

**PROCEDURES FOR STAFF ATTENDANCE  
AT STATE ATHLETIC TOURNAMENTS**

Faculty members that serve as coaches may attend state tournament events, as spectators, in their respective sport based on the following criteria:

1. A maximum of six substitute days shall be allowed in each sport.
2. A combination of days may be determined based on the number of coaches and the number of days of the tournament.
3. The District shall not cover any costs for travel or lodging.
4. The District will not purchase tickets for the coaches.
5. Coaches shall not be responsible for student supervision.
6. The first absence for the tournament will be considered a professional day. The coach will need to use a personal day for the second day absence.
7. The District has the right to deny the request based on substitute shortage, impact on the educational programming scheduled for the date of absence, or due to frequent absences by the requesting employee.

**APPROVED:**    December 9, 1980  
                     January 14, 1984  
                     May 14, 1985  
                     October 17, 2011  
                     September 21, 2015  
                     **MARCH 21, 2022**