

***ATHLETIC AND EXTRA/CO-CURRICULAR TRIPS***

The Lyon County School District recognizes the important role athletic and extra/co-curricular programs play in the education of our students. Participation in athletic and extra/co-curricular trips shall not adversely affect any student's education as a result of missing excessive instructional time. LCSD recognizes our vital role in being good stewards of tax payer money and encourages schools to avoid excessive travel. Additionally, LCSD strongly discourages overnight activities that are designed for bonding or team building, and are not part of a competition or sanctioned event.

**HOME EVENTS:**

Schools are encouraged to host home events/tournaments to save LCSD from excessive travel costs. The District will cover home game official fees if a LCSD school is involved in the athletic event/contest. Additionally, the school hosting the event may keep all tournament fees, gate fees, concessions and raffles to support their programs.

**SAME DAY TRIPS:**

Athletic and extra/co-curricular trips (not including school field trips) that do not require overnight accommodations as outlined in the administrative regulations below will be arranged by each school site and paid out of appropriately budgeted District transportation funds after approval by the transportation supervisor. For extra/co-curricular trip requests, a Field Trip Permission form must be completed and turned into the principal for approval. The principal will then forward the request to the superintendent or designee, who will then forward to the transportation coordinator.

**IN-STATE OVERNIGHT TRIPS**

Should an athletic or extra/co-curricular trip require overnight accommodations or a special exception by the transportation supervisor as outlined in the administrative regulations below, school administration must receive District approval by the superintendent or designee at least three full weeks prior to the trip. The appropriate travel form must be completed and District permission must be granted before any travel arrangements are made. A Field Trip Permission form must be completed, turned into the principal for approval, then the superintendent or designee. Once approved, the form will be forwarded to the area transportation coordinator.

**OUT-OF-STATE OVERNIGHT TRIPS**

Student trips over 650 miles from the District Office or costing greater than \$6,000 must receive Principal, Superintendent or designee and Board approval. Advisors must allow a minimum of six weeks to receive all approvals. A Field Trip Permission Form and Travel Request form must be completed, turned in to the Principal for approval, then the Superintendent or designee, then the School Board.

Students earning the right to compete at a level requiring out-of-state travel may do so without prior Board approval if the time between notification of eligibility and the event is not sufficient to obtain Board approval. The principal, along with the superintendent or

designee must approve the trip. All expenses of the trip must be paid by the school, general or student body funds, or funds raised by the athletic team or organization.

#### **EXPENSES FOR OVERNIGHT TRIPS**

Hotel and per-diem expenses associated with athletic or extra/co-curricular trips that require overnight accommodations will be paid with individual school general or student body funds, or funds raised by the athletic team or organization. Students and coaches/advisors participating in overnight athletic and extra co-curricular events may be provided up to \$5.00 per meal. Coaches and advisors receiving a stipend to oversee the team/organization may receive the same \$5.00 per meal, and will not be reimbursed per diem or other travel expenses as outlined in policy GBCF: Travel.

Transportation expenses for overnight NIAA league/conference events will be paid by the District transportation department. Transportation expenses for overnight NIAA non-league/conference events will be paid by the individual school general or student body funds, or funds raised by the athletic team or organization. Should the District Transportation Supervisor deem a charter bus necessary for a league/conference trip, individual school funds will pay for the charter bus and driver, minus the amount the District transportation department would have paid for a regular school bus and driver.

#### **STATE QUALIFIED ATHLETIC OR EXTRA/CO-CURRICULAR EVENTS – DISTRICT FUNDED:**

State qualified athletic or extra/co-curricular event expenses (bus, driver, hotel and per diem) will be paid out of appropriately budgeted District funds under the following conditions and as outlined below:

1. The event is sanctioned by the Nevada Interscholastic Activities Association (NIAA) and/or the Lyon County School District (LCSD).
2. The LCSD will only pay for qualifying participants and staff members.
3. Should school administration wish to send non-qualifying participants (cheer, dance and/or band) to the event, the LCSD will pay for the bus and driver when the state event is held locally and approved by the superintendent or designee. Individual school sites will be responsible for any other expenses associated with non-qualifying participants.
4. Should the event travel be within the same day, participating students and staff will not be provided a meal per diem.
5. Should the event travel require overnight accommodations, qualifying students and staff will be provided \$5.00 for each meal for which they are traveling and/or participating in the event using the departure and return time guidelines outlined in Policy GBCF: Travel. In order to be reimbursed for meals, travel must begin or end as follows:
  - a. Breakfast if leaving before 7:00 am
  - b. Lunch if leaving before 11:00 am or arriving after 1:00 pm
  - c. Dinner if arriving after 6:00 pm
6. As meal per diem is provided, supervising staff will not be reimbursed per diem or other travel expenses as outlined in Policy GBCF: Travel.

7. Should the event require overnight accommodations, all parties must comply with the LCSD Extra-Curricular Student Travel Administrative Regulations.

**OUT-OF-SEASON ACTIVITIES RELATED TO SANCTIONED SPORTS**

Student athletes participating in out of season activities related to sanctioned sports must have waivers signed by parent/guardian and must pay for the cost of the camp or fundraise. Any fundraising conducted under the name of the school must follow the LCSD fundraising procedures. Teams must follow the out-of-season activities requirements as outlined in NAC 386.695-696.

Policy #IGDF  
Revised 11/28/17

*Athletic and Extra/Co-Curricular Student Travel - Administrative Regulations*

**Student Travel Guidelines**

1. Student travel will not depart the school site before 5:00 a.m.
2. Student travel will arrive back at the school site no later than 2:00 a.m.
3. If travel is scheduled to arrive back after 2:00 a.m. a hotel must be secured using the guidelines below.
4. The District Transportation Supervisor must approve any exceptions to the student travel guidelines. This may include, but is not limited to, extending time, using a relief driver, etc.
5. The District Transportation Department must be used to plan travel when a school site requests using commercial charter bus agencies.
6. Students must travel to the extra-curricular event using the approved district transportation. The school principal or designee must approve any exceptions to this in advance to the travel and using the appropriate release form.
7. Parents/guardians may take students home from an event after receiving permission from the coach/advisor and signing the appropriate release form.
8. Parents/guardians may request their student travel home from an event with another adult, 21 years or older, after signing the appropriate release form prior to the group departing for the event. The principals or designee must approve this release.

**Hotel Guidelines**

1. Coaches/advisors complete the “Student Room Assignment Form” before departure and supply the principal or designee with a copy of the completed form.
2. Room numbers are recorded on the form as they are assigned to students.
3. Coaches/advisors supply one room key to the students and keep one room key for themselves.
4. Rooms are immediately inspected by the coaches/advisors. Any damage, stains or other issues are reported to the front desk before students occupy the room.
5. Coaches/advisors will ensure that there are no adjoining doors (one room to the next) between rooms with students of the opposite gender.

6. The coach/advisor designates a specific time for all students to be in their rooms. He/she collects all room keys and informs students that they are not to leave their rooms until a specified time in the morning when their key may be returned.
7. Coaches/advisors must check the rooms approximately 30 to 60 minutes later to ensure students are still in their rooms.
8. Before checking out of the hotel, coaches/advisors must inspect all the rooms again to ensure there is no damage, stains, or other issues and that there will not be any fees or fines.
9. One (1) adult coach/advisor may travel with students of the same gender, but two (2) adult coaches/advisors are preferred.
10. Two (2) adult coaches/advisors are required when traveling with students of the opposite gender. This can be accomplished by the coach/advisor pairing up with a coach/advisor from another school in advance to the hotel stay. If no coach/advisor is available to stay in the same hotel, the school must pay for another advisor/chaperone to be in attendance during the hotel stay.
11. When all male and all female teams are traveling to the same location, it is recommended that two (2) different hotel sites be used when possible.
12. Under no circumstances will a coach, advisor, chaperone, or any other adult share the same room with a student, unless there is a direct parent-student relationship.

**Student Violations During Travel Guidelines**

1. Students who violate school/district rules, team rules, hotel guidelines, etc. will receive consequences according to the appropriate progressive discipline plan. Coaches/advisors will contact their administrator to determine necessary actions. Parents/guardians may be required to retrieve their student from the event.
2. Students who choose to violate the law will be turned over to the proper law enforcement agency. This may include, but is not limited to, drugs, alcohol, weapons or other contraband. Parents/guardians are required to retrieve their student from that agency. Coaches/advisors will contact the parents/guardians of the offending student. Coaches/advisors will also contact their administrator regarding the violation to discuss necessary actions.
3. If the law enforcement agency chooses not to take a student who is under the influence of alcohol or drugs, that student must remain under the direct supervision of the coach/advisor until the parent/guardian arrives to retrieve the student. The coach/advisor will not stay in the same room alone with the offending student.

**Student Room Assignment Form**

**Rm. #          Rm. #          Rm. #          Rm. #**


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