

# **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 Sport 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. Clubs must pick up travel binder from mailboxes before they travel. Teams should fill out roster prior to traveling and email a copy to Campus Recreation Professional Staff point of contact before leaving campus.
4. Request for UNH transportation should be submitted as far ahead as possible to the clubs' Sport Club Professional Staff. 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 Campus Recreation Professional Staff. Failure to give the rental company a 24-hour notice will result in full payment of rental agreement.
5. Campus Recreation provides vans and mini-vans for Sport Club usage. No more than 11 individuals can travel in the vans and no more than 7 individuals in a mini-van.
6. 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 27 individuals (including coaches) use charter transportation for these trips. 27 individuals equals the use of two 11-passenger vans and a mini-van. Special requests will be reviewed on a case-by-case basis.
7. 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 Campus Recreation Professional Staff no later than the Thursday previous to the travel (in the case of weekend travel).
8. *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 the 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 the club returns 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 Campus Recreation 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 Sport Club Professional Staff 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.