

Date Feb 8 2018

Please send a letter to Hopkins Co Central stating that all documentation requested by the Nov 17 2017 Title IX audit report has been received. The material is satisfactory and no further action is necessary at this time.

Thank you,

Barbara Kok

Date Feb 8 2018

Please scan the following documents into the Hopkins Co. Central Title IX file. "Other action necessitated by this visit" Nov 17 2017 audit report.

## **TRANSPORTATION**

All buses are scheduled by the athletic director. The coach should check departure times and confirm buses. The head coach will be responsible for insuring that all players, coaches and other support staff board the bus at departure time and proper personnel are on bus after contest. Prior to departure, the coach must provide the bus driver with a roster of who's riding the bus. Upon arrival back to Central, the coach must sign driver's trip slip and receive pink copy. The pink copy must be turned into athletic director the next morning.

Student athletes must travel to athletic contests via transportation provided by the school. Athletes can be signed out after the contest by any of the four individuals designated on the athlete's sign out form (2 parents/legal guardian and 2 additional persons age 25 or older) prior to the beginning of the season. Only those individuals may sign an athlete out. *If a player is NOT signed out properly, they will be required to ride the bus back to the school the remainder of the season. A coach can request that his/her players ride the bus back to the school if notice has been given to the parent/guardian prior to the day of the contest or activity.*

*If a team has 14 players or less, that team may request to use the 2 school vehicles as a mode of transportation. Each driver must have completed the van training program.*

## **TRAVEL AND PER DIEM**

All overnight trips must have approval from Principal and Board of Education prior to the trip. Overnight trips will be requested upon registering trip with travel tracker. Upon approval from Principal, form will be forwarded by travel tracker to Board office for approval by Hopkins County Board of Education.

It is the Head Coach's responsibility to notify the student and parents of the following:

- Purpose of the trip
- Date and time of departure
- Date and estimated time of arrival home
- Mode of transportation
- Location of hotel/motel and phone number if case of emergency
- List of any special items students may need to take with them
- List of expenses that students will incur
- Printed copy of itinerary of trip

During the stay the Head Coach will:

- Provide supervision of students at all times
- Make sure all students understand what is expected of them
- Have a coaching staff member in the hotel/motel when students are there at all times
- Check with hotel management if there are any problems with students (to avoid accusations after the fact)
- When checking out, personally check all rooms, settle all bills and make a final check to determine if there have been any problems. If appropriate, express appreciation to hotel/motel management.

All overnight travel and per diem expenses during the regular season are the responsibility of the team traveling. The maximum that a team can spend for hotel room is \$120.00 per room per night and there will be 4 players place in a room. It is preferred if AT ALL POSSIBLE that you stay at a hotel that the doors

open to the inside and that provides a breakfast the next morning. Any expense incurred as part of a KHSAA sanctioned championship event will be paid from the athletic fund. Meal allowance per day will be \$30.00.

Any team that chooses to participate in a tournament and/or scrimmage game that is 75 or more miles from Central will be responsible to must pay the entire transportation cost of the trip. Any tournament less than 75 miles the team will be responsible for one half of the transportation cost of the trip.

Any summer travel and per diem expenses are the responsibility of the team traveling.