



CENTRAL HIGH SCHOOL ATHLETICS DEPARTMENT

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Athletics Conference/Clinic Procedures

1. All conferences require prior approval by site principal and coordinator of athletics.

Has approval been given

Yes No

2. Conference request must be six weeks in advance, unless out of state which will require at least 12 weeks and Board approval.

3. You must provide names of travelers and location of conference. Please list names.

- a. All travelers (coaches of athletics) must be pre-approved by Coordinator of Athletics.

- b. After names are submitted, no names will be added to list, as this information of personnel attending would have already been submitted to board for prior approval.

4. Provide name of Conference

a. Attach agenda

b. Once you have received a PO number, you are responsible for registering your name, as well as others who are attending.

c. If the conference requires a credit card registration, you are responsible for that registration once you have received a PO number. You will likely be required by the conference to hold the reservation with your credit card.

i. Please print out completed registration form, as well as receipt of conference payment.

d. If the conference registration "charges" you for the reservation (which is possible), you will be reimbursed so long as you are pre-approved by site principal and coordinator of athletics six weeks in advance and have been provided a valid PO number. Reimbursement will occur AFTER YOU HAVE ATTENDED THE CONFERENCE.

e. If registration process does not fall within the required window of time (six weeks), the athletic department will not reimburse until after you have attended the conference.

Please initial

5. Provide destination of city and state

6. List any meals provided by conference

a. Some conferences provide lunch and or dinner

7. Narrate the purpose of the conference

a. What is the objective of the conference?

b. Why is this conference important to you and how will it improve your coaching?

c. What will you do with this information to improve your athletic program?

d. How will you share this information with your lower level coaches?

8. Identify name of hotel

a. Per Board Policy, the hotel must be the conference "host hotel" or another hotel that is less expensive than the "host hotel"

b. The school will not reserve your room(s). You are responsible for the reservation. You will have to hold the reservation under your personal credit card until district is able to pre-pay the hotel.

c. It is imperative that you have the reservation number, name of the guests in the rooms, and taxes and parking fees. If this information is missing, the school will not be able to complete your travel request and, thus, the District will not be able to pay for hotel costs.

d. If additional costs are added to your hotel bill, the hotel will charge your credit card. The school is only responsible for the cost of your room.

Please initial

9. For use of a district provided vehicle, the following must take place: *This is true even if driving a personal vehicle.*

a. All drivers must have a district Vehicle Use Form on file with the Central Unified business office.

Please electronically sign that you have read and agree to the above procedures.
