

TRAVEL GUIDELINES

- 1. Mode of transportation for all team/activity events will be through district activity bus (for all events within 125 miles from campus), Common Carrier (primarily Miller transportation for bus trips beyond the 125 mile range or when an activity bus is unavailable and JCPS approved airlines for trips requiring air travel), and approved parent/coach car transport (all drivers MUST have a current notarized Auto Insurance Affidavit form on file with the district).**
- 2. For all out-of-town/overnight trips, a mandatory parent meeting must be held at least two weeks prior to the trip. A permission form is to be signed by both parents and students. Suggested items to consider when planning out of town activities:**
 - a. Time, place and location of activity**
 - b. Telephone numbers to reach in case of emergency**
 - c. Returning arrival time**
 - d. Arrival time location**
 - e. Required fees turned in on time and in good order**
 - f. Travel arrangements must be approved by the JCPS Board of Education per JCPS district policy**
 - g. Letter to parents informing of time of departure, telephone numbers, etc... to also include:**
 - i. Mode of travel**
 - ii. Coach's name(s) and contact information**
 - iii. Location and arrangements for travel (with contact info)**
 - h. Adequate adult supervision (1 adult per every 10 student-athletes)**
 - i. Completed background checks and JCPS approval for chaperones**
 - i. Completed forms for all students**
- 3. Coaches are both primarily and ultimately responsible for ensuring all trips are safe and positive experiences for all attending. Coaches need to be vigilant and alert to prevent potential problems.**
- 4. With any trip, and agenda of the trip must be submitted for the Principal's approval. Information for trips should include: agenda of**

specific sporting event including number of games, estimated costs, chaperones, a list of extracurricular events, schedule the team will be following while on the trip, phone numbers and other pertinent information. The team will be expected to travel together as a group.

5. The following are the order when deciding upon overnight lodging:
 - a. KHSAA recommendations
 - b. Distance from venue, proximity to location
 - c. Hotel with interior corridors and of a "Hampton Inn level quality"
6. Following approval from the Principal, the Director of Athletics will meet with the coach to finalize plans and discuss expectations for the trip. **TRIPS MUST BE APPROVED BEFORE BEING CONTRACTED.**
7. The school will pay all costs deemed necessary for hotels during district, regional and state competitions. Hotel costs for regular season tournaments or contests are the responsibility of that sport's booster club.
 - a. For safety reasons all rooms must be booked with a minimum of three student-athletes per room, with the number of athletes not to exceed 4 per room. Parents may not purchase individual rooms for their athletes.
 - b. Coaches may NOT share rooms with athletes.
 - c. Parents are responsible for their own lodging reservations
8. **MEAL REIMBURSEMENT PLAN**
 - a. Meals for district, regional and state competition trips will be paid by the school based on the following JCPS per diem meal reimbursement guidelines:
 - i. Breakfast... \$7
 - ii. Lunch... \$8
 - iii. Dinner... \$15
 - b. Meals for all out of area regular season contests will be the responsibility of the individual student-athlete. (If a booster club is paying for a meal on a trip, they must pay the same amount for ALL athletes on the trip and must not exceed the permitted JCPS per diem amounts stated above.)

UNIFORM ROTATION PLAN

2013-14 **Boys/Girls XC/Track and Field**
Varsity Cheerleading

2014-15 **Varsity Baseball**
Varsity Softball
Varsity Field Hockey

2015-16 **Varsity Girls Basketball**
Varsity Football

2016-17 **Boys/Girls Soccer**
Varsity Volleyball
Varsity Boys Basketball

2017-18 **Boys/Girls XC/Track and Field**
Varsity Cheerleading
Varsity Dance

2018-19 **Varsity Baseball**
Varsity Softball
Varsity Field Hockey

2019-2020 **Varsity Girls Basketball**
Varsity Football

2020-2021 **Boys/Girls Soccer**
Varsity Volleyball
Varsity Boys Basketball

Replaced Annually **Boys/Girls Tennis**
Boys/Girls Golf
Boys/Girls Archery

BASEBALL/SOFTBALL HITTING FACILITY SCHEDULE

Throughout the regularly scheduled practice season, the Baseball/Softball Hitting facility will follow a two week rotation for team use based upon the following schedule. After two weeks, the schedule will repeat. Teams are encouraged to communicate with each other and athletic administration if they do not intend to use the facility at a scheduled time.

WEEK # 1

Monday

Baseball 2:30 - 4:00

Softball 4:00 - 5:30

Tuesday

Softball 2:30 - 4:00

Baseball 4:00 - 5:30

Wednesday

Baseball 2:30 - 4:00

Softball 4:00 - 5:30

Thursday

Softball 2:30 - 4:00

Baseball 4:00 - 5:30

Friday

Baseball 2:30 - 4:00

Softball 4:00 - 5:30

WEEK # 2

Monday

Softball 2:30 - 4:00

Baseball 4:00 - 5:30

Tuesday

Baseball 2:30 - 4:00

Softball 4:00 - 5:30

Wednesday

Softball 2:30 - 4:00

Baseball 4:00 - 5:30

Thursday

Baseball 2:30 - 4:00

Softball 4:00 - 5:30

Friday

Softball 2:30 - 4:00

Baseball 4:00 - 5:30