TRAVEL: GENERAL REGULATIONS & TRAVEL REPORTS

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

Sport clubs may travel to participate in events and tournaments held in the mid-Atlantic region (a radius of 300 miles from the University of Maryland). Exceptions to this policy may be requested ONE time per academic year (in addition to regional or national competition being held outside the mid-Atlantic region). If that request is denied, travel will be limited to the mid-Atlantic region.

All sport club travel must be approved in advance by the Assistant Director-Sport Clubs, whether or not the club intends to use CRS funds to travel. If the Assistant Director-Sport Clubs does not approve the travel, the club may NOT travel on its own. The event/tournament host will be notified that the University of Maryland club is not approved to participate.

Only those club members, coaches, and advisors who have current Sport Club Release and Informed Consent Forms on file in the Campus Recreation Services 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 Request/Itinerary Form. In the event that a club is found to have traveled without CRS approval, or has taken a coach or club member not listed on the travel roster, the club may be suspended from the Sport Club Program and the club officers may be referred to the Office of Student Conduct.

All drivers must be approved to drive by the Assistant Director-Sport Clubs. Drivers must have a valid driver's license, less than 6 points on the driving record, be over 18 years of age, and submit a driving record Driving Record Self-Verification Form. Club members who are not approved to drive must travel as passengers on all sport club trips.

NOTE: Alcohol and/or illegal drug use is NOT permitted while participating in CRS sport club activities. Sport club activities include, but are not limited to, club practices, games, travel to and from games/practices, overnight stays during travel, and training sessions. Abuse of this policy will lead to disciplinary action up to and including suspension of the club and/or members, after appropriate due process by CRS and/or the University Of Maryland Office Of Student Conduct.

BEFORE TRAVELING TO ANY EVENT

A Travel Request/Itinerary Form must be submitted to the Assistant Director-Sport Clubs by midnight the Tuesday prior to the date of departure, regardless of the mode of transportation or source of funds. The following information is required on the Travel Request 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 emergency contact name/phone number for each
- Name of each driver (at least 2 per vehicle when traveling more than 4 hours)
- Passengers traveling in each vehicle
- Name of trip leader (person responsible for the trip) and a cell phone number
- Time of departure from College Park
- Estimated time of arrival at tournament/event site
- Time of departure from tournament/event site
- Estimated time of arrival in College Park
To complete a *Travel Request Form*, you must first log into the online system. Select your club by clicking on the name of your sport:

Next, click on Member Log-In:
Input your University username and password on the next screen. You will then see the following at the top of the page:

![UMD SPORT CLUB ONLINE MEMBER ROSTER](image)

**Ice Hockey, Women's**

- **Club Description**: Join this club and develop your skating and puck-handling skills in a fun, but competitive, atmosphere.
- **Club Contact**: Emily Summers
- **Phone**:
- **E-mail**: terpshockey@gmail.com
- **Website**: www.terpshockey.com

**Note**: You will NOT appear on this club’s roster until the Assistant Director Sport Clubs has verified the receipt of your Waiver/Informed Consent Form. If you have any questions please call 301.226.4484.

Select Travel Report and you will be taken directly to the *Travel Request Form*, an online form that needs to be completed in full before click the “Submit” button at the end.

Once approved, the Assistant Director-Sport Clubs will assist the club with arrangements for rental vehicles, lodging, and payment of tournament entry fees. Clubs are required to travel as a club. In the event that a member of the club is unable to travel with the club, the Assistant Director-Sport Clubs may authorize that member to use his/her personal vehicle.

To ensure that the member rosters are up to date prior to completing a *Travel Request Form*, Sport Clubs must turn in any new paperwork by 3pm on the Tuesday prior to travel so that Sport Club staff may update the online member rosters. *Travel Request Forms* are due to midnight on the Tuesday prior to travel. The notes section needs to be utilized to convey any additional information to the Sport Club staff that may not fit into the online form elsewhere.

At least one club member (student) must be designated as the Trip Leader. The Trip Leader is responsible for insuring that all sport club members are aware of and abide by important travel safety regulations while on an approved sport club trip. The trip leader is responsible for notifying the Assistant Director-Sport Clubs or Coordinator-Sport Clubs immediately of any changes to the approved travel request (who is traveling, itinerary, or travel route) and any accidents or incidents that occur while traveling, or at the event or the hotel. The Trip Leader must attend the Trip Leader Meeting to get all travel information (hotel, van rental, emergency procedures, etc.). The meeting will be held every Wednesday at 3:00pm and any club that intends to travel on any given weekend must send a representative to this meeting.
TRIP LEADER RESPONSIBILITIES
The Trip Leader can be any student member of the club, however he/she must commit to upholding the following responsibilities for each trip that they lead:

- Adhere to the trip itinerary submitted through the Travel Request Form, located online.
- Understand and agree to enforce CRS travel policies for the duration of this trip.
- Report any accidents, incidents, and/or violations of Sport Club policy.
- Return all trip materials to CRS no later than the close of business on the next business day following the club’s scheduled return including all hotel receipts. Failure to return receipts will result in a $50 administrative fee will be levied from club funds.

Failure to attend the Trip Leader Meeting and fulfill the responsibilities listed above will result in the following:

- First offense: The club will not receive funding for the next trip and may be placed on probation.
- Second offense: The club will be suspended from all travel including any regional or national tournament they may have qualified to attend. NOTE: The length of suspension will be determined by the Assistant Director-Sport Clubs.

All Trip Leader materials distributed during the Trip Leader Meeting must be returned by 5:00pm on the next business day after the club returns, or the club will be charged a $25.00/day administrative fee for every day the materials have not been returned.

TRAVEL REGULATIONS
1. Clubs must adhere to the travel itinerary submitted to, and approved by, the Assistant Director-Sport Clubs.
2. All passengers must be authorized to participate in sport club activities (members, coaches, advisors) and listed on the approved Travel Request/Itinerary Form. No guests, family members, friends, or others who are not authorized to participate/travel. This includes private vehicles.
3. Club members must travel in vehicles exactly as designated on Travel Request form.
4. There may be only as many passengers in the vehicle as there are passenger seat belts.
5. All travelers must wear seat belts.
6. CRS does not allow the club members to drive 12-passenger or 15-passenger vehicles.
7. Only approved and designated drivers may drive.
8. All vehicles must be used exclusively to travel to the event, lodging, meals, or to seek medical treatment for injuries. They may not be used for personal business or pleasure; clubs are NOT permitted to ‘detour and frolic’.
9. When using multiple vehicles, all vehicles must depart at the same time and travel together. All vehicles must follow the approved travel route and stop as scheduled.
10. When using multiple vehicles, all vehicles must either be state approved rental vehicles or all vehicles must be personal vehicles.
11. Luggage must be packed so that the driver's view is not obstructed.
12. 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.
13. All other passengers must behave in a manner that does not distract the driver.
14. While driving, a rest stop of not less than 15 minutes must occur every 2.5 hours.
15. No single driver may drive for more than 4 hours. If the driver is sleepy, switch immediately.
16. No travel may occur between the hours of midnight and 6:00am.
17. On an approved sport club trip, club members and coaches shall NOT consume alcohol or use drugs.

These travel regulations are designed to protect the safety of participants. On an approved sport club trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of all club activities or expulsion of the club from the Sport Club Program.

Please note that approved travel may be cancelled by the Assistant Director-Sport Clubs in the event of severe weather or unsafe driving conditions.