

Transportation for Sports with less than 7 members

Hopkins County Central High School has a Ford Expedition purchased by the Hopkins County Board of Education for the use of athletic teams, clubs and other organizations. This vehicle is the primary source of transportation of both our boys and girls golf teams.

Both boys and girls golf coaches will submit their golf schedules to Mrs. Nix's the school secretary, who schedules the school vehicle. The golf coaches will work together to try to avoid scheduling away matches on the same date due to having only one school vehicle. If a conflict does occur, the team that has the farthest away match takes the school vehicle. The team with the closes match either takes a school bus or takes a rental van, based on cost.

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.*

TRAVEL AND PER DIEM

All overnight trips must have approval from Principal and Board of Education prior to the trip. Overnight form is available on line. Form must be filled out on line and forwarded to Principal. Upon approval from Principal, form will be forwarded 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. 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. Hotel accommodations are limited to \$100 per room per night.

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.

Nancy,

The girls golf schedule has changed several times over the course of the season, due to cancellations on account of weather, school dismissing early, transportation and schedule conflicts as new coaches take over. Our girls team travelled to Providence for a match again Webster County on August 13th. That match was rained out before we even teed off. Coach Overby asked if we could come back on Thursday of the same week. We were available; however, I was informed that I was no longer allowed to drive the school vehicle and Coach Murray could not be there on Thursday due to a prior obligation at work. We did not reschedule this match. As for other matches that we have not participated in, they have been rescheduled. I have been coaching for three years and I have come to understand that schedules frequently change throughout the season. As the host of this year's Region 2 tournament, I have added numerous matches to our schedule because area teams want a chance to play the Region course. This year Lindsay Ward was named Head Coach for Muhlenberg County. She took over for Lauren Jill Mercer, who created their Fall schedule last year. Lindsay e-mailed me to move around some dates earlier this year. I e-mailed her prior to a match that was scheduled at Central City and she informed me she did not have us on her schedule and she had given her girls the day off. The following week, she was scheduled to come to us on Tuesday, Sept. 3. Central dismissed early due to a local gas leak and all afternoon activities were cancelled. I have since spoken to Lindsay and rescheduled a date for them to come to our course and play that match. She and I scheduled four total matches because her girls were interested in coming to play the Region course. We typically try to play one here and one there. We had a match scheduled against Henderson County on September 5th. Jessica Grace, Henderson's coach, contacted me about rescheduling because Henderson Country Club hosts Men's night on Thursday's. She suggested a Wednesday and I told her we could not come on a church night. She agreed and told us to just go ahead and come on Thursday. I had every intention of going that afternoon, when I talked to Barry, Central boys coach, and he explained that he was using the vehicle to transport the boys team to Union County that day. He had originally scheduled a match with Henderson, but their boys coach told him that their course was closed. That is why he ended up going to Union County instead, and Henderson's boys team joined them at that match. Nancy was not at school that day and due to the time restraint, we did not pursue a rental vehicle. I have e-mailed potential dates to Jessica to try and reschedule and so far between our schedule and hers it isn't looking promising. Barry and I are both aware that we share the school vehicle and it is our responsibility to sign up for the vehicle and if there is a conflict, we must get approval to rent a vehicle or put in a bus request. When the schedule changes, which it frequently does (he will tell you the same), we have to find not only an available day to schedule the match, but work out the transportation aspect as well.

Stacy A. Crick

English Teacher

Head Coach - Girls Golf

Hopkins County Central High School

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Madisonville, KY 42431

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HCCHS BOYS GOLF 2013

Lakeshore & MCGC are considered our HOME courses

DATE	OPONENT	COURSE	TIME
Aug. 5	Madisonville	Lakeshore	HOME
Aug. 6	Webster County	MCGC	HOME
Aug. 10	Madisonville Invitational	Lakeshore	HOME
Aug. 12	Ohio County	MCGC	HOME
Aug. 13	Apollio	Ben Hawes	Vehicle
Aug. 15	Henderson County	MCGC	HOME
Aug. 17	Dawson Springs Invitational	Pennville	Vehicle
Aug. 19	Davless County	Ben Hawes	Vehicle
Aug. 20	Madisonville/Owensboro Catholic	MCGC	HOME
Aug. 24	Storm Invitational	MCGC	HOME
Sept. 3	County Match	Lakeshore	CANCELLED by Board - Gas Leak Emergency - No School
Sept. 5	Union Co.	Morganfield	Vehicle (Coach scheduled after cancellation of girl's match)
Sept. 7	Christian County Invitational	Hopkinsville	Rental Van
Sept. 10	Fort Campbell	Cole Park	CANCELLED by Coach
Sept. 12	Webster County	Providence	Vehicle
Sept. 16	Hopkinsville	HCC	Vehicle
Sept. 17	Fort Campbell	MCGC	HOME

Sept. 19	Pennyrile Conference	MCCG	HOME
Sept. 23	Ryder Cup	MCCG	HOME
Sept. 24	Ryder Cup	Lakeshore	HOME
Sept. 30	Boys Regional	Away	Venue

HOPKINS COUNTY SCHOOLS
DEPARTMENT OF PUPIL TRANSPORTATION
REQUEST FOR BUS SERVICES

DATE SUBMITTED: 8/5/2013 DATE(S) OF TRIP: 8/17/2013

SCHOOL: HCCHS GROUP: Girls Golf

OVERNIGHT Yes No

OUT OF STATE Yes No

DESTINATION: Providence Golf Course

TEACHER/SUPERVISORS: Stacy Crick

DEPART TIME: 3:00

RETURN TIME: 8:30

LEAVE FROM: Gym

NUMBER OF RIDERS: 6 EQUIPMENT/LUGGAGE TRANSPORTED: Yes No

MODE OF TRANSPORTATION:

SCHOOL BUS BOARD-OWNED VAN (check if physical is on file)

CHARTER BUS – COMPANY NAME: (submit proof of liability insurance for charter or rental with this request.)

RENTAL VEHICLE

AIRLINE

OTHER

WILL TRIP EXCEED 10 HOURS? Yes No

* If YES, separate accommodations shall be provided for the drivers. Cost will be responsibility of school. Trips longer than 10 hours may require a relief driver.

If trip is overnight, list arrangements on accommodations to be used

List name of contact person and emergency telephone numbers in the event it is necessary to contact group

Participant's Orientation conducted on (date) [Click here to enter a date.](#)

Have parents been given an itinerary for the trip along with emergency contact phone numbers? Yes No

Cancellation of Trip (when requesting school bus services): The transportation department shall be notified as far in advance as possible when a trip is cancelled. A minimum of three hours prior notice is necessary so that personnel can be notified. Failure to cancel a scheduled trip will cause the school to be charged for the driver's lost time and wages. Failure to cancel a trip with a minimum of three hours notice will result in the school being charged with a minimum two hours driver's time. Schools will NOT be charged if the scheduled driver and his sub driver do not lose any time or wages as a result of the cancellation.

This request for school bus service is approved and the conditions outlined on the request are agreed to. The school guarantees timely payment of all charges resulting from this request.

WE CERTIFY THAT ALL PARTICIPANTS ARE COVERED BY ACCIDENT INSURANCE; THAT A PARENTAL PERMISSION SLIP FOR EACH STUDENT IS ON FILE WITH THE PRINCIPAL; THAT THE REQUIRED ORIENTATION HAS BEEN HELD.