

TORREY PINES HIGH SCHOOL FOUNDATION
POLICY AND GUIDELINES FOR CAMPS, CLINIC, TOURNAMENTS, LEAGUE AND SPECIAL EVENTS

March 2015

The purpose of all camps, clinics, tournaments and special events (hereafter referred to as “activity” and “activities”) operating under the name of the Torrey Pines High School Foundation (hereafter referred to as “Foundation”) is to help support the operating budget for the respective Foundation member athletic booster groups. This policy may include activities that are not school or district sponsored and outside of the regular CIF schedule/season for a particular sport.

1. The Booster Group benefiting from the activity will be responsible for all expenses incurred relevant to the activity, including but not limited to, liability insurance, facility rental, custodial fees, referees, equipment, clothing, invitations/flyers, awards or any other direct expense of the activity. The Foundation bookkeeper is responsible for directly paying all expenses from gross income generated from the activity.
2. A 5% administrative fee will be assessed on the gross proceeds of the activity. This fee is to be considered a direct expense of the activity. The net profit is established only after all expenses mentioned in #1 above and the 5% administration fee has been paid. Fifty-one percent of the net proceeds must benefit the sponsoring booster group activity.
3. Stipends may be paid to a TPHS varsity coach and other TPHS coaches assisting the varsity coach with the activity. The varsity coach is responsible for overseeing and acting as the activity director. The combined total of all stipends may not exceed 49 percent (49%) of the net profit. (As addressed in #2 above). It is not the intent that any one person profit from these activities.
4. Stipends will be paid upon completion of the activity, and upon receipt of a Fund Disbursement Request form fully completed and executed by the designated parent liaison. There will be -no exceptions.
5. All activities must have parent volunteers who will be responsible for coordinating the activity and collecting monies.
6. All Torrey Pines coaches responsible for conducting the activity for the period June 10 (or last school day of the year) through July 1 of the following school year, must present their calendars for the activity to the Foundation office no later than May 1 to obtain special athletic event insurance. These calendars must be submitted in conjunction with booster group’s proposed budget for next fiscal year.

The specific information needed for insurance includes but may not be limited to: Name of activity, name and phone number of coach, # of coaches, # of participants, ages of participants, duration of activity – day, week, month (Attachment I)

7. All coaches and non-student assistants working directly with student athletes must comply with the Torrey Pines High School Foundation Independent Contractor Agreement. (Attachment II)
8. All booster groups and coaches must complete and submit to the Foundation the fully completed Camps/Clinics/Tournament Check list (Attachment III)
9. In accordance with TPHS Foundation policies, **contracts** with vendors, sponsors or any outside groups must be signed by a Foundation staff member. Neither parents nor coaches/staff members are authorized to bind the Foundation in contractual agreements.
10. A camp, clinic or tournament is defined as a short term activity not to exceed 5 days in a session; no more than 4 sessions per year. This rule does not apply to out of season leagues consisting of TPHS student athletes.

ATTACHMENT I

TORREY PINES HIGH SCHOOL FOUNDATION

CAMP, CLINIC AND TOURNAMENT INSURANCE REQUEST

To ensure that you, your students, and volunteers are adequately insured for participation in the camps, clinics and tournaments that you have planned for the upcoming year, please fill out the form below and return it to the Foundation office by mid **May 1st.**

Camps, clinics and tournaments may not be conducted without proper liability and medical insurance.

If you are planning more than one camp, clinic or tournament, photocopy this form and complete one form for each activity.

If you plan to use Torrey Pines High School or other SDUHSD facilities/fields you should be aware of the newly established SDUHSD facility usage fee schedule. Applications are available with Tamara Rey in the Student Center.

CIF Sports:

If you have any questions regarding your group's activity and your sports season of play, please contact Matt Livingston, Athletic Director (755-0125 ext 2226) for clarification. All camps, clinics and tournaments should have the prior approval of the Athletic Director.

Please complete in full and type or print clearly in pen. Thank you.

NAME OF CAMP/CLINIC/TOURNAMENT _____

START DATE (S) _____ END DATE (S) _____

NUMBER OF DAYS _____ TIME (S) _____

LOCATION (S) 1. _____

2. _____

3. _____

PARTICIPANT AGES _____ EXPECTED NUMBER OF PARTICIPANTS _____

NUMBER OF COACHES _____ NUMBER OF VOLUNTEERS _____

ANTICIPATED NUMBER OF SPECTATORS _____

CONTACT _____ PHONE _____

E-MAIL _____ FAX _____

**RETURN COMPLETED FORM TO FOUNDATION OFFICE – ADMIN BUILDING OR
MAIL TO P.O. BOX 2489, DEL MAR, CA 92014-1789**

TORREY PINES HIGH SCHOOL FOUNDATION
INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into on this _____ day of _____, by and between _____, an independent contractor, and the Torrey Pines High School Foundation.

Terms of the Agreement

Prior to contact with student/athlete contractor agrees to:

- Submit a list of at least three references upon request.
• Be fingerprinted at the San Dieguito Union High School District.
• Show proof of First Aid and CPR training
• Show proof of current TB test
• Perform service in accordance with the Code of Conduct as identified below. Please note: Failure to comply with the Code of Conduct is grounds for immediate termination of this agreement.
• Show proof of personal liability.
• Show proof of automobile insurance if transporting students.
• Complete IRS Form W9 for TPHSF records (available in Foundation office).
• Submit a complete invoice for services at completion of the service.

Torrey Pines High School Foundation agrees to:

- Pay contractor according to previously agreed upon fee for services (outlined below) within one week of receipt of invoice.
• Complete IRS Form 1099 if the contract for the calendar year exceeds \$600.

CODE OF CONDUCT

When performing services for Torrey Pines High School and Foundation, either on or off campus, the contractor will not:

1. Use racially derogatory language.
2. Use inappropriate or vulgar language.
3. Use sexual nuances, actions or language.
4. Use alcohol, tobacco, or any other substance in presence of students
5. Make sexual advances to any student.
6. Jeopardize a student's health and/or wellbeing. For example: A coach will not put an injured student into a game against the advice of the trainer.

The contractor will, at all times:

1. Dress appropriately.
2. Treat each player equally and with respect.
3. Put the student's safety before winning.
4. Effectively communicate with TPHS athletic director and booster group liaison
5. Represent self, Torrey Pines High School and Foundation beyond reproach.

Either party may terminate this agreement at any time; the service provided from the last billing period to the time of the agreement's termination will be billed to, and paid by, Torrey Pines High School Foundation.

Service to be performed _____

Length of service to be performed _____
Dates beginning and ending

Fee for service \$ _____, to be paid at the completion of contract.

Limitation of Liability: The TPHS Foundation disclaims any and all liability for any harm, loss, or damages suffered by any student, parent, coach by any student, parent, coach, administrator, parent group liaison, booster group, or other third party, by reason of, or caused by, or related to, the failure to screen, properly hire, manage or supervise any person, employees, or agents of any Club Sport, including but not limited to, coaches, assistance coaches, parents, parent liaisons, or booster groups

I certify that I have read, and that I am agreement with, the terms as outlined above.

Name _____ Phone _____
Day Evening

Social Security # _____

Address _____ City _____ Zip _____

Signed by: _____
Contractor Booster Group liaison

Signed by _____
Authorized Representative of TPHSF Title

ATTACHMENTS:

- Completed IRS Form W9

Copy of:

- Proof of fingerprinting
- CPR certificate
- First Aid certificate
- TB Test
- Proof of professional accreditation
- Proof of medical & general liability insurance

ATTACHMENT III

TORREY PINES HIGH SCHOOL FOUNDATION

CAMPS/CLINICS/TOURNAMENTS CHECKLIST

The following steps must be completed prior to personal contact with any participant of the camp, clinic or tournament through the Torrey Pines High School Foundation:

- Approval to run camp/clinic/tournaments from:
 - Facility usage approval from TPHS _____
Initial/Date
 - TPHS Administration (Athletic Director) _____
Initial/Date
 - TPHS Foundation Executive Director _____
Initial/Date

- Complete ***Insurance Request*** in April for camps, clinics and tournaments to be held beginning the day after school ends in June through June 10th of the following year. These activities are not part of the regular CIF season.

- Complete ***Application & Permit for Use of Facilities*** by contacting Tamara Rey. All dates and locations must be secured through the school facility coordinator. A facility use fee may be required.
- Promotion/Registration:
All flyers and registration forms must be approved by the:
 - TPHS Foundation office _____ Initial/Date
 - TPHSF Consent/Waivers must be included in registration packet, completed and on file for each participant.

- Coaches/staff and assistants must complete ***Independent Contractor Foundation Agreement*** prior to program start date.

- A ***coach/staff and volunteer roster*** must be included on insurance request (Attachment I) submitted to the TPHS Foundation.

- All coaches/staff/assistants must be SDUHSD staff members with fingerprint and TB clearance through the San Dieguito Union High School District to participate in activity.

- Volunteer liaison must be present to collect and process registration fees. Coaches/staff are prohibited from collecting money.

- I agree to comply with the Policies and Guidelines for Camps, Clinics and Tournaments.

Name _____ Title _____ Date _____