

OFFICIALS

The EI Paso Independent School District uses officials from the following local TASO/UIL officials' associations:

- EI Paso Baseball Officials' Association
- EI Paso Soccer Officials' Association
- EI Paso Football Officials' Association
- EI Paso Basketball Officials' Association
- EI Paso Volleyball Officials' Association
- Greater EI Paso Wrestling Officials' Association
- EI Paso Softball Umpires Association

Interpretation, problems, or questions regarding officials or officiating will be addressed to the athletic director.

EQUIPMENT PURCHASING AND DISTRIBUTION POLICIES

Budget Requests-Each year the head coach of each sport is sent a Budget Request Packet. The budget packet is to be completed and returned to the athletic office by the requested date. The coach should request all the equipment he/she needs for the following year within the budget limit. Equipment is bid and purchased, based on the needs reflected in the budget requests. All budget requests must be signed by the principal. **Budget monies allocated for the year must be spent by March 15 of current school year.**

Equipment requested on the individual budget is charged and delivered as soon as it is received.

The person at the school receiving the delivery must count and ensure that the number of items being delivered is correct before signing the Warehouse Requisition form. The school accepts full responsibility for the equipment after the delivery. Upon receipt, all equipment received must be logged onto the coach's inventory list.

Warehouse Stock Items-Equipment in the warehouse can be obtained by sending a Warehouse Materials and Supplies Requisition to the athletic office. The list of athletic stock equipment and the catalog number and prices are found on the warehouse services web-site. Please be sure to put down the catalog number and description when ordering equipment.

Emergency Procedure-There are times when coaches must have equipment from the warehouse because an emergency circumstance arises. The following procedure will be used:

The coach will contact the athletic office concerning the equipment needed. The athletic office will prepare and approve the Warehouse Materials and Supplies Requisition form.

The athletic office will requisition the equipment from the warehouse and notify the coach as to when to pick it up.

This procedure will be used in emergency situations only. All other equipment must be ordered through the regular procedure.

Special Items-Equipment not requested on the Budget Request form may be bought if a complete description and other essential information are submitted to the athletic office before equipment is ordered. Equipment will be delivered to the school by the warehouse. Special-item orders have a \$200.00 limit; orders exceeding \$200.00 must have prior approval of the athletic director. For any orders not received/processed through the warehouse, (i.e., coach picks up equipment), the coach must notify the athletic secretary of the receipt of materials by sending in a receiving slip so the company can be paid.

Deadline-April 15 is the last day that a coach may order equipment from the athletic budget.

Middle School Standardized Uniforms-Uniforms for the middle schools' football, basketball, soccer, and track teams will be purchased by the athletic department alternating years according to the following schedule:

2010-2011-Bassett, Charles, Richardson, Ross, Terrace Hills

2011-2012-Canyon Hills, Armendariz, Guillen, Hornedo, Magoffin

2012- 2013-Brown, Henderson, Lincoln, Macarthur, Morehead, Wiggs

ATHLETIC INVENTORY

Athletic equipment and materials shall be inventoried each year by the head coach of each sport. An inventory form is on line. A copy of the completed inventory, on required form, must be returned annually with the budget request.

- Athletic inventory is the responsibility of each sport's head coach.
- All items purchased or donated to the school/student must be recorded on the coach's inventory sheet upon receipt of such items.
- Surplus of athletic supplies must be documented on the coach's inventory sheet.
- Athletic inventory must be counted annually at the end of each sport season and a copy submitted to the Athletic Office.

DISPOSAL OF SURPLUS ATHLETIC/ TRAINING EQUIPMENT

The following procedures will be used:

- Coaches and trainers will not dispose of any surplus equipment. Adherence to procedures defined by state law is required.
- Request a property transfer form from the athletic office or campus. Using the form, make a list of all equipment that is surplus. Send the complete list to the athletic office.
- The coach will be notified when the equipment will be picked up and brought to the Education Center.
- The equipment will be sold through the District's surplus sales, maintenance yard, at 6531 Boeing Drive.
- The date and time of sales will be listed in the Ad Com.