



## RATES OF PAY FOR SECTIONAL ACTIVITIES AND COMPLETION OF CLAIM FORMS

- I. SECTIONAL/REGIONAL EVENT - The rate of pay for chaperones, ticket sellers, site chairpersons, etc. is \$16.00 per hour.
- II. POLICE - If police are required by the host school district, the rate of pay will be the rate established by the host school district for such services at regular school activities. If police are requested by a contracted facility, the rate of pay will be the rate of that locality.
- III. CUSTODIAL - Custodial personnel shall be paid at the rate, which is currently in effect in the school district, which hosts the sectional/regional activity. Sport coordinators should be certain that payments authorized for custodians, do not represent double payment. In order to avoid this problem, a letter from the school district to the Executive Director should authorize direct payment to the individuals.
- IV. TICKETS - From an accounting and auditing viewpoint the use of coded or numbered tickets provides greater accuracy and accountability. Section 2 has an adequate supply of tickets for all of its activities. A school district may supply tickets for events held at the school if they so desire. Purchasing of tickets by a coordinator or site chairperson is not permitted.
- V. OFFICIALS - Officials shall be paid in accordance with the agreement between Section 2 and the respective officials' organizations.
- VI. MILEAGE - Coordinators may charge mileage for travel on official Section 2 business including state committee meetings. Mileage may not be claimed for travel to an Athletic Council meeting. Only game officials may be reimbursed for travel. Chaperones, ticket sales personnel, police, custodial, site chairpersons, etc. may not be reimbursed for travel.
- VII. MISCELLANEOUS - For any services or supplies, which are required in connection with sectional/regional activities, site coordinators/sport coordinators are to contact the Section 2 office, who will obtain the required supplies through approved vendors. The sport coordinator will submit an Expense Claim Voucher and detailed receipt/voucher authorizing the expenditure which will be paid by the Section 2 office.

When a sports coordinator appoints or designates a site chairperson, such coordinator must brief the chairperson on the importance of complete and accurate records. In order for a site chairperson to be reimbursed, the following duties must be completed.

1. Vouchers from officials must be completed and signed by the claimant and the site chairperson/sport coordinator.
2. Where admission is charged, and where supervisory, security or custodial fees are charged, vouchers for all personnel must be complete and signed by the claimant and the site chairperson/sport coordinator.
3. Where admission is charged, the financial report must be completed, both page one and page two.
4. Where admission is charged, the gate receipts will be accounted for by using the Athletic Event Cash Receipt Voucher. Cash handling procedures must be followed. **A SITE CHAIRPERSON/SPORT COORDINATOR MAY NOT MAKE CASH PAYMENTS FROM GATE RECEIPTS.**