

ATHLETIC TEAM TRAVEL

Out of Town Travel

Funding of trips by athletics will adhere to the travel squad limits. Exceeding the travel squad limits must have prior approval of the building principal & athletic director. The school & team will be responsible for all additional cost increased when exceeding the travel squad limit. **Booster Clubs or any other outside organization funding an additional team trip must donate all funds to the respective school.**

The athletic office will determine which schools travel; athletic office will fund one out-of-town trip per sport every other year. Schools may fund additional trips. **Booster Clubs or any other outside organization funding an additional team trip must donate all funds to the respective school.**

Entry Fees

- Athletics will pay a maximum of \$ 250.00 tournament entry fee. If a school chooses to attend a tournament with a high entry fee, the school must pay the difference.

All airfare and hotel reservations must be made by Athletics, regardless of who pays for athletic trip. Out-of-town trips will be determined by athletic office and paid by athletic funds within a 450 mile radius. Trips further away may be taken with approval of the principal and the athletic office, with the provision that the school teams will fund additional expenses.

Guidelines for Athletic Funded Travel (6-05-07)

- If a team chooses to fly, Athletics will pay \$1,000 toward the flights and will pay ground transportation. If flight cost is less than \$1,000, Athletics will pay amount equal to the cost of ground transportation. If a team spends another night due to flight availability, the school will pay additional cost.
- If additional coaches are taken, school will pay \$66.00 a day for the substitute.
- If additional athletes are taken, school will pay all of their expenses.
- If a team travels over 450 miles, school will pay for the additional travel expenses.
- Athletics will pay a maximum of \$ 250.00 entry fees for tournaments

Self-Funded Travel (6-05-07)

- School must pay for entire trip
- School will pay \$66.00 per substitute needed, per day, per coach
- If traveling by bus with another team, school will pay one half of the actual bus cost.

On trips where school buses are used, the travel-squad limit may be waived and the number of athletes will be approved by the athletic office.

Teams traveling by charter bus will return to EI Paso following the game. If space is available, two teams or more will travel together. Teams will travel on day of game 300 miles or less, depending on game time.

Teams traveling by air will go on the day of the game if time of competition and flight schedules permit. Teams will return as soon as possible after the game.

When traveling by rental vans, coaches will decide if it is necessary to spend another night. The distance from EI Paso, time of day the competition is over, and weather conditions should be taken into account. If there is a need to stay an extra night the coach will contact the athletic director or principal for notification.

The student rate for meals is \$26.00 for three meals: \$8.00 for breakfast, \$8.00 for lunch, and \$10.00 for dinner (including tips). Coaches' per-diem rate for meals is \$36. **(6-5-07)**

When cars or vans are used on out-of-town trips, an extra adult driver may be permitted if necessary. Extra driver must be an EPISD employee from the traveling school, and cannot be an hourly employee. Coaches using their own car will be reimbursed at the rate of approved mileage rate. All vehicles must have a seat belt for all passengers.

In-City Travel

Bus transportation will be provided for all local scheduled competition. Coaches will request buses through the online Transfinder System. Bus requests should be completed and submitted prior to the team season. Any bus schedule changes/cancellations must be done by phone with the Transportation Dept. Any additions to the bus schedule must be done on the Transfinder System at least 5 working days prior to requested addition.

Coaches who desire to provide their own transportation may do so with prior approval of the principal.

Adults must drive all private modes of transportation and are liable in case of accident or injury. The EI Paso Independent School District will not be held liable for any accident or injury. All drivers must have proof of insurance, a current copy of vehicle inspection sticker, and parent permission slips on file with the building principal. Vehicles used for transportation must have a seat belt for all occupants.

Golf, tennis, and swimming teams using private transportation for local travel will be paid at the rate of \$5 per vehicle. A maximum of two vehicles will be allowed per team (one per boys team and one per girls team). A team with six or less team members will be allowed one vehicle. Drivers must have proof of insurance, a copy of current vehicle inspection sticker, and parent permission slips on file with the building principal. All private vehicles must have a seat belt for all occupants. Only those teams scheduled by the athletic office and which are approved as a valid part of the athletic program of the EI Paso Independent School District will be provided with transportation. If a coach desires to use his/her own transportation after a bus has been requested, he/she will not be paid. The principal or a person that he/she designates should coordinate all local travel. **A completed local travel form must be submitted to the athletic office by the 10th of each month.**

Athletes must return with the team to the school, unless released to their parents.

Football

The traveling squad, if an overnight trip is required, will be limited to 58. This will include 45 athletes, 7 coaches, 2 trainers, 2 student trainers, and 2 student managers. If returning on the same day, 50 athletes, 9 coaches, 2 trainers, 2 student trainers, and 2 student managers are allowed.

Basketball

The travel squad will be limited to 14. This will include 2 coaches and 12 athletes.

Baseball & Softball

The travel squad will be limited to 18. This will include 2 coaches and 16 athletes.

Cross Country

The traveling squad will be limited to 16. This will include 2 coaches, 7 male and 7 female athletes.

Golf

The traveling squad will be limited to 11. This will include 1 coach, 5 male and 5 female athletes.

Soccer

The traveling squad will be limited to 22. This will include 2 coaches and 20 athletes.

Swimming

The traveling squad will be limited to 2 coaches, 10 male, 10 female athletes.

Track

The traveling squad will be limited to 18. This will include 2 coaches and 16 athletes.

Fall Tennis

The traveling squad will be limited to 20. This will include 2 coaches, 9 male, 9 female athletes.

Spring Tennis

The traveling squad will be limited to 18. This will include 2 coaches, 8 male, 8 female athletes.

Wrestling

The traveling squad will be limited to 26. This will include 2 coaches, 15 male, 10 female athletes.

*If both boys' and girls' teams travel to the same tournament, 2 coaches may go.

Volleyball

The traveling squad will be limited to 14. This will include 2 coaches and 12 female athletes.

Trainers, Chaperones and Interpreters

May be added to the squad limit by the athletic director.

If transportation and funds are available, squad limits for playoffs may be increased with approval of athletic director.

TRIP REQUESTS, TRAVEL ARRANGEMENTS, EMPLOYEE VOUCHER

Athletics will provide travel arrangement forms, check, employee voucher, and itinerary for all team travel.

Coaches are not allowed to vary from the travel arrangements without prior approval from athletic director or principal.

Coaches are responsible for their athletes at all times and any report of vandalism or theft will be handled/paid by the traveling school.

All coaches traveling out of town and/or during school time must submit all paperwork **21 days prior to the trip**. Playoff paperwork must be submitted immediately upon qualifying for a playoff contest.

All athletic trip requests must be signed by the coach, the principal, and the athletic director. All information is to be filled in correctly. Specify day(s), or periods, that will be missed if trip is on school time.

Expense voucher is due in the athletic office within 5 working days following the trip.

- Receipts for all expenditures must be attached to the expense voucher. Submit receipts for motel expense, meals, car rental, gas, fees, tickets and any other expenditures. If you are traveling in Texas, we are tax exempt. Please be sure taxes are excluded from receipts. **Bring your receipts, (tips should be listed on receipts and should not exceed 20%) expense voucher, and money, in person, to the athletic office within 5 working days, following the trip. Do not return travel packets through the school mail.** Rental cars and vans should be returned filled with gasoline and receipt must be turned in.