

Business

Procedures for the Control of Athletic Equipment and Supplies

1. Each student that participates in an Athletic Activity must return the Athletic Permit Card prior to receiving permission to practice. The signature of a parent or guardian is required on the Athletic Permit Card; such signature verifies the parent or guardian's acceptance of the following statement which is printed on the card: "I agree to be financially responsible for the safe return of all athletic equipment issued."
2. The coach of each athletic activity is responsible for issuing equipment and supplies to participants and will record each item issued to each individual participant.
3. Each participant must return all issued supplies and equipment as directed at the end of a specific athletic season or upon the termination of participation. The coach is responsible for recording the return or lack of return of all issued supplies and equipment for each participant.
4. After the coach has made every reasonable effort to secure the return of all supplies and equipment issued, the coach will submit the names of the participants who have not return items and a description of the missing items to the school Activities Director/Administrator or designee.
5. The school Activities Director/Administrator or designee will inform the participant that:
 - a. All athletic equipment and supplies must be returned or the participant must reimburse the District for the replacement cost of all unreturned items.
 - b. No further participation in subsequent athletic activities will be permitted until all items are returned or the reimbursement for replacement of such items is received.
 - c. The parent or guardian will be billed for the pro-rated cost of all items not returned.

Business

6. At the end of each school year, the Finance Office shall receive a submission from each school that contains the names of each participant with outstanding fines or fees for unreturned items, the name of such student's parent or guardian, and the amount owed. The Finance Office will take action to collect these delinquent fines or fees as stipulated in Administrative Regulation 3220 (5).
7. Students that have outstanding fines and fees for athletic equipment and supplies that are not returned will not be allowed to use a student parking space at the high school, participate in commencement exercises, attend District dances, and participate in District sponsored activities or on athletic teams. Waivers of delinquent fees in this area will follow the processes established in Administrative Regulation 3220 (5).

Legal Reference: Wisconsin Statutes § 120.12(1); § 120.13

Administrative Regulation adopted: December 2, 1985

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