

TRUSD Athletic Director Quick Notes

1. Communication is key between ASB – Athletic Directors – Coaches and especially the walk on coaches. Please make sure that you are meeting with your coaches each year (Season) and covering all the ASB laws and regulations. If you would like my assistance with your meetings I am always available. I can assist with drafting emails or setting up training materials for meetings.
2. Each year send an email out to all your coaches, please make sure to include your walk on coaches. Emails should include the link to the ASB website. Main points of focus should be on how to request a fundraiser, deposit funds, request checks, make orders, and how to book travel when necessary for tournaments etc. The ASB website is located by going to the main twinriversusd.org site then clicking on Staff Room – Departments – Fiscal Services – Associated Student Body. Walk on Coaches do not have access to this site so it is important to share the important documents as attachments in your email. We are working on creating an Athletics section that can be accessed by walk on coaches.
3. At the beginning of each year (Season) you need to provide a list of all coaches/walk on coaches including their contact information to your site Activity Director and ASB Bookkeeper. There is important information that goes out and they will need to know how to reach the coaches on staff.
4. The most common issue with purchases we see district wide with our coaches are orders being placed without pre-approval. All purchases must have student council pre-approval prior to a coach making an order. It's important that your coaches understand that if they put in an order for their team with out pre-approval they put themselves at risk for covering the expenses out of their own pockets. ASB does not have to reimburse or pay a vendor if pre-approval is not obtained.
5. There are many ways to speed up the reimbursement process for our coaches. Talk to your site Activity Director about setting up an "Up to pre-approval amount". This will help speed up the reimbursement process for your coaches so they are not out of pocket for long.
6. As the athletic director you should be updating coaches on their account balances to ensure they are not overspending. If you have not received a log in to view your account balances please contact Denisa Marquez.
7. Booster Clubs and Parent Organizations are not allowed to operate on campus or on behalf of the school without following the TRUSD Outside Agency Process. If you think you have a Booster or Parent Group on campus and want to make sure they are on our approved list please contact Denisa Marquez, Fiscal Services. If your Booster or Parent Group has not been pre-approved by the district then they must stop all activities until we have received all the required paper work. The process is very easy and I am happy to help them though it if they need it.
8. MySchoolBucks a touchless payment option for all your athletic payment needs. Includes in person sales with ipad, QR codes, payment links, and Express Pay Buttons for your School Website. See Denisa for more information.
 - a. Request for New Product MySchoolBucks – This form is used when adding an item to MySchoolBucks. It can be found on the ASB Website Under MySchoolBucks Instructions.

Please feel free to contact me with any questions or concerns.

Denisa Marquez

916-566-1600 Ext 31174

Email: Denisa.marquez@twinriversusd.org