

Athletic Team Trip Request

This form is to be used for all traveling athletic teams and applies to all regular and postseason events as approved by KHSAA.

Request Date: 8/13/26

School: All High Schools Team : All Athletics Teams

Requesting Coach: Kim Best on behalf of Principals and Athletic Directors

Coach Contact Information: _____

Athletic Director: _____

** For teams with approved KHSAA schedules attach a copy of the schedule and enter " see attached" on the " Destination Venue line.

Destination Venue, Location and State Charters for all athletic teams that require a charter to attend events post season - playoff, regional and state events.

☐ I have evaluated the trip site(s) for potential hazards/ special requirements.

☐ I have attached the team schedule to this request.

☐ If any of the events listed on the attached schedule **will not be held at a middle or high school location**, you must complete the Event Specific Emergency Action Plan (EAP) for each event location. This form is page 2 of the field trip planning packet. <https://drive.google.com/file/d/1s5w5WRKhojtPQgthAPV76FCIwAiVOIB5/view?usp=sharing>

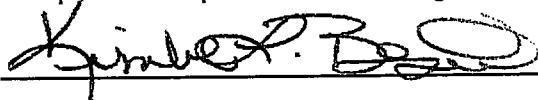
☐ Attach all completed copies to this request.

Note: Many venues already have emergency plans in place which can be accessed electronically and provide clear instructions on what to do in an event. Some will include site maps or listed locations for AEDs. NKU is a great example of this.

<https://inside.nku.edu/safety/emergencymanagement/guide/medical.html>

If you have access to documents such as these you can list " see attached" in lieu of the majority of the required information requested on the AED page. You would also want to ensure that this information is shared with all coaching staff.

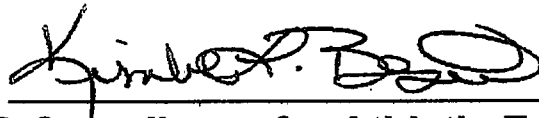
☐ I will distribute the action plans to all personnel attending the event in an official capacity.

Athletic Director Signature : 

Principal Signature: Kim Best on behalf of all high schools

Operations KB 7/2025

Assistant Superintendent Signature: _____



Guidance for AED Compliance for Athletic Events

For athletic events which will be hosted at a middle or high school.

- ☐ When you arrive at the venue, ask who will be in charge of the event and introduce yourself.
- ☐ Ask the individual in charge where the closest AED is located and if you will have access to the AED.
 - ☐ If you will not have access, find out who the contact person is to gain access and how you are to communicate with them should you need the AED.
- ☐ Find the athletic trainer if there is one present and introduce yourself.
 - ☐ Will they be present at the event the entire time or moving around to other events on the campus?
 - ☐ Will they be carrying an AED with them or is it stationary?
- ☐ Communicate all information obtained from the person in charge of the event and the athletic trainer to your coaches.

For athletic events held at other venues (public sports complexes, arenas, stadiums etc.)