

POLICY 902.1
SPORTS CAMP/CLINIC POLICY

Adopted: March 12, 2013

Revised:

I. PURPOSE

All sports camps and clinics are to be run through Fairmont CER in order to provide a consistent method of scheduling and processing Fairmont Area School facilities. CER will retain \$5 per participant to provide the following services:

II. CER RESPONSIBILITIES

- Advertising of the camp/clinic (fliers, ads in CER brochure)
- Scheduling of the camp/clinic
- Scheduling use of Fairmont Area Schools facilities
- Registration of participants
- Process the purchasing of all materials such as camp/clinic clothing, awards, food and drink through established district business office procedures (purchase orders)
- Process the disbursement of salaries, benefits, and expenses
- Budget reconciliation

III. SPORT CAMP / CLINIC RESPONSIBILITIES

- Organization of the camp/clinic
- Establish a budget to cover all costs and CER registration fees
- Set the registration fee
- Advertising costs over and above CER brochure
- Staff salaries and fringe benefits
- VISA and Master Card charge for processing of payments
- Materials used in the camp such as clothing, awards, food, and drink
- Custodian costs

The advantages of CER providing each of these services for all sports camps and clinics are as follows:

- Consistent handling and processing of revenue and expenditures
- CER accepts VISA and Master Card payments, checks and cash
- Registration may be conducted online
- Prevents conflict of interest and fraud by school or non-school employees

Any outside camps/clinics must notify CER and communicate with the head coach of the relevant sport prior to scheduling through CER.