

GRACE KING ATHLETICS PROCEDURES

1. Coaches must submit a copy of their game schedule to the account clerk prior to the first game on the schedule.
2. **Tickets to sell for home games must be obtained from the account clerk.**
3. A report must be completed for ALL HOME ATHLETIC EVENTS (even if money is not taken at the gate).
4. Athletic reports must be turned in to the account clerk, with the gate money, the NEXT SCHOOL DAY AFTER the event.
5. **Request for payment to the officials must be completed on a purchase order form for the total amount being paid to officials prior to the game.** If payment to the officials are to be distributed prior to the game, an "Official's Pay Form" must be attached to the purchase order form. If the officials are to be paid after the event, the Pay Form, these are to be turned in along with the Athletic Reports. The Official's Pay Form must include the name, address, and telephone number.
6. Only football and baseball officials will be paid prior to the game (LHSAA rules), as long as the account clerk receives the request in sufficient enough time to get the purchase order and check processed.
7. The account clerk will pay all expenses. **No expenses are to be paid in cash from the gate money.**