

SECTION 2 – NYSPHSAA

GUIDELINES FOR EXPENDITURES FOR SECTION 2 TEAMS GOING TO POST-SECTIONAL COMPETITION (REGIONALS & STATES)

Section 2 teams will be afforded every reasonable amenity as they advance in Regional and State Competition. **However, current fiscal conditions mandate that guidelines are established specifying allowable expenditures for transportation, and lodging (when applicable) and the maximum number of athletes, coaches and support personnel permitted to travel.**

The Section 2 Executive Committee will be the final authority in determining what expenditures will be allowed for post-season competition.

In general, the Section has arranged with an independent travel agency to provide transportation, and lodging necessary for all post-sectional competition. Schools, which wish to make their own arrangements, may do so in compliance with guidelines approved by the Section.

In order that all concerned parties are aware of final arrangements, a post-sectional form is included in this information packet. This form must be completed for each post-sectional event by the **Sports Coordinator and Athletic Director of the participating school.**

The form may be completed by telephone or at a Sectional Game Site if all parties are present. **A copy of this form must be forwarded to the Section 2 Internal Control Officer.**

For individual sports going to State competition as a Section 2 team (such as wrestling or track), the Sports Coordinator will complete this form with the Internal Control Officer.

A. TRANSPORTATION

1. Departure time from home school will be the time of day necessary to allow a team to arrive **two (2) hours** prior to the contest.
2. Transportation will be provided for participants and related school personnel only. **Spectators, parents, and others not directly involved with the team will not be permitted to ride on Section 2 transportation.** A manifest of all persons, including name and function, traveling on the Section 2 vehicle will be made available by an Administrator, Athletic Director or Coach at the time of departure.
3. If a school district elects to provide its own transportation to post-sectional competition (not within Section 2), the district will be reimbursed if requested at the NYSPHSAA rate of \$1.60 per mile for bus transportation according to transportation chart.

B. LODGING

1. Hotel/Motel accommodations will be arranged by the travel agent (for regionals) or the site chairperson (for most state competition). Rates are based on **four athletes and two coaches per room.**
2. The time of the contest and the distance from home school will be considered when determining whether or not a team requires lodging.
3. **Every effort will be made to have teams** depart for home after a contest.
4. **Room service, telephone charges, and other non-authorized charges are not covered by Section 2.**

C. GENERAL

Any expense above the amount allowed by Section 2 must be incurred by the participating school district.

Any request for special arrangements, such as practice sessions or side trips, must be made **in advance** by the athletic director of the participating school and must be cleared by the Internal Control Officer/Executive Director. **(If these arrangements are not cleared by Section 2 prior to the trip, the Section will not make payment!)**

Arrangements with the designated travel agency must be made by the Sports Chairperson. The Athletic Director will call the agency to confirm and arrange final details. Ultimate authority rests with the Section 2 Internal Control Officer.

NO SPORTS CHAIRPERSON HAS AUTHORITY TO EXCEED THESE LIMITS OR REGULATIONS.

The participating school district is responsible for any and all damages or charges in excess of approved expenses.