

Highland Scottie Athletics Post Season Procedures

Congratulations to you and your teams' accomplishments this season! The following information will help you in regards to travel, lodging and meal accommodations for post season play.

The AD will reserve all hotel rooms following the Highland School District PO Process.

Per Diem Information

- Breakfast if depart by 7:00 am
- Lunch at regular scheduled time
- Dinner if return after 6:00 pm

Student-Athletes

- 4 student athletes to a room
- Meals only if overnight
- \$25 meal money per diem (if continental breakfast is included)
- \$30 meal money per diem (no continental breakfast is included)

Coaches

- 2 to a room
- Coach is responsible for all hotel receipts to be turned into HSD Accounts Payable no later than 3 pm on the following school day.
- Meals only if overnight
- \$25 meal money per diem (if continental breakfast is included)
- \$30 meal money per diem (no continental breakfast is included)

Bus Driver

- 1 to a Room
- Meals – per union contract

Leave Time/Day

- For State events it is suggested to travel the night before to attend WIAA Dinners/events, as well as to practice at facilities the day of competition.
- For Events in Yakima, Wenatchee and the Tri-Cities, event times will dictate departure.

*Amendments to this policy may be made with the Athletic Director, Principal, or Budget Manager's approval