

SPORT CLUB TRAVEL REGULATIONS

Sport Club travel regulations are designed to insure the safety of all club members while traveling to and from sport club events and tournaments.

Travel is limited to Delaware, Maryland, New Jersey, New York, North Carolina, Pennsylvania, Virginia, West Virginia, and the District of Columbia. Exceptions to this policy may be made if clubs qualify for a regional or national competition being held outside the Mid-Atlantic region. All out-of-region travel must be approved by the Director of Campus Recreation **before** any commitments or travel arrangements can be made by the club.

All Sport Club **travel must be approved in advance** by the Assistant Director of Campus Recreation, whether or not the club intends to use Campus Recreation funds to travel. If the Assistant Director does not approve the travel, the **club may not travel**. The event/tournament host will be notified that Salisbury University club is not approved to participate.

Only those club members, coaches, and advisors who have current *Assumption of Risk and Waiver of Liability form* on file in the Sport Club office will be approved to travel. No guests, friends, family members or others will be allowed to travel with the club. All travelers must be listed on the *Travel Itinerary Form*.

Only approved faculty/staff advisors may drive state vehicles. Students are no longer permitted to drive state vehicles, **NO EXCEPTIONS!!!**

Before Traveling

A **Travel Itinerary Form** must be submitted to the Assistant Director of Campus Recreation at least 4 days prior to the date of departure, regardless of mode of transportation or source of funds. The following information is required on the **Travel Itinerary Form**:

- Purpose and destination of trip
- Name and phone number of contact at tournament/event site
- Hotel information (if needed)
- Names of club members traveling and an emergency contact name/phone # for each
- Faculty/Staff advisor must pick up and return vehicle to Motor pool.
- Name of each driver (at least 2 per vehicle)
- Passengers traveling in each vehicle
- Name of trip leader (person responsible for the trip) and a cell phone number
- Advisor traveling with the club
- Time of departure from Salisbury
- Estimated time of return to Salisbury
- Approximate mileage

Once approved, the Assistant Director of Campus Recreation may assist with arrangements for school vehicles and payment of tournament entry fees.

At least one club member must be designated as the **Trip Leader**-responsible for insuring that all sport club members are aware and abide by all travel safety regulations while on an approved sport club trip. The trip leader is responsible for notifying the Assistant Director of Campus Recreation immediately of any changes to the approved travel request (who is traveling, itinerary, or travel route) and any accidents or incidents while traveling or at the event, or hotel.

TRAVEL REGULATIONS

1. Only approved faculty/staff advisors may drive school vehicles.
2. All passengers must be authorized to participate in sport club activities (members, coaches, advisors) and listed on the approved *Travel Itinerary Form*. No guests, family members, friends, or others who are not authorized may travel in state vehicles.
3. There may be only as many passengers in the vehicle as there are passenger seat belts.
4. All travelers must wear seat belts.
5. Luggage must be packed so that the driver's view is not obstructed.
6. When using multiple vehicles, all vehicles must depart at the same time and travel together.
7. There must be a first aid kit in each vehicle.
8. The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed (e.g. to park in a difficult spot), controlling the passengers, and staying awake, so the driver can concentrate on driving.
9. All passengers must behave in a manner that does not distract the driver.
10. While driving, a rest stop of not less than 15 minutes must occur every 2.5 hours.
11. No single driver may drive for more than 4 hours. If the driver is tired, switch immediately.
12. No travel may occur between the hours of midnight and 6:00am.
13. On any sport club trip, club members and coaches shall not consume alcohol or use drugs.
14. If using more than one vehicle you **must** travel together in convoy.
15. All vehicles must leave to return to campus **no later than one hour** after conclusion of the contest.

DRIVERS

Drivers are responsible for the safety of all passengers and are expected to use extreme caution when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested/sober) and comfortable operating the type and size vehicle being used.

Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Insure that the vehicle is not driven if there is a mechanical problem.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume the responsibility for all traffic and parking tickets.
- Keep a safe following distance.
- Drive defensively-be prepared for the unexpected.
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow or ice. Change drivers often. Pull over if conditions are to hazardous for safe driving.

These travel regulations are designed to protect the safety of participants. On an approved sport club trip, all members must abide by them.

I _____ representing the _____ Club agree to follow all of the travel regulations. Failure to comply with these regulations may result in penalties to your club, including suspension of all club activities or expulsion of the club from the Sport Club program.

Signature

Date