

ATHLETIC PARTICIPATION FEE REGULATIONS

Purpose

The purpose of the Culpeper County Public Schools Fee is to provide additional revenues to the school division in order to maintain its athletic programs for middle and high school students. The fees collected are used to help pay stipends for coaches, to defray the costs of purchasing and/or maintaining equipment and uniforms and the costs associated with proper maintenance of playing fields, courts, or practice areas. The Athletic Participation Fee applies to each sport that a student-athlete participates in and fees collected are placed in an Athletic Fee Participation Account at each secondary school.

Responsibilities-Superintendent and School Board

Each year the Division Superintendent will recommend, and School Board will set the Athletic Participation Fee for middle school and high school sports during its budget adoption process. The Superintendent will periodically report to the School Board on the amount of fees collected, the number and conditions of waivers granted, and the level of compliance with the waivers' conditions for each sport.

Responsibilities- Principals

Each secondary principal (or designee) will provide information to athletic directors, coaches, parents, and students about the Athletic Participation Fee to include: its purpose; its amount; the procedures for its collection; the process of granting waivers to the fee. To that end, principals will publish a letter to be distributed to interested persons and posted on school websites which details the Athletic Participation Fee as noted above. Principals (or designee) will meet with any parents requesting a waiver of the fee for economic hardship and will decide upon the terms of payment through installments or alternative forms of support to the school in lieu of payment. Principals will periodically report to the Superintendent the amount of fees collected, the number and conditions of waivers granted, and the level of compliance with the waivers' conditions for each sport. Furthermore, principals are to include and consider the employee's enforcement and implementation of the Culpeper County Public Schools Athletic Participation Fee regulations in the annual evaluations of athletic directors, coaches, and bookkeepers.

Responsibilities- Athletic Directors

The athletic directors will determine a date, time, and location for the payment of the Athletic Participation Fee once the final selection of team members for each sport is submitted by coaches. The Athletic Participation Fee payment date, time and location will be coordinated in such a manner that all teams active in a particular season (fall, winter, and spring) will have the same date, time, and location, and will be held at a convenient time for parents and student-athletes. Athletic directors will assist with the fee collection according to established protocols. Athletic directors will monitor the fee payments for each sport. Athletic directors will monitor compliance with the installment payments or terms of the school service agreements made with student-athletes and parents. Athletic directors will notify the parent or student-athlete, coach and principal if the terms of the installments or school service agreement are not being met.

Responsibilities- Coaches

Coaches will distribute the principal's Athletic Participation Fee letter to team members at the first team meeting. Coaches will determine the final team roster prior to the Athletic Participation Fee payment date, and notify students as to their team status accordingly. Coaches will provide the final team roster to the athletic director prior to the Athletic Participation Fee collection date. Coaches will assist with the collection of fees according to established protocols at the appointed time for their sport. *Coaches are expressly forbidden from collecting the Athletic Participation Fee at team meetings, practices, games, or at other times. Coaches cannot allow a student-athlete to play in an inter-school competition until notified by the Athletic Director that the student-athlete is complying with this regulation. Coaches are expressly forbidden from advocating for or against the waiver of the Athletic Participation Fee for any student-athlete.*

Responsibilities - Bookkeepers

Bookkeepers will work the Athletic Participation Fee collection events throughout the school year, and will train coaches and athletic directors in the proper procedures for the collection and receipting of fees. Bookkeepers are responsible for collecting and receipting all Athletic Participation fee payments from parents or students at other times as necessary. Bookkeepers will deposit all monies collected in the appropriate account, and maintain accurate ledgers for each sport. Bookkeepers will furnish the principal, athletic director, and coaches a list of team members who have not paid the Athletic Participation Fee in full prior to the first inter-school competition.

Responsibilities-Parents

Once notified, parents will pay the Athletic Participation Fee at the appointed date, time, and place for their child's sport. If parents do not pay the fee or receive a waiver, their child cannot play in an inter-school competition. If parents are granted an Athletic Participation Fee waiver by the principal (or designee), but its terms are not met do not meet its terms;, their child will be forbidden from playing in an inter-school competition until compliance with the wavier terms are met.

Procedures for Payment of Fees

The athletic directors will determine and publicize a date, time, and location for the payment of the Athletic Participation Fee. The Athletic Participation Fee payment's time and location will be coordinated in such a manner that all teams active in that season (fall, winter, and spring) will have the same date, time, and location, and will be held at time convenient time for parents and student-athletes.

Parents or student-athletes will pay the Athletic Participation Fee at the designated time and location for their child's sport. If parents are unable to pay the fee in full at the appointed time, arrangements will be made with the bookkeeper to pay the fee as soon as possible. If the Athletic Participation Fee is not paid *in full* or waived pursuant to an individual waiver decision and agreement before the first inter-school competition, the student-athlete cannot play in the competition. If parents are unable to pay the fee in full due to economic hardship, the parent must make an appointment with the principal (or designee) to discuss payments through installments or alternative forms of support to the school in lieu of payment. *No automatic waivers of the Athletic Participation Fee will be granted, but each will considered on a case by case basis.* Bookkeepers will furnish the principal, athletic director and coaches a list of team members who have not paid the Athletic Participation Fee in full prior to the first inter-school competition.

Terms of the Athletic Participation Fee Installments and Waivers

Principals (or their designees) will meet with parents requesting installment payments or a waiver for the Athletic Participation Fee due to economic hardship and will decide upon the terms of payment through installments, or alternative forms of support to the school in lieu of payment. The terms of service can apply to the parent, student-athlete, or both and may include: cleaning the school building, grounds, seating areas, or parking lots; concessions work; assisting with the creation or distribution of team programs; cleaning equipment; other reasonable services rendered to the school. The terms of payment installments must include full payment received prior to the team's final inter-school competition. All waivers granting service to the school in lieu of payment will require nine hours (9) hours of service for middle school sports, and ten (10) hours of service for high school sports with all school service hours completed prior to the team's final inter-school competition. During the time of service, parents or the student-athlete will be school volunteers and will supervised by a member of the school staff who will verify in writing the school service was performed. All installment provisions and waivers of the fee for school service will be put into writing and signed by the principal, athletic director, parent, and student-athlete.

No Expectation of Playing Time

The payment of the Athletic Participation Fee or the rendering of services to the school carries with it no expectation of playing time for the student-athlete. Coaches are solely responsible for the decisions of playing time based the development of the student-athlete's skills, their adherence to school, team, and Virginia High School League rules, and their exhibition of proper sportsmanship. However, failure to pay the Athletic Participation Fee in full or obtaining a waiver before the first inter-school competition will result in a loss of playing time unless and until the payment or written arrangements are made.

No Refunds

Once paid, there is no expectation for a refund of the Athletic Participation Fee for any reason, including quitting the team voluntarily, incapacity due to injury, academic ineligibility, withdrawal from the school, or dismissal from the team by the coach, athletic director, or principal.

"Parent" as used herein can include any adult with responsibility for the student, whether a legal guardian or relative.

Adopted: June 30, 2010
