



Proposal for OVERNIGHT or EXTENDED Student Trips

Group Varsity Cross Country Team
 Proposer Position Coaches - Head Destination ^{Springfield Oaks} County Park City Davidsburg State MI
 Proposed Departure Date 9/13/26 Return Date 9/19/26
 Date by which response is needed ASAP Proposal Date 8/1/26

A. Purpose of Trip

1. What is the major place to be visited or event to be attended? Holly Cross Country Invitational @
Springfield Oaks County Park
2. How is this trip related to the educational program of the District? Athletic trip for Varsity
runners - Top 7 ladies + Top 7 guys
3. In what ways will the students benefit? Runners will compete against teams they will
normally not see until the State Meet. We do well at this meet
and spread our reputation to the east side of the State.

B. Students and Staff

1. How many students will be going? 14
2. What staff member will be in charge? 3-4 Robin Blackburn + Brandon Ralerg
Ron Blackburn
3. What previous experience has the staff member had in conducting overnight/extended field trips? XC camp up at Glen Arbor, MI for numerous years
Holly XC Invite for numerous years
4. What other staff members will be going? Ron Blackburn
5. How many chaperones, in addition to staff members, will be going? One more parent yet to be determined.

6. Chaperone names and affiliations with the students? _____

Coach Rakigh, Coach Blackburn, Ron Blackburn plus one determined when Top 7 are determined.

7. How many school days will be missed? None

8. How will teachers be notified in advance that students will be out of school? _____

No school will be missed. We leave after school on Friday.

C. Itinerary

1. Where will the group be housed and fed? (list phone numbers for housing) See Attachment

2. What will be the mode of transportation? What liability insurance does the carrier have? _____

School van plus coach van - MEEMIC insurance.

3. What arrangements have been made for dealing with emergency situations? _____

Coaches are CPR certified, trainer at invite.

4. If tour guides are involved, what liability insurance do they carry? NA

D. Finances

1. What is the estimated total cost AND cost per student? \$40

2. What is the source of funds? From parents + XC fund/account

3. How will the funds be collected and safeguarded? Collected by coaches - cash / checks

4. How will any shortfall be made up or excess funds used? XC Fund/account

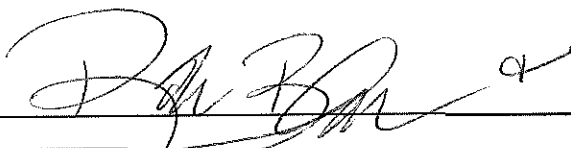
5. What provision has been made for students who are financially unable to pay any necessary costs?

Determined on a case by case basis.

E. Communications

1. How will you communicate to parents prior to, during and after the trip?

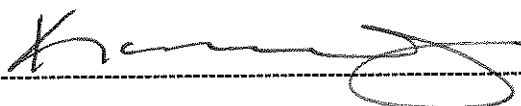
Emails plus parents will receive the same handout that we included.
Many parents come to this meet.



Signature of the Requestor

8/11/26

Date



8/11/26

☐ Trip approved ☐ Trip not approved



Principal

Date

Board of Education

Date

GULL LAKE HIGH SCHOOL CROSS COUNTRY TEAM HOLLY CROSS COUNTRY INVITATIONAL WEEKEND

Thursday Night, September 17

Pack for your Holly Trip.

Bring: uniform, spikes, training shoes, several pairs of clean and dry socks, water bottle, underwear, pajamas, some snacks for Saturday mid morning, a change of clothes for the trip home, swim suit, meal/spending money, any medicines you may need. Allergens are high at this course!!!

(If you haven't already; please bring \$40 or a check made out to Gull Lake Cross Country to help cover costs).

Drink plenty of water.

Get your homework done early.

Get plenty of sleep in case you find it hard to sleep Friday night.

Friday, September 18

Get to school on time.

Go to all of your classes.

Get to practice right after school(2:30)

Finish your workout and record the results.

Take a quick shower in the high school locker rooms.

3:30 Leave for Holly!!! Dinner at Panera in Battle Creek, Capital Ave. (Exit 97)

5:00 Back on the road. I-94 East to I-69 North to I-96 East (exit 133) to M-59 to Waterford

6:45-7:00 Arrive in Waterford, Holiday Inn Express, 4350 Pontiac Lake Rd., Waterford, MI 48328 (248) 674-3434

7:30 Team meeting in Coach Blackburn's room

10:00 Be in your own room

10:30 Lights out and quiet

Saturday, September 19

8:00 Wake up call

8:20 Breakfast is required!!!

9:20 Leave Hotel

9:50 Arrive at Springfield Oaks County Park 12450 Andersonville Rd. in Davisburg.

Haul stuff to our spot. **Girls MUST get on the course right away!!! Tour the whole course!!!**

The Guys will be in charge of most of the set up. Then the guys will tour the whole course.

If you want a shirt.....get it soon(\$20 cash only).

PARENTS: THERE IS A \$5/PERSON FEE TO ENTER THE PARK! NO DOGS ALLOWED!

12:05 Girls start the warm-up process with an 8-10 min run.

12:45 Girls to the starting line (Box ?)

1:00 Girls Race. Cool down (10 minutes)

1:40 Girls check results. Let coach know. Make sure you are at your Awards Ceremony(1:45pm)

4 Team trophies, 35 medals and Top Ten shirts

12:45 Guys start the warm-up process with an 8-10 min run.

1:25 Guys to the starting line (Box 18)

1:40 Guys Race. Cool down (10 minutes)

Make sure that you are at your Awards Ceremony 4 Team trophies, 35 medals and Top Ten shirts

2:05 Guys check results. Let coach know. Make sure you are at your Awards Ceremony(2:10pm)

2:30 Take care of equipment and pack vehicles.

3:00 Coaches will get results. We will head for home just as soon as all of this is done.

Be patient!!! We may need to get gas on the way home. You may get snacks.

If you want.....We will be happy to stop somewhere on the way home for lunch/dinner.

6:00-6:30 Arrive at GLHS!!!

This time schedule is a little tentative. Your schedule may be different if you ride home with your parents or someone else's parents. Questions, feel free to call Coach Blackburn (269) 568-8494 or Coach Raleigh (503) 754-7604

58th Holly / Duane Raffin

Festival of Races

Date: Saturday, September 19, 2026

Time:

7:20am Open Race	9:20am Division III Girls	11:40am J.V. Girls Div. II
7:40am MS Varsity Boys Race (top 7)	9:40am J.V. Boys Div. V, IV, III	12:00pm J.V. Boys Div. I
7:55am MS Varsity Girls Race (top 7)	10:00am J.V. Girls Div. V, IV, III	12:20pm J.V. Boys Div. II
8:10am MS JV Boys (unlimited)	10:20am Division V Boys	12:40m Division I Girls
8:25am MS JV Girls (unlimited)	10:40am Division IV Boys	1:00pm Division II Girls
8:40am Division V Girls	11:00am Division III Boys	1:20pm Division I Boys
9:00am Division IV Girls	11:20am J.V. Girls Div. I	1:40pm Division II Boys

This is a very demanding time schedule. All races will start **EXACTLY** on time.

You may run as many runners in the J.V. Races & Middle School races as you like.

We allow you to run ALL your athletes at our meet, we do not limit your team size or races!

Place: Springfield Oaks County Park – 12450 Andersonville Rd. – Davisburg, Michigan 48350

Entry Fee:

- \$150.00 per team. This includes 7 varsity and all JV runners chipped.
- \$140.00 per middle school; this includes one girls and one boys team and all MS JV
- HS Varsity “B” teams can be added at an additional charge of \$100.00; in such case the coach will supply us, in an email, with the school name, names and grades of these additions on Tuesday, September 15th, 2026, but not before.
- “B” teams will be your 8th – 14th runners and will run in the same division as your “A” team.
- **If you want to move “UP” a division, please email me by-Sunday, September 13th**

Deadline (1): Please email, fax, or postmark a copy of the CONTRACT by **Monday, September 14, 2026**, if not before.

Deadline (3): Entry fees for the meet are **DUE** by Saturday, Sept. 19th; *If you have not paid by check on 9/19, please bring a note from your Athletic Director that states the check will be mailed by ---- date.*

Roster Changes: No need to make roster changes just send your top 7 runners to the start line for the Varsity race you are assigned, all the rest will run in the JV race you are assigned.

Awards:

- The top 4 teams in Divisions I - V will earn trophies.
- Duane Raffin Star of Stars (Athlete of the Meet) will be given out to the fastest male and female out of Divisions V, IV, & III and again out of Divisions II & I for a total of 2 females and 2 males.
- Places 1-35th in each Division I - V will earn a custom medal
- The top 10 finishers in each division will earn a "Top Ten" shirt in all high school varsity races.
- Each coach of the 1st place team, in every division, will earn a winning **pen set**.
- The top 35 finishers in each J.V. race will earn a medal (at the finish line).
- The top 5 teams in each Middle School Varsity Race will earn a trophy.
- The top 50 finishers in each Middle School Varsity Race will earn a medal
- 1-35th in each Middle School JV Race will earn a medal (at the finish line).

Final Instructions: On the day of the meet, coaches are to report the Registration Building where you must get your Race bibs, a course map and final instructions. *All athletes wearing the correct race bib and chip on their shoe will be recorded in the race they run. All athletes will return the chips to their coaches who will return the "return chip envelope" to the registration building where you picked them up from!*

Park Entry Fee: Team buses, team vans and cars with runners in TEAM uniforms will be admitted free of charge; parent drivers of personal vehicles carrying team members will be charged, as they are spectators. Coaches driving personal vehicles, which have team members in them, will not be charged. Coaches please make sure you have team gear on and or some sort of identification that proves you are indeed the coach. Everyone else will be charged \$5.00 per person.

Tee-shirts: Souvenir, "dry-fit" type tee-shirts will again be available in youth large, youth extra large, small, medium, large, and extra-large sizes. They will have a different design than last year and will sell for \$20.00. Cash only sales!

Concessions: The Oakland County 4-H will have a full service concession stand with reasonable prices.

Results: Results will be available for each and every varsity race about 30 minutes, after the finish of the particular division race, that you were assigned. They will also be uploaded to www.Athletic.net. In addition, results will be posted on: www.runmichigan.com

Again THIS YEAR, we will provide all Mile and 2 Mile Splits for Coaches in the Official Results.

Dogs/BIKES: We absolutely, positively **cannot have dogs** at our meet this fall. It is nothing personal, but due to liability issues, we cannot have dogs at the course. Everyone always has a nice dog that does not bite, until someone gets bit. You cannot 100% guarantee the behavior of your dog, at all times. In addition, it is inappropriate to ride your **BIKE** along the course when races are going on. Please leave your bike at home. Coaches please inform your parents of these rules

Awards Presentation Schedule:

****If you have athletes that win a medal in a varsity race please have them show up to the awards area/goat barn 15 minutes before the awards are to be handed out! We will need to line them up in the correct order before calling them on to the stage! The star of stars award will be awarded at the end of the Div. V, IV, III boys awards presentation. The star of stars award for Div. I, and II will be handed out at the end of Div. I and II boys presentations.

9:30 AM MIDDLE SCHOOL

11:00 AM Division V, IV, III GIRLS

11:30 AM Division V, IV, III BOYS

1:45 PM Division I, II GIRLS

2:10 PM Division I, II BOYS



Guidelines for OVERNIGHT or EXTENDED Student Trip

General Guidelines

1. Purpose

- Overnight camps should support the development of student-athletes through skill instruction, team building, leadership development, and positive relationship building.
- Coaches/advisors are expected to maintain an environment that reflects the values and expectations of Gull Lake Community Schools

2. Supervision

- Students must be under the supervision of approved school personnel or chaperones at all times.
- There must be at least an 8 to 1 student to coach/chaperone supervision ratio
- Coaches and chaperones must all have appropriate background checks per district policy.
- Coaches should know the whereabouts of all athletes throughout the trip.
- Athletes should never be left unsupervised.
- For best practice (and larger numbers), assign specific students to each coach/chaperone for supervision.

3. Transportation

- Transportation should follow district policy.
- Students that drive themselves should not drive other athletes
- Coaches should provide families with an itinerary, departure and return times, lodging information and emergency contact numbers.
- Any transportation changes should be communicated to parents and administration.
- For best practice, students should ride to and from camp with an approved coach/chaperone.

4. Lodging

- Male and female athletes must have separate sleeping accommodations.
- Coaches should never share a hotel room or sleeping space with a student unless required by an emergency and approved by administration.
- Coaches should have rooms near student rooms when possible
- Room checks should be conducted each evening.
- For best practice, keep rooms to four students or less.

5. Curfew

- Establish and communicate clear curfew times.
- Athletes should remain in their assigned rooms after curfew unless there is an emergency.
- Coaches should verify attendance at curfew.
- For best practice (and larger groups), assign specific staff/chaperones to specific rooms for curfew check.

6. Athlete Expectations

Athletes are expected to:

- Represent the school with integrity
- Follow team and school rules
- Respect hotel, camp and facility property
- Be punctual for all scheduled activities
- Follow directions from coaches and camp staff

7. Behavior Standards

The following are prohibited:

- Alcohol, tobacco, nicotine products, vaping, illegal drugs or controlled substances.
- Possession of weapons
- Hazing or bullying
- Leaving the hotel or camp area without coach permission

8. Electronic Devices

- Coaches should establish expectations regarding phone use
- Devices should never interfere with rest, team activities or camp participation
- Appropriate digital citizenship is expected at all times

9. Medical Information

- Coaches/advisors should have emergency contact information and medical forms for all participants
- Medications should be administered per district policy
- Injuries or illnesses should be communicated to parents as soon as practical.

10. Emergencies

- Coaches/advisors should know emergency procedures for the camp site or lodging.
- Notify parents and administration promptly in the event of a significant injury, illness, accident or disciplinary issue.
- Complete any required incident reports upon returning.

11. Financial Expectations

- Clearly communicate camp costs, payment deadlines and refund policies
- Coaches/advisors should account for team funds according to district procedures

12. Communication with Parents

Before departure, parents should receive:

- Camp itinerary
- Lodging address and phone numbers
- Coach contact information
- Emergency procedures
- Packing list
- Expected return time
- For best practice, conduct a pre-trip parent meeting to review all items.

13. Adult Conduct

- Coaches are expected to model professionalism at all times.
- Maintain appropriate professional boundaries with student-athletes
- Follow all district policies regarding interaction with students
- Any concerns involving student safety should be addressed immediately and reported according to district policy.

I acknowledge that I have received, read, and understand the guidelines, expectations, and responsibilities outlined in this document. I understand that it is my responsibility to comply with these guidelines and to seek clarification if I have any questions regarding their content.

By signing below, I confirm that I understand the expectations described in this document and agree to abide by them. I understand that failure to follow these guidelines may result in appropriate action as determined by the district.

Coach/Advisor Name: _____

Signature: _____

Robin Blackburn

Brandon Kalergh

Date: _____

8/11/26

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Coach/Advisor Name: Brandon Raleigh

Signature: *Brandon Raleigh*

Date: 8/11/2026