt these guidelines and procedures?**

The safety of our students and guests is a top priority of TPS Athletics. Events continue to shape the methods utilized for venue security and TPS, along with many other collegiate programs and professional leagues – has instituted this policy to enhance public safety and make venue access more efficient and secure by limiting the size and style of bags carried into our venues.

### **Are other athletic venues limiting bags?**

Yes. In fact, there are several college venues that do not permit bags of any kind to enter their stadium. NFL stadiums, BOK Center, and NCAA events have similar clear bag policies plus pat downs and metal detector screenings. These limitations on bag size and style are a further enhancement for convenience and safety.

### **How does this improve public safety?**

A clear bag can be easily searched and reduces faulty bag searches. It also supports the Department of Homeland Security's "If You See Something, Say Something" campaign.

### **How is this policy more convenient for fans?**

The clear bags will enable security to move fans through checkpoints much faster than in the past. A standard size bag eliminates the need for templates to check bag sizes. Clear bags allow staff to be more efficient and effective in keeping you safe by preventing dangerous items from entering the venue.

### **How many bags can each person bring into the venue?**

Each ticketed attendee may bring in one (1) large clear bag – either a one-gallon Ziploc style bag or a clear bag that does not exceed 12" x 6" x 12" – plus a small clutch purse (the size of the palm of your hand) that does not exceed 4.5" x 6.5". The small clutch allows privacy for small personal items and can be easily searched.

### **What if I have certain items that I need to bring into the venue due to medical reasons?**

Fans needing to carry a bag for required medical supplies may enter after the bag is inspected.

### **Are all purses prohibited?**

No. Small clutch purses, with or without a handle/strap, no larger than 4.5" x 6.5" are permitted. Purses larger than this are not permitted.

### **Do I have to put everything I am carrying into the permissible bag?**

No. We are limiting only the type of bags carried into the venue, not items that you normally bring to a game. Therefore, you may carry items in your pockets or jacket (keys, makeup, feminine products, comb, phone, wallet, credit cards, etc.) if you choose not to put them in a clear bag or clutch. Fans may also carry a blanket, umbrella and/or an approved camera (less than 3" lenses).

**What about blankets in cold weather?** Fans will be able to bring blankets by tossing them over their shoulder or arm as they arrive at the gate. This item can be easily screened.

### **Are seat cushions allowed to be carried into the venue?**

Yes, only approved seatbacks are allowed into the venue. Seat cushions must be 18" in width or less and cannot have compartments, zippers, or pockets.

### **What happens if I show up at the gate with a bag that is not permitted?**

Fans carrying bags that do not comply with the Clear Bag Guidelines and Procedures will be asked to return them to their vehicles and transfer their belongings to an approved clear bag before entering the venue. Items may not be left outside the venue gates.

### **Will clear bags with patterns or oversized logos be permitted?**

No. Bags covered with patterns or oversized logos that hinder the screening process, by not allowing security staff to view through and inside of the bag, will be denied entry. Fans will need to transfer personal items into an approved Clear Bag and return the prohibited bag to their vehicle.

# CLEAR BAG GUIDELINES

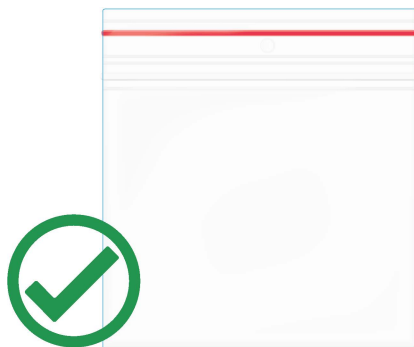
LIMIT ONE (1) BAG PER PERSON

## APPROVED BAGS

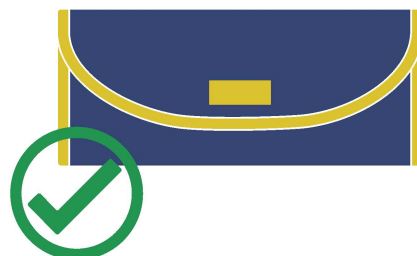


**12" x 6" x 12"**  
**CLEAR TOTE**

*(Larger sizes prohibited)*



**ONE (1) GALLON**  
**CLEAR PLASTIC**  
**STORAGE BAG**



**6.5" x 4.5"**  
**SMALL CLUTCH PURSE**  
*(Does not have to be clear)*

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## PROHIBITED BAGS – DO NOT BRING

**BACKPACKS**

**PURSES**

**NON-CLEAR BAGS**

**TINTED PLASTICS**

**DUFFLE BAG**

**CAMERA BAG**

**BINOCULAR CASE**

**FANNY PACK**

**PRINTED BAGS**



All carried items are subject to search. Prohibited items must be returned to the owner's car or discarded.

TPS ATHLETICS  
TICKET SELLERS REPORT

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

STADIUM/LOCATION: \_\_\_\_\_

TICKETS

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

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)

Copies to: SAF, District Athletics Office, Keep one copy