

Pay to Participate Policy Discussion Guide – Scott Grant (2017)

DEVELOPMENT

Internal Analysis & Overview:

- Why do we currently have, or why are we considering a pay to participate policy? What are our measurable GOALS?
- When and how did the policy begin? What was the problem & contributing factors? Is that problem still present? What data do we have to support this?
- How much does it cost to operate our athletic department as a whole? How is this communicated to our stakeholders?
- What percentage of our overall district budget does this account for? How much does each sport individually cost to operate?
- How many participants do we have in each sport? Has this increased or decreased over the past few years?
- What is our rate of participation for one sport, two sport, and three sport athletes? Has, or will this be impacted based upon our policy?
- How much are students “required” to pay for additional components of participation on each team?
 - Examples – camps, spirit wear, fundraisers, team shoes, necessary equipment – What’s the base number taking into account all other school fees?

Internal Operations & Strategy:

- What policy type is, or will best serve our district & help achieve our GOALS?
- What types are other districts using? Have we discussed their experiences? What are potential outcomes for using other types?
- Will, or do, we include any financial assistance programs? What resources will, or do we need to implement these? What will, or do those resources cost us?
- How do, or will we communicate these financial assistance programs to our stakeholders?
- Who manages, or will manage, the pay to participate policy operationally?
 - Communication, Collection of Fees, Implementation of Financial Assistance Programs (if applicable), Refunds, Questions, Financial Analysis, Overall Evaluation
- How is, or will this process be communicated? What do our documents currently say? What documents will need created, and how do we make sure they are helpful to internal and external stakeholders, and not creating unintentional barriers?
 - How will we receive feedback from community members?
- How is, or will this policy be evaluated: By when, by whom, and what will be produced from the evaluation? How is, or will that be communicated to district stakeholders?
- **How is, or will success be evaluated?**

IMPLEMENTATION

- Where are, or will the fees be deposited? How is, or will be money spent?
- How is, or will this be communicated transparently to district stakeholders?
- Do the documents state processes that are in the best interest of our stakeholders and athletic administrator – deadlines, requirements, waiver programs, etc.
- What are the major issues that our athletic administrator & stakeholders sees with the implementation procedures concerning equity, effectiveness, and overall efficiency?
- Is it ok for an athletic administrator to work with students on case by case basis? Does the document & policy provide flexibility & safety?
- Where will our policy documents be housed? How will we communicate our policy, as well as the reasoning to our stakeholders?
 - Online, in person at OHSAA meetings, through community discussions?
 - How are we making sure everyone is on the same page regarding why we have it, where the money will go, and what it will be used for?
- What resources will be need for implementation? What will these resources cost?

EVALUATION

- Do we have a formal evaluation process set in place?
- By what date will this evaluation take place?
- Who will be part of this evaluation?
- What will be produced to provide to the internal and stakeholders to ensure they understand the outcomes of the policy for that calendar year?
- By what time will be make a decision regarding the follow year?

OVERALL & Cycle Restart

- Did we achieve our goals for the policy?
- Was our policy a success?
- What do we need to change for next year?
- Revisit Development components – GOALS, participation rates, costs of additional fees for participation in each sport (intended for the next year), etc.

OUTCOMES

STRATEGIC GOALS

- What are the goals we would like the pay to participate policy to achieve?
 - (Need to be measurable – example, generate \$20,000; Pay for transportation of all athletic teams at a cost of ?)
 - Perception of Fiscal Responsibility – How will you measure?

COMMUNICATION

- Documents:
 - Clear communication of all goals
 - History / Purpose / Intent / Accessibility
 - Overview of WHY & Implementation
- Administrators / AD / Coaches – Education & understanding – Goals & Message

RESOURCES & IMPACT

- Clear identification of resources & costs needed to implement & evaluate policy.
- Clear identification of impact on athletic administrators role, and need for professional development regarding policy process & financial analysis for management.

DEFINE

- How your district will be transparent regarding all components of the policy development, implementation, and evaluation, as well as take into account stakeholder input.
- Success in regards to a pay to participate policy.
- Value of athletics & where it fits within your district.
- How the goals and ultimate reason why your district has implemented a fee will be articulated to your internal and external stakeholders?