

Ballston Spa Central School District
ATHLETIC FIELD TRIP REQUEST FORM

Today's date 10-9-25 Field trip date 12-19 Return Date 12-20

- ☒ I/We request approval for the field trip outlined below
☐ I/We request that transportation be provided for this field trip.
(Check one) ☐ School District ☒ Contract carrier*
*Name of Carrier Wade Tours

School transportation **will only be provided for trips within Section 2.** Overnight trips within the Section will require a split trip.

Team Varsity Hockey
Coach (es) (4) Buffolone, Merga, Darcy and Grace
Sponsor BHBS Booster Club Destination Baldwinsville, NY
Educational/Competitive Purpose: To play a competitive schedule outside of Section II. Have a positive team bonding experience.

Are instructional substitutes required? ☐ Yes ☒ No If Yes, how many? _____
(Attach a copy of professional development request form requesting substitute funds)

How will this trip be funded? ☒ Booster Club ☐ Fund raising ☐ Other (Please Specify) _____
(If fund raising is needed, please attach a completed request for fund raising form)

Time of departure: 12:30 AM ☒ PM (Circle one) Pick-up location H.S.
Time of Return: 6:00 AM ☒ PM (Circle one) Drop-off location H.S.
Number of student participants: 20 Number of chaperones: 4

Itinerary for trip: (Please attach. This should include name(s) of chaperones, opponents, lodging, and contact phone numbers)

Indicate any monies student participants are responsible for: \$ None

Administrative Authorization

Director of Athletics [Signature] Approved ☒ Disapproved ☐ Date 10/10/25
Building Principal [Signature] Approved ☒ Disapproved ☐ Date 10/16/25
Superintendent _____ Approved ☐ Disapproved ☐ Date _____
Board of Education _____ Approved ☐ Disapproved ☐ Date _____

BHBS Varsity Hockey

Tournament Itinerary

December 19-20,2025 Baldwinsville N.Y

Friday December 19,2025

BHHS students will depart school at 12:00 pm, the bus will pick up all students in the back parking lot of the high school.

B-Spa Students will depart school at 12:19 pm, the bus will pick up all students in the front of the high school.

12:30-3:00 pm travel to the hotel in Syracuse, NY.

We will arrive at the hotel around 3:00.

Hotel check in 3-3:30 pm for players and coaches.

3:30-4:30 pm Players will air out their equipment and relax in their hotel rooms.

4:30-5:30 BHBS video session and team meeting in the hotel meeting room.

5:30-6:00 Travel to the hockey rink.

7:00-9:00 Play game #1 vs
Baldwinsville HS

9:00-9:30 Travel back to the hotel.

9:30-10:30 Team meal at the hotel.

11:00 pm Coaching staff conducts
room checks.

Saturday December 20,2025

BHBS Team meal 9:00- 10:00 am in the team meeting room at the hotel.

10:00-11:00 Team video session and team meeting at the hotel.

11:00-11:30 Travel to the hockey rink.

1:00-3:00 Play game #2 vs CNY

3:00-5:30 pm Travel back to both B-Spa HS and BHHS. Parents pick up the athletes at both high schools.

Ballston Spa Central School District
ATHLETIC FIELD TRIP REQUEST FORM

Today's date 11/12/25 Field trip date 11/20/25 Return Date 11/22/25

- ☒ I/We request approval for the field trip outlined below
☐ I/We request that transportation be provided for this field trip.
(Check one) ☐ School District ☒ Contract carrier*

*Name of Carrier _____

School transportation **will only be provided for trips within Section 2.** Overnight trips within the Section will require a split trip.

Team Girls Varsity Swim Team - 5 girls
Coach (es) Coach Ted Snyder

Sponsor Athletic Dept. Destination Webster Aquatic Center, Webster NY

Educational/Competitive Purpose: State Championship Competition

Are instructional substitutes required? ☒ Yes ☐ No If Yes, how many? _____
(Attach a copy of professional development request form requesting substitute funds)

How will this trip be funded? ☐ Booster Club ☐ Fund raising ☐ Other (Please Specify) Athletic Dept / Section 2
(If fund raising is needed, please attach a completed request for fund raising form)

Time of departure: 10:00 AM (Circle one) Pick-up location Shen HS

Time of Return: 9:30 PM (Circle one) Drop-off location Shen HS

Number of student participants: 5 Number of chaperones: 1

Itinerary for trip: (Please attach. This should include name(s) of chaperones, opponents, lodging, and contact phone numbers)

Indicate any monies student participants are responsible for: \$ _____

Administrative Authorization

Director of Athletics [Signature] Approved ☒ Disapproved ☐ Date 11/12/25
Building Principal [Signature] Approved ☒ Disapproved ☐ Date 11/14/25
Superintendent _____ Approved ☐ Disapproved ☐ Date _____
Board of Education _____ Approved ☐ Disapproved ☐ Date _____

Thursday Nov 20th	
9:30 AM	Athlete Check IN
10:00 AM	Bus leaves Shen
12:00 PM	Stop @ Wegmans for lunch
2:30 PM	Arrive @ Hotel
4:15 PM	Leave for Pool @ Webster
4:30 - 6:30 PM	Warm ups @ pool
6:15 PM	Back to Hotel from Pool
7:00 PM	Dinner on own
10:00 PM	Athletes in room for night

Friday, Nov 21st	
6:45 - 7:30 AM	Breakfast @ hotel
TBD	Swimmers leave for Pool
8:00 AM	Swim warm ups (begin)
10:00AM	Swim Prelims
10:45 AM	Divers leave for Pool
9:00 AM - 1:45PM	Diving warm ups
At conclusion of prelims	Swimmers leave pool for hotel
2:00PM	Diving Starts
6:00PM	On Own for Dinner
7:00PM	Divers return to Hotel
10:00 PM	Athletes in room for night

Saturday, Nov 22nd	
6:45 - 7:30 AM	Breakfast @ hotel
7:30 AM	CHECK OUT of HOTEL
7:45 AM	All athletes leave for the Pool
8:00 AM	Swim warm ups (begin)
10:00AM	Swim Finals Begin
TBA	Leave pool to head back home
30m	Stop for dinner @ Wegmans
	Arrive @ Shen approx 9-9:30pm

Coordinator - Alyssa Di Fabio

coachdfab@gmail.com

Pool Information

Webster Aquatic Center

875 Ridge Road
Webster, Ny 14580

Hotel Information

Hampton Inn

878 Hard Rd
Webster, Ny 14580

Transportation & Lodging

Bus transportation is paid for by Section 2.

Coaches will have to book & pay for their own hotel rooms

Athlete's rooms will be covered by Section 2, and bill back to respective schools after the meet is over.

Other Information

Entries:

Coaches must fill out the google sheet for all athletes & coaches by **Monday November 10 at 6:00pm**. Make sure you are 100% accurate when filling out the forms for all your athletes.

Diving entries are on cleanentries.com website; listed as New York State 2025 Girls High School Championship. **Entries close on November 18th at 6:00 pm.**

Rooming Assignments:

Will be emailed to head coaches by November 11th
Number of athletes per room: up to 4

Code of Conduct:

School ADs have reviewed and submitted a district wide Code of Conduct for state competitions. Athletes and coaches are not required to sign an individual COC. If there is misconduct at the meet, athletes may be unable to compete and will face disciplinary action.

State Meet Tickets:

Tickets for the meet can **only** be purchased online at www.nysphsaa.org
Diving is considered a separate session

Miscellaneous:

Swimmers should make sure that their competition suits- LZR, Fast-Skin, etc. and caps do not have a dual logo or exceed the limits in size as stated in the High School Federation Handbook. Please see your coach for clarification.
Athletes need to make sure all suits worn in warm-up are not "tieback suits," and follow the rules in the High School Federation Handbook.
Athletes should bring extra money for optional expenses such as apparel, food, and any other personal expenses.

*****Any additional information that is not included on this sheet will be sent out to head coach of your team*****

Ballston Spa Central School District
ATHLETIC FIELD TRIP REQUEST FORM

Today's date 10-9-25 Field trip date 01-02-26 Return Date 01-03-26

- ☒ I/We request approval for the field trip outlined below
☐ I/We request that transportation be provided for this field trip.
(Check one) ☐ School District ☒ Contract carrier*
*Name of Carrier Wade Tours

School transportation **will only be provided for trips within Section 2.** Overnight trips within the Section will require a split trip.

Team Varsity Hockey
Coach (es) (4) Buffaline, Mergen, Darcy, Grace
Sponsor BHS Booster Club Destination Oswego, NY
Educational/Competitive Purpose: To play A competitive new league
Schedule. Have A positive team building
experience

Are instructional substitutes required? ☐ Yes ☒ No If Yes, how many? _____
(Attach a copy of professional development request form requesting substitute funds)

How will this trip be funded? ☒ Booster Club ☐ Fund raising ☐ Other (Please Specify) _____
(If fund raising is needed, please attach a completed request for fund raising form)

Time of departure: 10:30 AM ☒ PM (Circle one) Pick-up location H.S
Time of Return: 6:00 AM ☒ PM (Circle one) Drop-off location H.S
Number of student participants: 20 Number of chaperones: 4

Itinerary for trip: (Please attach. This should include name(s) of chaperones, opponents, lodging, and contact phone numbers)

Indicate any monies student participants are responsible for: \$ _____

Administrative Authorization

Director of Athletics [Signature] Approved ☒ Disapproved ☐ Date 10/10/25
Building Principal [Signature] Approved ☒ Disapproved ☐ Date 10/10/25
Superintendent _____ Approved ☐ Disapproved ☐ Date _____
Board of Education _____ Approved ☐ Disapproved ☐ Date _____

BHBS Varsity Hockey

Tournament Itinerary

January 2-3,2026 Oswego N.Y

Friday January 2,2026

BHHS students will be picked up at BHHS at 12:00 pm, the bus will pick up all students in the back parking lot of the high school.

BS Students will be picked up at BSHS school at 12:30 pm, the bus will pick up all students in the front of the high school.

12:30-3:00 pm travel to the hotel in Oswego, NY.

We will arrive at the hotel around 3:00.

Hotel check in 3-3:30 pm for players and coaches.

3:30-4:30 pm Players will air out their equipment and relax in their hotel rooms.

4:30-5:30 BHBS video session and team meeting in the hotel meeting room.

5:30-6:00 Travel to the hockey rink.

7:00-9:00 Play game #1 vs Churchville Chilli HS

9:00-9:30 Travel back to the hotel.

9:30-10:30 Team meal at the hotel.

11:00 pm Coaching staff conducts room checks.

Saturday January 3, 2026

BHBS Team meal 9:00- 10:00 am in the team meeting room at the hotel.

10:00-11:00 Team video session and team meeting at the hotel.

11:00-11:30 Travel to the hockey rink.

1:00-3:00 Play game #2 vs Oswego HS

3:00-5:30 pm Travel back to both BS HS and BHHS. Parents pick up the athletes at both high schools.

Ballston Spa Central School District
ATHLETIC FIELD TRIP REQUEST FORM

Today's date 10/23/25 Field trip date 12/20/25 Return Date 12/21/25

- X I/We request approval for the field trip outlined below
X I/We request that transportation be provided for this field trip.
(Check one) ☐ School District ☒ Contract carrier*
*Name of Carrier Yankee Trails

School transportation **will only be provided for trips within Section 2.** Overnight trips within the Section will require a split trip.

Team Varsity Girls Basketball

Coach (es) Morse/Larson/Lea

Sponsor X Girls BBall Booster Club _____ Destination Peru HS

Educational/Competitive Purpose: Tournament

Are instructional substitutes required? ☐ Yes ☒ No If Yes, how many? _____

(Attach a copy of professional development request form requesting substitute funds)

How will this trip be funded? ☒ **Booster Club** ☐ Fund raising ☒ Other (Please Specify) Split bus with school
(If fund raising is needed, please attach a completed request for fund raising form)

Time of departure: 11:00 AM PM (Circle one) Pick-up location HS Lobby

Time of Return: 2:00 AM PM (Circle one) Drop-off location HS Lobby

Number of student participants: 14 Number of chaperones: 3

Itinerary for trip: (Please attach. This should include name(s) of chaperones, opponents, lodging, and contact phone numbers)

Indicate any monies student participants are responsible for: \$ _____

Administrative Authorization

Director of Athletics Morse Approved ☒ Disapproved _____ Date 10/31/25
Building Principal [Signature] Approved ☒ Disapproved _____ Date 10/31/25
Superintendent _____ Approved _____ Disapproved _____ Date _____
Board of Education _____ Approved _____ Disapproved _____ Date _____

11:00 Leave Ballston Spa

1:00 arrive at Peru School
17 School St. Peru, NY

4:00 Restaurant in Peru or Plattsburgh

6:30pm Comfort Inn
411 State Rte 3, Plattsburgh, NY 12901

8:45am Leave for Peru High School
17 School St. Peru, NY

12:00pm Leave for Ballston Spa