

## Students

### Administrative Procedure – Athletic Team Unscheduled Participation in Overnight Invitational Tournaments

An athletic team, upon the request of the head coach, may participate in an unscheduled invitational tournament.

Guidelines for the trip are as follows:

- a. Overnight trips will only be considered for invitational tournaments at schools over 100 miles from our high school. A maximum of two nights lodging and three meals a day will be allowed.
- b. Trip must be planned with the Athletic Director prior to the first day of the fiscal year (July 1) so that funds can be included in the District Athletic Budget.
- c. The team pays a minimum of 50% of the total cost of the trip (including transportation) through fund-raising projects or contributions.
- d. The coach completes and submits a form #295 to the Athletic Director prior to the trip.
- e. Trips of over 100 miles require special approval from the Board of Education.
- f. Only two overnight trips outside the normal team schedule will be allowed per team per school year.
  1. Any additional trips require administrative approval and will be at no cost to the District or to the student.
  2. Transportation must be in approved school vehicles.
  3. All trips must be adequately chaperoned with qualified people who are employees of District #9.
  4. The Head Coach must attend and take full responsibility for the trip.
  5. Students must have adequate supervision and lodging on the trip.
  6. Students will not be removed from class for these additional trips.
- g. Student meals will be paid by the School District. A maximum of three meals a day will be paid. Remaining meals must be paid by the student.
- h. Students will not be removed from a class more than two school days.
- i. Teams travel as prudently and economically as possible.

Adopted: 8/10/04