

HB - 190 "Camps"

The following are procedures resulting in HB 190 requirements:

1. Employees of the FCS who request the use of FCS facilities where any registration, tuition, or equipment charge occurs will complete the FCS "Internal" Facilities Permit.
2. Approval of permits will be on a space available basis.
3. No rental charge will be applied to users.
4. School insurance will cover the coach, staff, and campers.
5. Employees will submit a budget sheet for each event being held. In the event no fees are charged **or** expenses are incurred, no budget sheet is required. Budget sheets are due at least 2 months prior to approval being granted.
6. Each event will have an "Event Manager/ Board of Education approved Head Coach". Findlay City Board of Education approved Assistant Coach may be known as 'Assistant Event Managers'.
7. Checks may be made payable to "Findlay City School's (sport) Camp". Camps will now be school supported summer camps.
8. Communication of Camp may be distributed throughout the district with assemblies, mailings, and electronic distribution.
9. Proceeds' are for only the given year's camp.
10. Dollars collected as designated for each camp will go into Findlay City Board of Education account and be receipted there.
11. Final Compensation for any staffing (Event Managers and Assistant Event Managers) will be determined at the conclusion of the event, taking into consideration:
 - a.) Paid through Findlay City Schools payroll.
 - b.) The total funds collected
 - c.) The overall budget sheet turned in prior to the event.
 - d.) Event Manager / Head Coach – Earnings: Up to 30% of total revenue generated.
 - e.) Assistant Event Manager / Assistant Coach - Earnings: Total compensation of all Assistant Event Managers/Assistant Coaches will not exceed 15% of total revenue generated.
 - f.) All wages paid requires that another 18% of those wages be paid for associated benefits such as STRS/SERS, Medicare, and Workers Comp. Camp funds will need to cover these costs as well and should be built into the budget
12. Camp coaches have to be board approved as such and have gone through BCI/FBI back- ground check and fingerprinting since they will be working with children. And it must be done BEFORE the camp starts. Anyone that Findlay City Schools pay will have to have successfully completed the background checks. Coaches you need to know that you must not have last minute paid assistants who fail to get fingerprinted before the camp begins.

***Reminder:** Ohio Ethics Law prohibits coaches from hiring their own family members to work summer camps. Family members can be board approved volunteers, but they cannot be paid.

Event Manager (Head Coach):

1. Total organization.
2. Current Knowledge and ability to teach the techniques, rules, regulations, and strategies involved in the given sport.
3. Set a proper example for the Findlay City School Camp.
4. Exhibit enthusiasm while administering the camp.
5. To emphasize sportsmanship, physical, and social development.
6. Deal with athletes, coaches, and parents in a respectful and professional manner.
7. Maintain good public relations and positively represent the Findlay High School Athletic Program..
8. All payment of compensation will be done through FCS payroll.
9. All fees collected will be deposited in accordance with FCS policy and receipts provided.
10. All purchases of equipment will be done in accordance with FCS policy.
11. The Event Manager will be responsible for creating and distributing any and all materials used to publicize the camp or event.

Assistant Event Manager (Assistant Coach):

Duties deemed necessary directed by the Event Manager

Procedure:

1. All money will be given from consumer to Event Manager to Athletic Department. Money then will be deposited into appropriate Board of Education Accounts. Each individual sport will have an individual account for their camp earnings and can manage that money as they deem necessary; within the guidelines of the Findlay City Schools' rules & regulations.
2. Event Manager (head coach) will be responsible for distribution of receipts to consumers.
3. A list of all "campers" will need to be given to Treasury Department.
4. Revenue generated from "Camp" will remain in Findlay City Board of Education Account and used by the Event Manager for necessary purchases provided on budget sheet.
5. Head Coach is responsible for account, purchases, receipts, and balance of account.
6. Money left over from expenses may be used only for the program the account is setup for. Event Manager will be able to place in a separate camp account to be used for specific program needs at coach's discretion
7. All money and checks should be given to the Athletic Department on a Daily basis to protect and safeguard the Event Manager from liability of loss or theft.