

ATHLETICS

1. Coaches must submit a copy of their game schedule to the account clerk prior to the first game on the schedule.
2. A report must be completed for ALL HOME ATHLETIC EVENTS (even if money is not taken at the gate).
3. **Tickets to sell for home games must be obtained from the account clerk. Season tickets must also be accounted for. Please notify the account clerk before selling any season tickets to anyone.**
4. **All money collected must be given to the administrator on duty at the end of the game.**
5. The gate money must be turned in to the account clerk the NEXT SCHOOL DAY AFTER the event. Therefore, it is your responsibility to obtain the money from the administrator that you gave it to, and bring it to the account clerk, to deposit along with the athletic reports.
6. **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.**
7. 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 Official’s Pay Form, is to be turned in with the Athletic Reports. **The Official’s Pay Form must include the name, address, telephone number, and Social Security Number.**
8. 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.

9. The account clerk will pay all expenses. **No expenses are to be paid in cash from the gate money.**