

Cougar Athletic Club, Inc.



Policies and Procedures Manual

Cougar Athletic Club, Inc.

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Forms referenced in this document and available on the CAC website (www.thecougarnation.com) include:

Banner Request Form
Team Funds Request Form
Team Account Deposit Form
Fundraiser Authorization Form (updated every school year)

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I. INTRODUCTION

The Cougar Athletic Club is a 501(c)(3), non-profit organization which was established by volunteers from Centennial High School (CHS). The purpose of the organization is to support athletic teams at CHS.

The Cougar Athletic Club (hereby referred to as the "CAC") was formed in February of 1999 as a 501(c)(3), non-profit organization to support athletic teams at Centennial High School (hereby referred to as "CHS"). Membership in the CAC is open to all parents/guardians and other members of the community who would like to support CHS athletic programs. Honorary membership is granted to coaches, CHS staff and administrators.

The CAC has established policies and procedures to provide for the smooth operation of the organization. The policies and procedures of the CAC are dynamic and subject to change. All changes in CAC policies and procedures are approved by the Executive Committee. Any changes to policies and procedures will be distributed to the holders of procedure manuals.

The CAC operates within the Bylaws established by the Executive Committee of the Cougar Athletic Club and approved by board membership in April 2021.

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II. COACHES RESPONSIBILITIES

The CAC has established guidelines that help us provide support to coaches and their respective teams. We encourage coaches to participate in board meetings if they so desire. Coaches will find that attending the CAC meetings is beneficial to their teams. Coaches and team representatives will receive information about support and funds available, as well as opportunities for fundraisers and participation in other CAC activities.

1. Select a Team Representative

Coaches should select a parent team representative who will work as a liaison between the coach, the team and the CAC. They will be appointed to the CAC board, will be kept informed about all activities within the CAC, and will help the coach organize team participation in these activities. Further responsibilities of the team representative are listed in the section for Team Representatives. Other parent representatives may be appointed by the coach to serve functions for the team and other representatives may interact with the CAC Executive Committee; however, only one representative will be a voting member of the CAC board from each team. Please refer to the CAC bylaws for descriptions of CAC board structure.

2. Fundraising

The CAC provides various fundraisers which teams can participate in to earn funds for their team. Individual teams may organize their own fundraisers; however, the county requires that fundraiser authorization forms be submitted at least two weeks prior to the start of any fundraising activities. These forms must be approved by the county and should be submitted through the CAC Executive Committee. The CAC Executive Committee requests that each team's fundraising plans and activities be shared and discussed, as needed, at the CAC meetings so that conflicts in fundraiser scheduling may be avoided. ***Raffle fundraisers take approximately a year for approval and must be filed through the TN Secretary of State, Division of Business and Charitable Organizations. Please see a Committee Member for more information.*

3. Team Funds

The funds earned by your team may be placed in one or both of two accounts.

- a. The team's school account, or General Athletic Fund account, monitored by the school bookkeeper.
- b. The CAC account, monitored by the CAC treasurer.

CHS athletic teams should not have any booster accounts operating outside of these two accounts. *The funds earned for a team are only to be used by that team.*

4. General Funds

The CAC raises funds to help support the CAC's mission statement and operating expenses. The request for financial assistance from the CAC's General Fund is further explained in Section VI. General Funds Requests. Remember that the CAC, as well as CHS, has certain procedures that must be followed. The CAC does not interfere with CHS policies and guidelines. Please make sure that your team activities follow the CAC's guidelines, as well as CHS guidelines.

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III. CAC MEETINGS

Executive Committee Meetings

The Executive Committee is comprised of up to eleven members, including the President, Vice President(s), Secretary, Treasurer(s) and at-large members (please refer to the Bylaws for further description of the CAC Executive Committee structure). The Committee meets monthly, as described below. Any member of the CAC board (or a designee), coaches and/or administration are invited to attend.

Executive Board Meetings

The Executive Board is comprised of the Executive Committee, Team Representatives and a representative of the CHS Administration. The Executive Board meetings are held on the first Wednesday of every month at CHS and coincide with the CAC Executive Committee meeting. However, the meeting date can be changed at the discretion of the Executive Committee. The monthly meeting is open to all interested parties. The CAC's business is conducted at this meeting. The Board reviews all actions recommended by the Executive Committee. Attendance at this meeting is crucial for accurate and timely information regarding the CAC activities. Only the Executive Board can vote on activities at this meeting.

General Membership Meeting

The General Membership meeting is comprised of all members of the Executive Committee, Executive Board and CAC members. The date, time and place of all General Membership meetings will be posted at CHS and/or distributed to members through email and social media. These meetings will cover all activities of the CAC.

All members of the CAC are encouraged to attend any and all meetings of the CAC. The CAC needs the active participation of all athletic parents, guardians, corporate sponsors, coaches, and any interested members of the CHS staff and administration. The success of the CAC is dependent upon its membership. There is additional consideration given to those teams which actively participate within the CAC.

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IV. Fundraising

CAC Fundraising

Each year the CAC may conduct various fundraisers in which teams are encouraged to participate. These fundraisers are managed by the Fundraising Chairperson and/or Executive Committee member. Funds raised by teams through these activities are placed in that team's CAC account to be used by them to benefit that specific team at the discretion of the coach and the team representative. The CAC coordinates two major fundraisers for all member teams. Participation in these fundraisers *does not* require individual teams to complete the county fundraising forms. These fundraising opportunities are described below:

1. Varsity Football and Basketball Concessions: To be eligible to participate in fundraising through the school concessions, the team must have a parent representative and/or coach actively participating on the CAC board. Parents or family members 18 years and older from a team can volunteer to serve approximately 2 hour shifts in the concession stand during games, and the team is compensated for their service.
2. Banner Sponsorships: All teams/individuals recruiting Banner Sponsors must go through the CAC Banner program. This program involves hanging banners on school property, has been specifically negotiated with CHS administration, and has set pricing to avoid giving advantage to any one team.

Team Fundraising

Teams may establish their own fundraising activities which may be done through the CAC.

1. All money raised through the team's fundraisers may be kept in the CAC team account or transferred to the school team account.
2. Proper forms must be filled out with the team's deposits, withdrawals, requests, etc. These forms can be found in the attachment section of this manual or on the CAC website (<https://thecougarnation.com>). Failure to follow proper financial handling could result in loss of funds. Contact the CAC Treasurer for any questions regarding handling of money.
3. All money transactions for the fundraiser are the responsibility of each team. If any check is returned for insufficient funds, the amount of the check and any bank charges associated with the returned check will be deducted from the team account.
4. **SOME FUNDRAISING ACTIVITIES ARE SUBJECT TO SALES TAX.** Please be aware that if your fundraiser is taxable, your team will be responsible for that amount. Some examples include selling spirit wear, concession sale items, and fruit sales. In these cases, sales tax will be paid when the items are purchased prior to the team selling them. Please ask the CAC Treasurer prior to your fundraiser if you have any questions.

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V. TEAM FUNDS

Team funds are those monies earned by a team through donation or fundraising. Team funds are placed in the CAC's main bank account with a separate accounting/tracking for each team. Only teams recognized by the CAC are allowed to place money in the CAC account. Team funds kept in the CAC account are handled by the CAC treasurer. A report detailing deposits and expenses can be provided to teams at any time. *A team's funds can only be used by that team.*

Deposits

1. All money to be submitted to the CAC must be given to the treasurer by the coach or team representative.
2. All money for deposit **MUST** be accompanied by a CAC Team Deposit form. This ensures that the team receives proper credit for the deposit.
3. Checks or cash may be deposited. All checks returned to the CAC for insufficient funds and any bank charges associated with the returned check will be deducted from the team account. The returned check will be given to the team's coach and team financial officer or representative for collecting returned check funds and fees. The CAC is not responsible for the collection of funds on the returned check.
4. VENMO is not an allowed form of payment.

Requesting Team Funds

1. A coach and/or team representative may request team funds.
2. To request team funds, there must be adequate funds in the team account. CAC will not write a check unless the team has sufficient funds in their account at the time of request.
3. All requests for team funds must be made on a Team Funds Request form. No requests for funds will be processed without a properly completed form. Team Funds requests should be accompanied by proof of payment, such as a receipt, or an invoice (not an estimate) if funds are to be distributed directly to the vendor. The CAC treasurer WILL NOT payout invoices that are not accompanied by a properly signed Team Funds Request form.
4. The treasurer will make every effort to fill funds requests promptly; however payments or reimbursements may take up to one week to process.

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VI. GENERAL FUNDS REQUESTS

The General Fund receives money for the CAC's business use. These monies are received through fundraising, concession activity and donations. The use of General Fund money can only be done with approval of the Executive Committee and/or Executive Board.

It is not the goal of the CAC to compete with teams for fundraising or to hold monies. The CAC maintains general funds needed to run CAC activities such as administration of concessions and sponsorship banners programs, scholarships for athletes, office supplies (checks, stamps, envelopes, etc) and maintaining compliance with applicable laws. Periodically, the CAC will distribute general funds to benefit teams and athletes. These distributions occur after discussion with CHS Administration regarding the funds available and the best application of said funds.

A request for use of the CAC's General Funds may be made by a coach, Athletic Director, Athletic Administrator, team representative or CAC member.

1. Complete the Funds Request form. Incomplete forms will be returned to the individual making the request.
2. Funds Request forms may be received at the CAC meeting or may be turned into the school Cougar Athletic Club mailbox in the main office.
3. The individual making the request may be present at the Executive Committee/Board meeting in which the request will be considered. If the individual is not present, then a member of the Executive Committee will present the request on behalf of the team representative.
4. Requests for General Funds must be done in advance of the purchase or ordering of the item/service which is being requested. No requests for General Funds will be honored if pre-approval has not been obtained from the CAC.
5. The CAC must be informed of the receipt of purchased goods. The individual making the request is responsible to assure that said goods and services are received in acceptable condition.
6. Approval for use of General Fund money is solely at the discretion of the CAC and must follow the above procedure. No one officer may make an executive decision on how funds are dispersed. Requests will be discussed at the CAC meetings.

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VII. GENERAL POLICIES AND PROCEDURES

CAC Policies

The CAC Policies and Procedures are established for the smooth and efficient running of the CAC and to relieve the burden of compliance with local, state and federal laws and regulations by individual teams. Policies are established by the Executive Committee and approved by the Executive Board. All policies are subject to change as approved by the above mentioned.

Team Activities

It is the responsibility of the coach and team representative(s) to inform the CAC of team activities being planned in advance of the activities. This information should be given as a team report at the CAC meetings. Activities could include tournaments, parades, special competitions, exceptional athletes receiving recognition, etc.

CAC Activities

The CAC may sponsor various activities from time to time. These activities may require use of CAC funds and/or donations from the community and its members.

Cougar Athletic Club Membership

At this time, there is no fee to join the CAC. All members of the CHS community are invited to be involved in CAC activities and attend CAC meetings.

Team Parent Meetings

The CAC encourages each team to conduct parent meetings throughout the school year as needed and **especially at the start of the team's season**. The CAC will supply a representative of the Executive Committee to speak to any group upon request. Please advise the CAC of scheduled team meetings.

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VIII. TEAM REPRESENTATIVE RESPONSIBILITIES

The team representative plays an important role as liaison between the CAC and the team. As a support group for athletic teams at CHS, we will make every effort to assist all teams.

Team representatives should work closely with the team coach(es), not only during the season but throughout the school year.

1. Team representatives are voting members of the CAC Board. In the event that more than one representative is present at the CAC's meeting, only one (1) vote per team will be allowed. Attendance at all board meetings is essential to the team and the CAC.
2. The team representative will assist the CAC with the following functions:
 - a. Ensure the team abides by the policies and procedures set forth in this manual.
 - b. Assist with team financial activities, including team fundraisers which are handled through the CAC.
 - c. Strengthen communication between the CAC, the team's coach, parents and team members.
 - d. Ensure proper completion of forms submitted to the CAC for General Funds requests, deposits or withdrawals/expenditures from the team account.
 - e. Give a team report at the CAC meetings.
3. For a team to participate in fundraising through the school concessions, the team representative and/or coach must actively participate in CAC activities and follow the policies and procedures outlined in this document.