

COMPETITION INCLEMENT WEATHER POLICY & PROCEDURE

Purpose: Implement a policy to inform and update any/all groups involved attending a competition of the status and decision on travel.

Since safe travel is a high priority of ETC, the following procedure will be followed to determine and communicate the status of competition attendance:

- 1) When weather creates concern regarding an upcoming, out of town competition, the General Manager will take these steps to determine the viability of competition attendance:
 - Call the hosting competition to verify the event has not been cancelled or postponed
 - If the competition is not cancelled, call the bus line, Lakefront Lines, for information on cancellations of service or road closures/issues on the proposed route to the competition location
 - Should the bus line confirm continued operations, the General Manager will consult with the Executive Director to decide if any or all groups will travel
 - Should the decision be made to cancel travel, some to all of the cost for booking may be charged
- 2) If it is determined that travel will be cancelled, the General Manager will communicate this decision via TeamApp
- 3) With this information, the Travel Coordinator will be responsible to notify the hotel (if an overnight trip) of the cancellation and attempt to recover deposits.
- 4) As with any situation, if parents determine travel conditions are too difficult for students to attend, please notify the appropriate Director of the student's absence via TeamApp private messaging. This circumstance will NOT result in an unexcused absence.