

Overnight Travel Request Form

School Name:

Prescott High School

Coach/Sponsor Name:

Travis Stedman

Team/Sport/Program:

Boys Basketball

Contact Email:

travis.stedman@gmail.com

Contact Phone Number:

928-925-5889

Trip Details

- **Purpose of Trip:**

Basketball Tournament

- **Event/Tournament Name:**

Section 7

- **Dates of Travel:**

From: 6-17-2025

To: 6-19-2025

- **Location (City & Venue):**

Mesa, AZ

Financial Information

- ☐ **Estimated Cost per Student:**

\$325

- ☐ **Total Estimated Cost for Team:**

\$3500

☐ **Funding Source:**

- ☐ School Budget
☐ Fundraising
☒ Booster Club

☐ Other:

Travel & Lodging

☒ **Transportation Method:**

- ☒ School Bus (AB Bus)
☐ Rental Vehicles
☐ Private Vehicles
☐ Charter Bus

☐ Other:

Hotel/LodgingName:

Hampton Inn Queen Creek

Address of Lodging:

20768 E Maya Rd, Queen Creek, AZ 85142

Number of Rooms Needed:

5

Chaperones/Coach Lodging Arrangements:

Same Hotel

Supervision & Safety

• **Names of Supervising Staff/Chaperones:**

1. Travis Stedman
2. Robert Swan
- 3.

• **Emergency Contact Information for the Trip:**

Safety Protocols/Action Plan in Place *(please type in box):*

GENERAL SAFETY PROTOCOLS

- **Supervision & Accountability**
 - Curfew set nightly.
 - Mandatory daily team check-ins (morning, post-game, and evening).
- **Room Assignments & Conduct**
 - Players assigned to rooms with teammates by coaching staff.
 - No unauthorized visitors in hotel rooms.
 - Zero tolerance for possession/use of drugs, alcohol, vapes, or weapons.
- **Communication Protocol**
 - Group chat (sportsYou) established for coaches, players, and optionally parents.
- **Medical & Emergency**
 - First aid kit and basic over-the-counter meds on hand.
 - Designated coach in charge of medication (if needed).
 - Nearest urgent care and ER noted and mapped.

HOTEL PLAN

- **Hotel Check-In/Out:** Staff completes group check-in.
- **Room Checks:** Coaches conduct room checks each night.
- **Behavior Expectations:** Quiet hours respected; no loitering in public areas. Remember who you are representing.

MEALS & DIETARY NEEDS

- All meals are pre-planned or team-approved restaurants are chosen.
- Players with dietary restrictions must notify staff prior to trip.
- Water/hydration is encouraged and will be provided.

GAME & EVENT SCHEDULE

- Players must stay with team at all times unless excused by coach via parent/guardian.
- Warm-ups, games, and film sessions are considered mandatory.
- Dress code enforced: team gear during travel and at games.

EMERGENCY ACTION PLAN

- **Lost Player:** Immediate search by coaches; alert hotel/event staff; contact parents if unresolved within 15 minutes.
 - **Medical Emergency:** Contact 911 if needed; notify head coach and parent immediately.
 - **Disciplinary Issue:** Player removed from activity and supervised; parents contacted for next steps; possible trip removal depending on severity.
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Administrative Approval

(For School Board/Administration Use Only)

- Approved: ☐ Yes ☐ No
- Comments/Conditions: _____
- Signature of Administrator: _____
- Date of Approval: _____