

Field /Activities / Athletic Trip Procedures

Pre –Field Trip/Activity Preparation:

- 1) Coach/Sponsor needs to notify all pertinent parties of date, time, destination of trip, clarification of purpose if necessary, items needed/required, parameters/expectations during trip, approximate return time, parents to be notified via phone (s) pickup time, and coach/sponsor to monitor students until all students are picked up by parent or guardian.
- 2) Inform and pre-arrange any necessary homework by students with pertinent staff prior to trip.
- 3) Complete any and all appropriate forms if a trip participant is not returning on the bus with coach/sponsor. Transfer of any participant off a trip must comply with all existing school policy/athletic code processes.
- 4) Coach/sponsor needs to have a list of all parent/guardian contacts prior to leaving for trip.
- 5) Coach/Sponsor needs to check with school nurse to identify if any parties traveling have any medication concerns. Identify appropriate medicinal procedures if necessary and certify if necessary to dispense any required medication.
- 6) A travel list/permission slips must be completed and returned to the office prior to boarding of actual confirmed participants traveling.
- 7) Coach/Sponsor is informed that they have the right to inspect luggage at any time deemed necessary pertaining to any deemed potential contraband.

Field Trip/Activity Applications:

- 1) During trip students need to be routinely informed of daily schedule, activities, expectations, boarding, departure, meals, curfew, room checks, wake up calls, meetings, and hall monitoring.
- 2) Participants when traveling at night need to be separated via bus location or a sponsor actively monitoring areas needing supervision.
- 3) At no time shall participants be left unattended.
- 4) Any damages to material property (hotel, motel, and vehicle) are the responsibility of individual participants. Individuals are also susceptible to any additional school policy or code.
- 5) Any drug, alcohol, tobacco, nicotine, theft, sexual violation, or other incident once investigated and documented by the coach/sponsor, must be reported immediately to athletic director, principal, and superintendent.
- 6) Any drug, alcohol, tobacco, nicotine, theft, sexual violation, or other incident once investigated and documented by the coach/sponsor, the coach/sponsor must contact parents of individual (s) involved and parents/guardians will need to retrieve participants from the trip. In addition all school policies/codes are applicable.
- 7) Consistent, continuous active monitoring must occur throughout an entire trip.
- 8) Coach/sponsor must be active models for all participants.
- 9) Coaches/sponsor must at the conclusion of a trip review the bus pick up trash, materials and request a signature from the bus driver of such application.

Prior to departure, the sponsor/trip leader and the principal, or assistant principal must sign this document confirming they have reviewed this procedure and are aware of all

expectations.

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_____ Number of male students on field trip _____ Number of male sponsors

_____ Number of female students on field trip _____ Number of female sponsors

I have received and understand all the responsibilities and trip expectations stated above and discussed with the administration.

Sponsor / Trip Leader / Coach

Date

I the school principal/assistant principal discussed all responsibilities and expectations with the Sponsor/trip leader prior to their departure.

Principal

Date

Approved: December 19, 2011

Revised: February 28, 2012