

## **Club Sport Application** (Community Funded)

### **Procedures**

Oregon School Activities Association (OSAA) Constitution stipulates specific direction for control of private or donated funds to assist in supporting student programs.

In order to comply with the OSAA Constitution, Phoenix-Talent School District requires complete compliance by any organization sponsoring a sport. In that we recognize an infraction of the constitution could jeopardize all of the District's volunteer sports programs, extreme care must be used. Immediate disbandment of any volunteer sport will automatically occur if any infraction of the OSAA Constitution is detected.

- Transportation for all events will be in accordance with District guidelines.
- The District will pay for all officials, but will be reimbursed by the Club Sport for all costs.
- The Club Sport will be responsible for any applicable association fees.
- The cost of substitutes for coaches/advisors who must be out of the classroom for approved events will be the responsibility of the Club Sport.

All money collected for the purpose of funding a Club Sport will be deposited in the appropriate school student body account. All receipts and expenditures will follow the school procedure for depositing and purchasing from the student body account, which will include student body approval. The School District will audit all expenditures to ensure that the OSAA Constitution and public purchase laws are followed.

All funds collected for support of a Club Sport becomes the property of the School District and, thereby, under the management of the School District.

### **Compensation of Coaches**

If a coach is to receive monetary compensation, the following steps are to be followed:

- The school bookkeeper will write a check to the District in an amount equal to the Coach's wage, plus all employer cost (Social Security, Worker's Compensation and PERS, if applicable).
- The District will then write a payroll check, making appropriate withholdings, to the designated person, after receipt of written direction from the club officer(s) responsible for financial matters and approved by appropriate school personnel.

**CLUB SPORT APPLICATION**

**CLUB SPORT APPLICATION FOR:** \_\_\_\_\_ School.

Sport: \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Chief Officer: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Total Number of Group Members: \_\_\_\_\_  
Recommended Head Coach: \_\_\_\_\_

Grade Level: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional page, if necessary)

First Aid/CPR Certification Expiration Date: \_\_\_\_\_ (Must be current)  
ASEP OR NFHS Certification Date: \_\_\_\_\_  
(Certification must be achieved before a head coach works in a sport)

Annual Concussion Training Date: \_\_\_\_\_

Annual Bloodborne Pathogen Training Date: \_\_\_\_\_

Recommended Assistant Coach: \_\_\_\_\_ Phone: \_\_\_\_\_

First Aid/CPR Certification Expiration Date: \_\_\_\_\_ (Must be current)

ASEP OR NFHS Certification Date: \_\_\_\_\_

**Fund Raisers**

**Budget**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Locker Room Supervision before practice: \_\_\_\_\_  
(Name)

Locker Room Supervision after practice: \_\_\_\_\_  
(Name)

Secure Facility before leaving: \_\_\_\_\_  
(Name)

Person Riding with team to away games: \_\_\_\_\_  
(Name)

Alternate person riding with team to game: \_\_\_\_\_  
(Name)

Game Supervision Plan: List number of people to supervise each event. \_\_\_\_\_

Duty and responsibility for each person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person responsible for supervision coverage: \_\_\_\_\_ Phone: \_\_\_\_\_

List people who will provide event supervision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*All coaches will submit the appropriate volunteer applications.  
Administration will be responsible for making final decisions for all coaching positions.*

**STUDENTS PARTICIPATING:** The school office will be provided with a packet for each participant. Participant list will be updated weekly with the school Activities Director. Student eligibility requirements will apply to Club Sport Programs. Club Sport coaches and officers will enforce and support student eligibility and grade policies.

**STUDENT PACKET WILL CONTAIN:** District Parent Release Form, Insurance Confirmation, Copy of Physical Examination, First Practice Date and any other documentation to support compliance with safe procedures.

Number of participants necessary to compete safely: \_\_\_\_\_

**ACCIDENT REPORTING:** District accident reporting policy and forms will be used. Injuries requiring immediate medical attention will be reported to the school administration immediately. All accidents will be reported on the appropriate form the following morning.

**HEPATITIS B:** Vaccination verification or waiver for each coach is to be attached to this application. The Club is solely responsible for the cost of the Hepatitis B vaccination. No coach will be allowed to work with athletes without the first Hepatitis B vaccinations and continuous progress toward completion of the series or signing a waiver. The following is a list of coaches who will be responsible for this club team.

**Name**

**Address**

_____	_____
_____	_____
_____	_____
_____	_____

**DEBTS:** All previous year debts must be paid in full prior to any club being sanctioned by the District to begin practice.

REFEREES: All referee associations will be paid by the District. Clubs will make reimbursement payment to the District in a timely manner.

FUNDING: OSAA requires the School District control all financial affairs of the club sport. In order to assure that Club Sports expenditures conform with OSSA, State and District procedures and policies, all Clubs will deposit money with the school as it is collected. The school bookkeeper will record club balance and expenditures as is customary for all school clubs. Purchase order procedures for purchases will be the same as is customary within the school. Failure to conform specifically with any financial reporting or misuse of funds will constitute cause for immediate disbandment of any or all associated clubs. Misuse of funds will be referred to the District Attorney.

Please Note: Incomplete applications will be returned to the Club without further processing.

**The District hereby holds person or persons whose signatures are attached both legally and financially responsible.**

\_\_\_\_\_  
(Signature of Chief Officer) (Date)

\_\_\_\_\_  
(Signature of Coach) (Date)

\_\_\_\_\_  
(Signature of Treasurer) (Date)

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(For District Use Only) Approved  Not Approved

*Additional Requirements/Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_