

# Clarification on Athletic Forms: Prior Approvals and Field Trips

(04/09/21)

Coaches only need to complete prior approval and field trip paperwork for regular season or post season contests that meet any of the four **prior approval criteria below**.

## Prior Approval Criteria

- A. A **half-day or full-day substitute** needs to be assigned by the Substitute Coordinators. This does not include in-building afternoon coverage, last period of the day coverage.
- B. Any funds are being **paid or reimbursed** to a coach. hotel, food, fuel, ferry fees, clothing, parking, tickets, registration fees for a clinic, etc.
- C. **Overnight stays**. Requires field trip forms.
- D. **Out-of-State** or Out-of-Country travel/competition. Requires field trip forms.

## Substitute Needed or Reimbursement ONLY

- Signatures required by building athletic director, building administrator and ASB approval if ASB funds are used.
- Funds must be approved by the budget authority. ASB, building, district, etc.
- Building will send to Substitute Coordinator and file the paperwork.

## Overnight or Out-of-State Travel:

Complete a **field trip request** including a list of all coaches who may attend the trip.

Complete a **prior approval** for each coach that needs a substitute for the trip.

- Required a minimum of 30 days prior to the trip for school board approval.
- Signatures required by building athletic director, building administrator and budget approval/ASB. School nurse will be consulted.
- District athletic director must approve after all signatures are completed. Paperwork will be sent to Substitute Coordinator and forwarded for school board approval.

	<b>Building AD</b>	<b>Building Admin</b>	<b>Budget Authority</b>	<b>ASB Approval</b>	<b>District AD</b>
<b>Substitute ½ or full day</b>	X	X	If not ASB funds	If ASB funds used	
<b>Reimbursement</b>	X	X	If not ASB funds	If ASB funds used	
<b>Overnight</b>	X	X	If not ASB funds	If ASB funds used	X
<b>Out-of-State</b>	X	X	If not ASB funds	If ASB funds used	X

Substitutes and transportation need to be canceled by coaches for any scheduled dates that are eventually determined to be unnecessary.

Prior Approvals are for the individual coach.

Field Trip Forms are for the trip (the group), required if traveling with students.