

ATHLETIC TRAVEL AND PROCEDURES OF PARTICIPATION

GENERAL PROCEDURES for POLICY

District student athletic travel, usually associated with grades 7-12, should be scheduled as close to the home school as possible. Every attempt should be made to schedule activities as close to home as possible and still maintain quality competition. Travel that exceeds 200 miles one-way or overnight must have prior approval of the Superintendent.

All travel expenses can be made by an approved voucher, Imprest Fund Check, or Credit Card. Requests for direct billing for lodging is highly encouraged. The principal shall review all budgetary items before approving an athletic travel event and before any student leaves the home school for an event. Receipts and complete vouchers must be turned in to the principal upon arrival back at the home school. Student athletes must travel under guidance and supervision of a qualified district hired coach or sponsor. (Additional travel sponsors may be approved by the Superintendent.) All coaches/ sponsors must follow staff travel guidelines and will be reimbursed. Failure to submit travel receipts will delay or prevent reimbursement.

The school district does not fund or support summer clinics, camps for: sports, athletics, extra-curricular or co-curricular groups or individuals.

The school district does not fund or directly support any activity that is termed a “community based support group activity” as describe by policy KGD.

Reimbursement for meals will be allowed up to \$30 per day, if gone the whole day, or \$16 if leaving afternoon. Itemized receipts must be submitted for reimbursement. (Reimbursement exceeding the above costs due to special circumstances will require the approval of the Superintendent or Business Director.) Gratuity may be added up to 15% of the total bill.

State/ Regional Athletic Events: State and regional sponsored activities will be governed by rules and regulations of the Wyoming High School Activities Association. The athletic director and other employees are responsible for the organization and completion of these culminating events. Overnight trips are not allowed for elementary or junior high students. Overnight trips to Cheyenne are not allowed except by permission of the athletic director, building principal and the superintendent. The district may from time to time pay for one sponsor’s room which can also be used as a hospitality room during the duration of an event which occurs in Cheyenne.

National Group Activities: The district does not provide any funding for student athletic competitions or events that are called national level activities.

Transportation: All student athletes are expected to travel to and from their activity venues using district transportation. The building administrators have developed

procedures that must be followed for any student not traveling to or from the event using district transportation.

Standard travel times will be the following:

Travel to activities will not start prior to 5:00 AM on the requested activity date. Home arrival time must be prior to 1:30 AM, if this time cannot be met the group will make arrangements to stay overnight. The driver of the activity or event will be responsible for making decisions regarding road conditions or any other condition that impacts their safe operation of the district fleet vehicle and these decisions may lead to an overnight stay. The District Transportation Supervisor will assist in decisions that involve the safe travel of students and the safe operations of the fleet by the driver.

Not all travel requests will meet the standard times. In these instances the travel will be reviewed by the transportation supervisor, the travel group's principal, the group's coach or sponsor and the superintendent. A final decision will be provided by the Superintendent.

Limitation on Activities. All day Sunday and Wednesday evenings (after 6:00 p.m.) may not be used for school activities (including practices). WHSAA and State and/or National activities are exceptions. School sponsored activities shall not meet outside school property unless prior consent of the school principal has been obtained.

Limit on Number of Contests. High school activities may not exceed the limit set by the WHSAA. Junior High activities may not exceed the following numbers per squad:

- A. Basketball, Wrestling, Volleyball – eight (8) games and two (2) tournaments or ten (10) total events.
- B. Track – five (5) meets
- C. Football – six (6) games
- D. Cross Country – eight (8) meets in conjunction with High School meets less culminating events.
- E. No overnight trips for Junior High Athletics

No athletic activities will be added at any level without prior expressed approval of the Board.

REGULATIONS FOR INTERSCHOLASTIC ACTIVITIES

- A. Each individual and team is to adhere to the rules and regulations of the Board of Trustees and the Wyoming High School Activities Association.
- B. All students, grades 9-12 are eligible for varsity athletics if they meet the state's and school's requirements. Participants for varsity contests will be selected by the coaches of the activity on the basis of merit.
- C. On the reserve level, greater emphasis is placed on providing each student the opportunity to compete, gain experience, and develop skills for future varsity competition.

- D. On the junior high level, every eligible individual that practices faithfully will get to participate in practices and contests in order to gain experience and develop skills for future competition.

- E. Elementary Athletic Competition. Inter-school athletic competition below the seventh grade is prohibited. Elementary athletic activities shall be limited to a district-wide field day. Special Olympics shall be an exception. Any other exceptions will require the Superintendent's approval at the request of the administrator.

HOME SCHOOL WAVIER PROCEDURES

Refer to policy IHCA.

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