

## Article VII – Finances

### 1. WEST CATHOLIC ATHLETIC LEAGUE FINANCIAL POLICY

It is recognized that all funds handled by the West Catholic Athletic League, whether they be donations, corporate sponsored donations, fees, or dues are monies designated for the furtherance and administration of athletics for the students of the schools who are members of the CCS/West Catholic Athletic League.

#### A. Host School Expenses

When a school hosts a League sponsored Playoffs, Tournament, Meet or special event, any approved expenses incurred for that hosting will be reimbursed by the League Commissioner upon receipt of an Expense Reimbursement Form.

#### B. League Staff Expenses

Staff shall be reimbursed for necessary travel expenses as determined by the League Board of Managers. Such expenses reimbursement shall be reflected in the annual budget and financial statements, approved by the League Board of Managers. Reimbursement for auto travel shall be a flat rate as determined by the Principals.

#### C. Treasurer

The Commissioner shall assume the duties of the Treasurer and shall carry on all official correspondence and perform such other duties as usually devolve upon such an officer.

#### D. Deposits/Payments

The Commissioner shall receive and take charge of all money and deposit the same in a bank approved by the President and to have charge of all trophies, emblems and other property belonging to the league. The Commissioner shall pay all bills of the League in a timely fashion by drawing a check on the bank of deposit.

#### E. Financial Reporting

At the last meeting of the Board of Managers, the Commissioner shall submit a written report showing receipts and disbursements for the year, and a budget for the next year.

### 2. LEAGUE FEES

#### A. Membership Fee

Whenever necessary, a membership fee shall be levied upon the member schools at the beginning of each school year. The amount of this fee shall be set by the Commissioner and approved by the Principals' Council.

#### B. Entry Fees

The League policy is to avoid individual entry fees for athletes entered in League Meets and Tournaments whenever and wherever financially feasible. However, when financial conditions dictate, an entry fee shall be levied.

#### C. Supplemental Teams

The League can allow schools outside the League to become Supplemental Members of the WCAL for specific sports. If a school is a Supplemental Member of the WCAL a minimum fee of \$500.00 will be charged per sport to that school for expenses.

### 3. GATE RECEIPTS

#### A. School-sponsored games and meets

1. Gate receipts shall be retained by the home team and no payment of expenses or guarantee need be made to the visiting team.

#### B. League-sponsored games and meets

1. Gate receipts shall be retained by the League Office.

2. Receipts from the pre-game sale of all tickets shall be retained by the League Office.

3. If a school does not collect gate receipts for league sponsored games/meets without approval by the League Commissioner, that school must pay the league the estimated proceeds that would have resulted from such gate receipts had they been collected.

4. DISTRIBUTION OF GATE RECEIPTS

A. League Gate Receipts

1. League gate receipts shall be used to defray the operating expenses of the League itself. If a surplus should result, it shall be distributed equally to all member schools at the end of the year, or retained as a surplus for the next year's operating costs.

5. PASSES AND ADMISSION TO GAMES

A. Passes

1. The League Office shall control and issue all official league passes. League passes will be numbered, and have the current school year date listed on the pass. These passes are valid at all WCAL athletic events, including the WCAL Playoffs.
2. A sufficient number of these passes shall be distributed to each member school for distribution to each school's faculty and administration. In addition, the League Office shall distribute league passes to members of the media.

B. Life Passes

1. Lifetime passes may be issued by the Commissioner to any duly recommended person with long and meritorious service in the League who has retired from the League.

C. Admissions

1. When and if space is limited, the host school must notify the visiting school beforehand and must allot space for the visiting school's rooting section. Such space must accommodate a maximum of 300 people which would include parents, students and band.
2. Coaches must notify a school beforehand if they want to bring their team with them when the coach scouts a game. This is a courtesy which the home team has the right to refuse when seating space is limited.
3. Cheerleaders, band members, managers, statisticians, and sports writers are to be admitted free if properly identified at the admission gate.

6. ADMISSION PRICES

A. Schools can charge admission during the regular League season with prices as follows:

- \$5.00....General Admission
- \$3.00....Senior Citizens
- \$3.00....High School Students with ASB Card
- \$2.00....Children 12 and under

B. No admission prices will be charged for the first round League-sponsored playoff games for the following sports: Boys Volleyball, Boys and Girls Soccer, Lacrosse, Boys and Girls Water Polo and Baseball.

Admission prices for all semi-final and final rounds of playoff games for these sports, and for all rounds of playoffs for all other sports shall be the same as section A above with the exception that General Admission is \$8.00.

C. Admission During the Regular League Season – Schools may (but are not obligated to) charge for the following sports during the regular league season: basketball, football, volleyball, and wrestling. Schools shall not charge admission for other sports during the regular league season.

D. Admission to League-Sponsored Playoff Games and Meets – Schools who host League sponsored playoff games and meets shall charge admission prices for each event, and the proceeds shall be retained by the League.

*Exception:* Admission shall not be charged for Softball Playoffs, and the host school shall be responsible for obtaining and paying officials.

7. HOST SCHOOL BUDGETS FOR LEAGUE-SPONSORED CONTESTS

- Baseball The expense of the officials and gate help used in the playoffs shall be paid by the League.
- Basketball All necessary expenses for the playoffs which are approved by the Commissioner shall be paid by the League.
- Golf Each team participating in the League Playoffs shall be given a maximum of \$150.00 to be used by the Commissioner for payment of green fees.
- Lacrosse The expense of the officials and gate help used in the playoffs shall be paid by the League.
- Soccer The expenses of the officials and gate help used in the playoffs shall be paid by the League.
- Swimming All necessary expenses for the League Meet up to a maximum of \$ 1,500 which are approved by the Commissioner shall be paid by the League.
- Tennis All necessary expenses for the League Meet approved by the Commissioner shall be paid by the League.
- Track All necessary expenses for the League Meet up to a maximum of \$ 1,500 which are approved by the Commissioner shall be paid by the league.
- Volleyball The expenses of the officials and gate help used in the playoffs shall be paid by the league.
- Wrestling All necessary expenses for the League Meet approved by the Commissioner shall be paid by the League.

8. SPORTS INFORMATION DIRECTOR - SID EXPENSE BUDGET

- A. Supplies necessary for the work done by the SID shall be supplied by the League Office.
- B. The salary of the SID shall be determined by the Commissioner and approved by the Principal's Council.
- C. Cost of phone and computer correspondence shall be reimbursed by the League.