

Athletic Storage

Boys

- Football – Located inside the indoor facility
- Basketball – Located inside the boys locker room
- Baseball – Located inside the boys PE locker room & outside storage building
- Track – Located at the Track
- Soccer – Located at the soccer field
- Tennis – Located in the weight room closet
- Swimming – Located at the Carpenter Center

Girls

- Volleyball – Located beside the girls PE locker room
- Basketball – Located inside the girls locker room
- Softball – Located in outside storage building
- Track – Located at the track
- Cheerleading – Located in the weight room closet
- Tennis – Located in the weight room closet
- Swimming – Located at the Carpenter Center

Sports	Opportunities	Funding/Student
Football	4	\$5.00
Golf	4	\$5.00
Volleyball	4	\$5.00
Basketball	4	\$5.00
Swimming	4	\$5.00
Baseball	4	\$5.00
Softball	4	\$5.00
Track	4	\$5.00
Tennis	4	\$5.00
Soccer	4	\$5.00

Title IX Meal Equity Plan

The following table serves not as a guide but as policy. The plan is designed in a manner by which the parents and coaches can meet the needs of athletes and will not financially overburden individual teams.

Date	Event	Opportunity/ Restaurant	Participants	Total Cost

Please keep the following in mind when providing meals for your athletes.

- A meal is a situation when the team/booster pays for the team meal.
- A meal can be in the morning or in the evening.
- A team will be allowed additional meals for post-season tournament play.

Please use a copy of this form to record your meal opportunities for your team. This form should be turned in with your financial records no later than July 1st.

Team: _____

Year: _____

Head Coach _____

Booster Club President _____

OVERNIGHT TRIPS

Overnight trips are to be scheduled with extreme caution. Due to the costs associated with such trips, advanced planning and approval is a must. Overnight trips should be limited to varsity teams and limited to one per season (excluding overnight trips due to post-season play).

Coaches wishing to make an overnight trip must seek approval from the Principal and Athletic Director prior to Scheduling. Hotel money allocated for any team shall be \$25.00 per athlete/coach as well. *Note: Hotel rooms paid for by boosters for athletes must equitably allocate the same amount for males and females. Money amounts for each room must be the same for girls and boys of equivalent sports.

A. STEPS FOR APPROVAL OF AN OVERNIGHT TRIP

1. Approval from Principal and Athletic Director

Consideration should be given in regards to cost, weather related issues, etc. when considering such a trip.

2. Board of Education Approval

The athletic director will formally request permission from Board of Education for overnight trip.

B. TRIP ITINERARY

If approved, a detailed trip itinerary will be provided to the Superintendent, Principal, Athletic Director and parents with information regarding lodging, travel schedule, and contact numbers should an emergency happen.

C. CODE OF CONDUCT

Have all student athletes complete a "Code of Conduct" form (**Appendix 4.4**). This form discusses rule and regulations required of students on trip. Both student and a parent/guardian must sign form. Form is to be turned in to Athletic Director prior to departure.

D. LODGING: SELECTION & RESERVATIONS

1. Selecting a hotel/motel

- a. Consider location in relation to the playing site.
- b. The hotel/motel should be clean and comfortable.
- c. What is the price for four in a room, three in a room, etc.? Request special rates.
- d. Early checkout charges?

2. Reservations (Head Coach or Bookkeeper)

- a. Make reservations as early as possible.
- b. Keep records as to whom you talk with and their position.
- c. Indicate the estimated time of arrival and necessary room guarantee, if necessary.
- d. Make arrangements for direct billing or paying by check upon arrival.
- e. Indicate school's tax number. Submit a purchase order request for payment. Pay with school check if at all possible.
- f. Determine check-out time and plan accordingly. Ask about late check-out. If there is a fee for late-check out ask about using one/two rooms -vs- all rooms.

3. Checking In & During Stay

- a. Provide hotel/motel with rooming list prior to arrival to expedite check-in.
- b. Study the room plan, and available rooms, and locate chaperones accordingly. Request adjoining rooms.
- c. Notify hotel which rooms to contact regarding noise, disturbances, etc.
- d. Check all rooms for damage both at the start of the day and at the end.
- e. Expect all participants to keep room clean and orderly. Always have a chaperone on site when students are present. In no case should the athletes be left without adult supervision.
- f. No swimming is to be allowed.
- g. Make certain you athletes understand what's expected of them and that they abide by those rules.

4. Checking Out

- a. Settle all bills by the previously agreed method. Check bill for additional charges. Students are responsible for telephone and video charges. **GET A RECEIPT.**
- b. Check property before departure for damage; ask if there were any problems.
- c. Express appreciation to hotel/motel management for their cooperation.

Transportation Mode & Cost

The Russellville Independent School District shall provide transportation for all players, personnel, and coaches of athletic teams in authorized school vehicles (school buses) when the contest has been scheduled away from the school site. No private vehicles are to be used to transport students.

Transportation costs continue to be a major area of concern. All athletic staff are expected to work to continue constantly seeking ways to reduce costs.

The Board of Education funds most of the cost of transportation. From this fund, the athletic department is responsible for any trip over the 60 mile radius or 120 mile round trip. Individual sports in return will be expected to pay for any trip outside of the 60 mile radius or 120 mile round trip. Any exception must first be approved by the principal and/or athletic director.

Banquets

The principal, athletic director and coaches shall coordinate all activities related to banquets or recognition programs. There will be a banquet or recognition program at the end of the season for each team. All players should be introduced and individuals should be awarded for their accomplishments. Organization of the banquet is the responsibility of the coaching staff. Payment for the banquet will be covered by the individual sport's activity account and/or booster club. Letters and Academic Certificates will be paid for by the athletic department.

Awards

Awards given out will be decided upon by coaches and their staffs. Awards must be approved by the athletic director prior to banquets to make sure equity is shown for both male and female student-athletes. **See Insert for list of individual awards.**

Banners

Banners will be hung in the gymnasium for all sports in which the following have been accomplished:

- District Runner-Up
- District Championship
- Regional Championship
- Regional Runner-Up
- State Runner-Up
- State Championship
- Class "A" Regional Championship
- Class "A" State Runner-Up
- Class "A" State Championship