

TRAVEL POLICIES FOR SPORT CLUBS

PLANNING TRAVEL

1. Clubs must use University vehicles (buses, vans or rental cars). Use of these vehicles is restricted to off-campus competition, practice sessions, club association meetings, group fundraising activities, and equipment relocation. All student drivers must have completed the University Defensive Driving Course, which consists of an online training course and a driving practical with a Sport Club Supervisor. Contact the clubs Spot Club Professional staff member to sign up.
2. Exception may be made to using University vehicles for clubs that travel within a 45-mile radius. A copy of the driver's license and insurance for the individual driving must be on file with Campus Rec and the individual must have completed the defensive driving course.
3. In the case of an overnight trip, a Pre-Travel Form must be completed on the Campus Rec website at least 3 days prior to travel.
4. Clubs must pick up their travel binder from their mailboxes before they travel. Teams should fill out their roster prior to traveling and email a copy to their point of contact before leaving campus.
5. Request for UNH transportation should be submitted as far ahead as possible to the clubs Sport Club Professional. In case of a trip cancellation for which a University vehicle or rental vehicle has been arranged, *prompt* notification of such cancellation should be given to clubs Point of Contact. Failure to give the rental company a 24-hour notice will result in full payment of rental agreement.
6. Campus Recreation provides vans and mini-vans for Sport Club usage. No more than 10 individuals can travel in the vans and no more than 7 individuals in a mini-van.
7. Due to the limited number of vehicles in the Campus Recreation vehicle fleet and the demand for these vehicles, it is strongly recommended that teams traveling with over 25 individuals (including coaches) use charter transportation for these trips. 25 individuals equals the use of two 10-passenger vans and a mini-van. Special requests will be reviewed on a case-by-case basis.
8. All team members must travel to and from all away contests as a group in University vehicles. **An exception will be granted if the member completes the Sport Club Travel Release Form.** This must be completed and signed by the clubs Point of Contact no later than the Thursday previous to the travel (in the case of weekend travel).
9. The use of University vehicles is granted solely to carry on University business. Under

no circumstances may a vehicle be used for personal or family business or for personal gain. And no one other than official UNH club representatives may travel in University vehicles.

DURING TRAVEL

1. The club or team is expected to uphold the image of the University and to act in a positive sporting like manner when visiting other colleges/universities.
2. The coach or representative approved by the Assistant Director **must** travel with any club.
3. At least one Risk Manager must travel with the club.
4. Clubs will be limited to a 12-hour driving period per day with no driving to occur beyond 12:00am (midnight). Individual drivers will be limited to a maximum 4-hour driving shift. Exceptions will be made for clubs traveling via bus with a professional driver.
5. All violations received will be the responsibility of the driver to whom the vehicle has been assigned (including parking tickets on UNH Campus and E-Z Pass Charges).
6. The following driver and passenger guidelines must be followed:
 - a. Use of seat belts for all passengers is required
 - b. Use of cell phones is prohibited while driving
 - c. Do not speed—drive conservatively
 - d. Fill front seats first
 - e. Nothing should ever be loaded on the roof with the exception of approved bikes racks/bicycles

AFTER TRAVEL

1. Clubs will be responsible to remove trash and/or belongings before returning the vehicle. Please make certain that all doors are locked, lights are turned off, and vans are backed into parking spaces when you return the vehicles.
2. A Follow-up Post-Travel must be completed within 48 hours of returning from the trip. Both of these forms can be found under the Travel section of our website.
3. Travel binders must be returned on Monday OR the next day depending on when the club gets back from traveling. The returned travel binder must have the P Card, ALL receipts, etc.

**** Overnight travel requires additional considerations. These policies must be adhered to when a club travels overnight:**

1. Lodging arrangements will be made in advance with the clubs Professional Staff Contact.
2. If the club members agree (via an official vote with majority approval), money from the

Q Account can be used to cover such expenses as vehicle rental/gas, lodging, and entry fees.

3. Q account (fundraised \$) can be used to purchase food / team meals. These can only be done if funds were raised specifically for this purpose.
4. Contact your Professional Staff Point of Contact regarding requests for checks. Check requests must be submitted at least two weeks in advance.

SPORT CLUB TRAVEL LIABILITY

1. The University carries an Automobile Liability policy. All University vehicles are covered by this policy. Drivers of Non-University owned or rented vehicles on University business are not protected under this policy, but would have to look for protection under their own personal automobile liability insurance policy.
2. Personal cars may only be used on an emergency basis with approval of the UNH Sport Club Staff.
3. Only registered Sport Club members and coaches/ instructors may travel in University vehicles.

RISK MANAGEMENT

Risk Manager: The Risk Manager provides a safe, positive recreational experience for all participants during home and away events. **Each club is required to have at least one Risk Manager and highly encouraged to have several Risk Managers.** The Risk Managers must be CPR/ First Aid certified and take the lead on the following duties:

1. Ensure the club submits an Emergency Action Plan. The Risk Manager should be very familiar with UNH Emergency Procedures as well as learn the procedures at visiting institutions. The Emergency Action Plan template can be found on the Campus Rec website.
2. The Risk Manger must be trained in CPR/First Aid and be present at all club practices, travels, and competitions. Copies of the current certifications for each club should be turned into the Sport Club Office. Campus Recreation offers free classes for coaches and risk managers. A list of certification classes can be found on the UNH Campus Recreation website under Instructional Programs.
3. The Risk Manager must have a First Aid Kit present at all club events and travels. The First Aid Kit can be restocked in the Risk Management office.
4. In the event that there is an injury or incident, the Risk Manager must document the occurrence by completing an Accident/ Incident Report. The Accident/ Incident report

must be turned into their point of contact immediately. If the injury/incident requires EMS to be called, call your point of contact to update them on the situation.

5. The Risk Manager is expected to inspect fields and/or facilities prior to every practice, game or special event. Unsafe conditions must be reported to the Sport Club Office.

AED:

Each club should note in their Emergency Action Plan, where the nearest AED location can be found. Below are the nearest AED's for on-campus sport club practices.

Hamel Recreation Center: New Expansion Side:

1. Main Floor, behind welcome center entrance
2. Main Floor, back left corner of Main Fitness Room
3. Main Floor, back left corner near student zone
4. Second Floor, near fireplace and game area
5. Second Floor, near cardio balcony and stairwell near the track

Hamel Rec Center: Current Facility:

1. Main floor, across from entrance desk and above water fountain
2. Downstairs floor, between equipment room and water fountain

Whittemore Center:

1. Zamboni/ Loading dock area, outside of the Ops. Office
2. Main lobby entrance, on the wall next to concessions
3. Back wall right corner, above the Zamboni/Loading dock area

Outside Fields:

Check with Sport Club Supervisor or Athletic Trainer

Accidents & Injuries:

In the event there is an injury or incident, it must be documented for the club, the participant, and the University's protection by completing an Accident Report.

1. *Accident Reports* must be filed for all accidents requiring medical attention
2. Keep in mind that the incident/injury report is an official document. Stick to the facts of the situation and avoid accusations.
3. Try to accurately determine the time, date, and location where the incident/injury occurred.
4. Fill out the entire report and be sure to include the phone numbers of all the parties involved and/or any witnesses to the incident/injury. Use an additional page if necessary.
5. At the bottom of the injury report, print, sign, and date the report as the sport club officer/witness and document your title in the place of "employee". – Witness?
6. Place Accident Report in the clubs Professional Sport Club contact's mailbox. If EMS was called, call your contact to update them on the situation.

Athletic Trainers or EMTs will provide home event coverage for all sport clubs deemed high risk (Rugby, Lacrosse, Ice Hockey, Wrestling). Moderate and low risk sport clubs have the ability to request ATs for large tournaments or events. Club presidents can do this by contacting their point

of contact. Based upon the events scheduled for the date of the event, the athletic training staff will decide if the availability allows for coverage to be provided.