

SCOTCH PLAINS-FANWOOD HIGH SCHOOL RAIDERS WINTER TRACK & FIELD

Dear Parent/Guardian:

The purpose of this letter is to inform you of the school policy regarding the transportation of team members to and from away meets.

- All team members must ride on the school bus to and from the away meet venue.
- Team members possessing their own car and driver's license are not permitted to drive themselves to or from the away meet venue.
- Team members are expected to stay for the duration of the meet to support their teammates.

We realize that on occasion, a situation may arise in which, with valid reason, a team member needs to come late to a meet or needs to leave early. In such situations, the following guidelines apply:

- Anyone needing to come late to or leave early from a meet must submit a hand-written note to Mr. Miller, the SPFH Athletic Director, at least one day before the meet. The note must be hand-written and must contain the following information:
 1. The name of the team member.
 2. Whether the team member will be arriving late and/or leaving early.
 3. Who will be transporting the team member. This must be that team member's parent or legal guardian- no one else.
 4. The reason the student needs to come late and/or leave early.
 5. The signature of the parent or legal guardian writing the note.
 6. Phone number(s) where the author of the note can be reached.
- Bring the note to the athletics office. This office is directly across from the auditorium in the front of the building. If the request is approved, Mr. Miller will sign the note and make a photocopy. He will keep the original note and give the team member the copy to give to Mr. Koegel. If he is not in his office, you can leave the note with his secretary, Mrs. Chandler.
- If you need to email Mr. Miller, he can be reached at rmiller@spfk12.org. Please copy Mr. Koegel (jkoegel@spfk12.org) with any relevant correspondence.
- We can only release a team member to the custody of a parent or legal guardian. We cannot release a team member to a boyfriend/girlfriend, an older sibling, a neighbor, etc.
- If a parent or legal guardian is picking the team member up from the meet, that person must enter the meet venue to pick the team member up or otherwise have a coach witness that the team member was actually picked up by a parent or legal guardian.
- We cannot release a team member if a note has not been approved by Mr. Miller.
- The school bus cannot drop athletes at their houses after the meet. Transportation will be provided back to the high school.

The primary motivation for the existence of this process is for insurance and liability purposes. Please be advised that if you are transporting a team member to or from an away meet venue, you are releasing the coaching staff, the athletic department, the high school administration, and the board of education from any and all liability.

We thank you in advance and appreciate your understanding and cooperation in this matter.

The Scotch Plains-Fanwood Raiders Winter Track & Field Coaching Staff

Head Coaches: *Mr. Koegel and Coach McGriff*