Travel Coordinator Guidebook
GOALS FOR THIS GUIDEBOOK

- Develop an essential resource guide for new and veteran officers.
- Simplify policies and procedures for clubs.
- Clearly define the Sport Clubs Program, University Recreation and Wellness, and University expectations.

SPORT CLUBS PROGRAM MISSION

Embodying the ideals of the University of Minnesota and University Recreation and Wellness, the mission of the Sport Clubs Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Sport Clubs Program is to create a safe and fun environment that encourages:

- Positive University of Minnesota experiences.
- Character development through athlete commitment and excellence.
- Physical, social, and leadership development.
- Cultivation of friendships.
- Recreational and competitive opportunities, regardless of skill level.
- Lifetime appreciation for sport and physical activity.
- Memories that last a lifetime.
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The Sport Clubs Program: Big Picture

Clubs organized through the Sport Clubs Program represent more than just their immediate group of members. As an official University of Minnesota organization, all actions taken by a Sport Club represent the Sport Clubs Program, the University Recreation and Wellness Center, the Student Unions and Activities Office, the University of Minnesota, and the sport’s national governing body. Affiliation to the Sport Clubs Program is a responsibility all club members, and especially club officers, must take seriously. Failure to properly represent these entities can result in the club or specific club members being suspended or removed from the program. Do not let it get to this point. Please see the Sport Clubs office staff if you have any concerns. They are there to help you avoid any problems and are more than willing to provide assistance.

The Sport Clubs Program

The Sport Clubs Program offers University of Minnesota students an athletic experience where their skills can be challenged, while fostering an environment conducive to growth, development, service, and leadership within the University community.

Students have an opportunity to participate in competitive and instructional sport clubs. Involvement in these clubs can enhance their collegiate experience that can contribute to a well-rounded education. The competitive aspect of sport clubs allows members to contend with other intercollegiate sport clubs, while the instructional aspect allows members to further develop their skills in a sport.

Individual sport clubs are managed and organized by its members and supervised by the Sport Clubs Program staff. It is the responsibility of the club to elect officers and to coordinate practices, competitions, transportation, publicity, and other club activities. It is through this coordination that our officers develop leadership, delegation and organizational skills. The Sport Clubs Program staff are club’s advisors and liaisons to the University Community.

Contact Information:
123 Harvard Street SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sportclb@umn.edu
recwell.umn.edu/programs/sport-clubs

The University Recreation and Wellness Center

The University Recreation and Wellness Center’ (URWC) mission is enriching the campus experience and encouraging healthy lifestyles. The URWC values are:

- Excellence: Exceeding expectations and standards
- Integrity: Leading with sound and responsible judgment
- Development: Fostering a culture of growth and improvement
- Collaboration: Working collaboratively to achieve common goals

Contact Information:
123 Harvard Street SE Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sportclb@umn.edu
recwell.umn.edu
The Student Unions and Activities Office

The Student Unions and Activities Office (SUA) has set basic guidelines and policies student groups must follow in order to exist on campus. Sport Clubs are considered to be a University Campus Life Student Program (UCLSP), which is an elevated status when compared to the majority of the clubs on campus. This means that Sport Clubs have access to additional opportunities, privileges, and resources which result in additional responsibilities to the University.

The SUA Advisors’ goal is to provide an opportunity for students to learn and develop life skills in a safe environment that compliments their academic experience and enriches campus life through their involvement in student groups. SUA’s ultimate goal is student group success. SUA defines success as an educational and impact filled experience for group members. SUA works with all student groups in planning, implementing, and evaluating events, fund-raisers or retreats. SUA advises groups on financial matters, tax questions, legal matters, and insurance questions.

Contact Information:
126 Coffman Memorial Union
Minneapolis, MN 55455

Telephone: 612-625-6017
Email: sao@umn.edu
www.sua.umn.edu

The University of Minnesota

University Campus Life Programs affiliated to the Sport Clubs Program officially represent the University of Minnesota in all of the groups’ endeavors. With this affiliation, University Campus Life Programs shall have an additional obligation to consider and act in accordance with best interest of the University in all aspects of operations and activities. The University Recreation and Wellness Center - Sport Clubs Program, through the designated staff or faculty advisor, shall assure compatibility between the group’s operations and actions and University interests. University Campus Life Programs also received tax-exempt status, which must be used in the most appropriate manner.

IMPORTANT: The Sport Clubs Program is the clubs’ connection to the University. Sport Clubs should direct all questions and comments relating to the University to the Sport Clubs Program staff.

National Governing Bodies

Each club should be members of their own national governing body. Many times, the national governing body will connect a club with other university and college groups who are actively pursuing similar goals, thus creating a network and support system for the club. Clubs are encouraged to become involved with their national governing bodies through membership, event participation, conference attendance, etc.

Contact Information:
Contact your governing body for more details.
Big Picture Hierarchy
Below is the hierarchy of entities that your club represents. It is important to understand that your individual Sport Club is part of a much bigger picture. The actions of your club reflect many entities and people.

Sport Clubs Hierarchy
Below is the hierarchy of sport clubs in flow chart format. This is a guide for officers to understand in regards to team decision making.
CONDUCT

Athletes, coaches, and instructors in the Sport Clubs Program are ambassadors of the University of Minnesota and the University Recreation and Wellness Center. All ambassadors are expected to behave with dignity, both on and off the field. They are expected to adhere to all policies and procedures and serve as role models to each other to the campus community while participating in events at other universities. They assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution. When members participate in an event or club activity, they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution or violate behavior of any sort which would reflect negatively on the image of the University of Minnesota, the University Recreation and Wellness Center, and/or the image of their specific sport will not be tolerated of Sport Clubs Program participants any University policies, recommendations, regulations, or procedures. All club officers are expected to meet all job expectations and duties defined on their job description outlined in their club operating guidelines. Any breach of this Code of Conduct will be forwarded to the program staff.

University of Minnesota Code of Conduct

It is the policy of the University of Minnesota (University) that certain minimum standards of conduct are necessary to safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission.

The University requires a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to a rational and orderly approach to the resolution of conflict.

Club officers and members are required to comply with the University’s Code of Conduct. As such, any non-compliance will result in removal from the Sport Clubs Program and automatically revoke the clubs student group status with the SUA as well.

It is the club officer’s responsibility to make sure that all club members are aware of their responsibility to comply.

The entire Code of Conduct can be viewed at the following website:
http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

Student Unions and Activities Office Policy

http://www.sua.umn.edu/groups/handbook/

Sport Clubs Program Code of Conduct

The Sport Clubs Program aims to provide recreational activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved.

Examples of Code of Conduct violations can include, but are not limited to, the following:

Behavior - Disregarding the Sport Clubs Program policies about drugs, alcohol, and behavior

- Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc)
- Strike, or attempt to strike, an opposing player beyond the realm of the sport
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior - verbal or physical
- Use obscene gestures, profanity, or disrespectful language
- Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, University Recreation and Wellness Center, Sport Clubs Program, or the individual club
**Staff & Participant Safety** - Jeopardizing the health and well-being of staff and other participants.
- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures
- Threats, intimidation, or verbal aggression
- Initiating acts of physical aggression
- Fighting (punches thrown)
- Failure to complete incident or accident report form
- Failure to comply with requests from Recreational Sports Staff
- Being under the influence of alcohol/illegal substances

**Facility Policies** - Intentionally disregarding existing facilities policies.
- Willful or repeated disregard for Facility Policies
- Failure to comply with requests from Recreational Sports Staff
- Being under the influence of alcohol/illegal substances
- Using facility space for club purposes when unauthorized or not scheduled

**Access infractions** - Engaging in unauthorized entry and exit from University Facilities.
- Allowing unauthorized users to enter the facility
- Entering the facility through any door other than the main entrance
- Entering the facility without the proper safety and or authorized personnel in attendance
- Unable to produce a valid picture ID when requested
- Exiting door marked as emergency exits only
- Using facilities as an affiliated member or coach during times and in spaces other than club practice times and space
- Unauthorized use of any facility on campus while serving as a representative

**Facility & Equipment Issues** - Disregarding equipment or facility polices.
- Failure to return checkout equipment or keys in prescribed time
- Destroying or defacing any property
- Failure to properly maintain any University equipment or field space
- Failure to cancel practice or competition due to ground saturation, weather conditions, or other field conditions

**Financial Infraction** - Inappropriately using or managing club money.
- Unauthorized expenditures
- Unauthorized accounts
- Negative account balances

**Travel** - Inappropriate behavior while on club/University business.
- Inappropriate use of rental vehicles
- Inappropriate use of hotel/motel rooms
- Inappropriate travel
- Consume or in possession of alcohol or illegal drugs while traveling for club/University business
Sanctions

Any of the following sanctions may occur as a result of participant or club misconduct:

- Suspension of Sport Clubs privileges for one day (or the remainder of the day), one semester, the academic year, or indefinitely.
- Suspension of specific University Recreation and Wellness Center program privileges for a period of time as outlined above, while retaining Recreation Center privileges.
- Responsible for paying for repair or replacement of lost or damaged equipment or property.
- Notification and referral of case to University Police, Campus Student Relations and Judicial Affairs, and the SAO.
- Hold on all financial accounts.
- Community service by individuals or the entire club.
- Suspension of all facilities and/or equipment.
- Removal from program.

Should any participant and/or club misconduct occur, these steps will be followed:

Conflict Resolution
The staff person or officer in charge of the area responds to the incident. The staff person reserves the right to ask participants and/or clubs to leave the facility or premises.

Report Filed
The responding staff person or officer submits a report of the incident to the Program staff. The Program staff evaluates the situation and meets with club members involved to discuss the incident. The Program staff makes a recommendation to the Program Manager regarding the appropriate sanction.

Program Director Decision
The Program Director makes a decision after discussing incident with University Recreation and Wellness Center Associate Director and/or the SCAC, and then informs the participant and or club of the decision.

Appeals Process
Appeals are made to the SCAC and/or the Associate Director for Programs. Appeals must be submitted in writing within seven days of the incident. The individual or club may meet with the SCAC or the Assistant Director for Programs after submitting the written appeal.

Final Decision
The SCAC and/or the Associate Director for Programs will make a final decision that may include reduced, modified, and in some cases, increased sanctions.
THE SPORT CLUBS PROGRAM

Benefits
The Sport Clubs Program staff can provide the following assistance and services to our Sport Clubs:

Leadership Opportunities
- Sport Clubs Advisory Council membership
- Officer responsibilities
- Permission to officially represent the University of Minnesota - Twin Cities during all club activities

Logistics Support
- Program advising and assistance
- Computer and printing access
- Access to legal council
- Campus Life Program status
- Access to the tax-exempt status of the University
- University’s general liability insurance coverage
- Free CPR and First Aid training
- Alumni Lists
- University and Program policy updates and notification
- First Aid kit and supplies
- Equipment usage & purchasing assistance
- AV equipment usage and access
- Phone access for club business (including long distance)
- Lap top rental for club business
- Powerade product for special event usage, when available

Promotions
- Free informational table reservations in University Recreation and Wellness Center
- Access to University word marks, logos, and colors
- Access to Club and University Recreation and Wellness websites

Finance
- Potential for annual allocation
- Free banking through University account
- Financial transactions and the development of fiscal management
- Budget preparation training
- Financial assistance through grants and allocation

Travel and Facilities
- Access to University and (University contract supported) outside rental vehicles
- Facility space access for practices and special events
- Field and room preparation for special events
- Classroom and meeting space
- On-campus event registration and planning tools
The Sport Clubs Program staff is dedicated to ensuring a positive experience for every member. They are available to answer questions, provide support, and coordinate logistics and facility concerns with the University. Please contact the Sport Clubs Program staff with any questions.

**Program Director**  
Jessica Novotny Couillard  
Email: jnc@umn.edu  
Phone: 612-625-2083

**Responsibilities:**  
- Facility space reservations  
- Special event requests  
- Sponsorship agreements  
- Contracts  
- Conflict management  

(authorized signer)

**Program Coordinator**  
Mikayla Miller  
Email: mill3998@umn.edu  
Phone: 612-626-8014

**Responsibilities:**  
- Club officer training  
- Club financial management  
- Travel planning  
- Logo/publication approval  
- Fundraising request approval

**Student Staff**  
Email: sportclb@umn.edu  
Phone: 612-625-6017

**Responsibilities:**  
All general program inquiries.
SPORT CLUBS ADVISORY COUNCIL

The Sport Clubs Advisory Council (SCAC) is the advising board for the Sport Clubs Program. The SCAC is a valuable entity to the Sport Clubs Program because it is comprised of representatives from Sport Clubs teams who contribute their perspectives, experiences, and advice to enrich Sport Clubs for everyone. The SCAC encourages members to experience a range of responsibilities and leadership challenges. The SCAC also serves as a lobbying group for the individual sport clubs. Members of the SCAC must work hard, as it takes dedication, involvement, and a considerable amount of time to successfully fulfill the duties of the SCAC.

Responsibilities

• Attend required meetings with Sport Clubs Program staff
• Provide feedback on new initiatives and ideas
• Understand Sport Clubs Program policies and guidelines
• Attend Budget Hearings after thoroughly reviewing club budgets
• Assist with developing new criteria for the allocation process.
• Review the allocation requests and make recommendations to the Program Director, prior to allocation distribution
• Make recommendations to the Sport Clubs Program on the admission, suspension, expulsion, and status of all new and current sport clubs

Membership Information

• SCAC membership should consist of at least six full time, degree seeking students, who:
  • Are current members of clubs who are in good standing with the Sport Clubs Program
  • Have been club officers for at least one full semester prior to serving as an officer
  • Can attend all scheduled monthly meetings. Failure to attend two meetings will terminate the individuals membership
  • Is willing to dedicate time and effort into the budget allocation process
  • Understands and upholds University policy and guidelines
  • Is in good standing with their club
  • Has been asked by the Sport Clubs Program staff to serve on the SCAC or nominated by another club official to serve
  • Is not in the same club as another SCAC representative
  • Has not served on the SCAC for two years previously

Budget Process

• SCAC members are actively involved in the club budget and allocation request process
• SCAC members are responsible for gathering all information relative to the clubs budgets and make an official allocation recommendation to the Sport Clubs Program staff for their consideration
• SCAC members are expected to commit additional time to this process, as club allocations rely highly on the SCAC’s recommendations.
• This entire process occurs during the spring semester.

Meetings

• SCAC meetings will be organized and headed by the Sport Clubs Program staff and last approximately one hour. Members are expected to attend all meetings.
• Special circumstances, such as budget reviews, hearings, and allocation recommendations may require additional meetings. A minimum of five days notice will be given to SCAC members.

Benefits of Being an SCAC Member

• Involvement and input can leave a “mark” on the program and benefit over 1,200 club participants
• Interaction with other Sport Clubs officers
• Develop a better understanding for the Sport Clubs Program and the University
• Be actively involved in allocation decision-making
• Direct input on policy decisions
• It looks great on a resume!
OFFICER RESPONSIBILITIES

As official representatives of the University of Minnesota, our collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should also be your goals. It is now your responsibility to make sure that your club abides by University policy and procedure. The Sport Clubs Program staff is here to help you through this process.

General Information

- Club officers must be full-time, degree seeking students, aggressively pursuing a degree.
- Clubs must elect a president, treasurer, travel coordinator and facility/safety coordinator. Other elected positions are acceptable with approval from the office.
- ALL club officers are responsible for understanding the code of conduct and for sharing this information with members of the club on a regular basis.
- Club officers are responsible to meet the expectations set by the University and to understand and adhere to due dates, procedures, and rules.
- Document club meetings.

President (Required)

- Preside over club meetings and conduct club business.
- Ensure that the club understands the Sport Clubs Program’s Code of Conduct.
- Maintain strong, positive relationships between club members and the Sport Clubs office.
- Uphold the club’s reputation with the University, University Recreation and Wellness Center, and Sport Clubs Program.
- Ensure that all assigned tasks and responsibilities are completed by club members and other officers.
- Approve club spending with the treasurer.
- Delegate responsibilities as necessary.
- Approve the club budget before submission to the Sport Clubs office.
- Develop and encourage new club leadership.
- Work with SCO staff to hire any coaches or instructors.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Vice President (Suggested)

- Assume the president’s responsibilities in his or her absence.
- Assist the president with the responsibilities listed above.
- Inform the Sport Clubs office of officer transitions.
- Oversee that all memos, emails, and phone calls are dealt with by all officers and club members when necessary.
- Ensure that all officers are fulfilling their responsibilities to the club and the Sport Clubs Program.
- Oversee the special event and practice facility request process.
- Assist the treasurer with budget preparations.
- Assist the travel coordinator with preparing travel paperwork and travel arrangements.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Treasurer (Required)

- Keep all account ledgers up to date.
- Meet with the Sport Club Coordinator once per month to discuss payment plans and team agendas for upcoming months.
- Oversee and pre-approve all club financial transactions.
- Ensure that club money is deposited immediately into one of the club’s accounts
- Reconcile club ledgers with the monthly account statements.
- Participate in the budget process.
- Understand current year’s planned budget.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.
Travel Coordinator (Required)

- Submit complete travel and roster request paperwork to the Sport Clubs Office by the given deadline any time club business travel is planned off-campus (on-campus travel does not require any travel paperwork to be submitted)
- Request and coordinate appropriate housing for all approved club business trips
- Request and coordinate appropriate transportation during approved club business trips
  - Coordinate vehicle pick-up and drop-off with Sport Clubs Travel Assistant (if necessary)
  - Ensure all rental vehicles are returned in proper order (clean, any and all damage noted properly, etc.) to the proper location
  - Report any rental vehicle damage in a timely manner to the Sport Clubs Travel Assistant
- Collect and submit Driver Record Check forms to the Sport Clubs Office for review and approval
- Regularly consult with club Treasurer regarding all travel plans and reservations to ensure club remains in good financial standing with the Sport Clubs Program
- Regularly consult with club Safety & Facilities officer regarding all travel plans and reservations to ensure all club members are aware of Sport Clubs Program emergency action plans and emergency contacts

Safety/Facility Coordinator (Required)

- Understand, distribute, collect, and deliver club participation waivers to the Sport Clubs office.
- Request special event, meeting, recruiting, and practice space.
- Manage the club first aid kit and club key list.
- Must be CPR and First Aid certified.
- Track CPR/First Aid certifications of club members and verify that at least two CPR/First Aid certified club members are present at each practice.
- Understand Emergency Action Plans for ALL facilities.
- Carry emergency contact list at all times.
- Carry, complete, and submit Injury, Incident and Accident and FLEET Accident Report forms to the Sport Clubs office when appropriate.
- Determine when the club should leave a facility/field based on weather, field conditions, and schedule conflicts.
- Understand and communicate the University of Minnesota Code of Conduct to all club members.

Additional Positions (Must be approved with SCO)

Other club officer positions can be decided by the club with SCO approval. Suggested additional officer positions include the following:

- Fundraising coordinator
- Secretary
- Communications/Marketing manager (ex. website, social media, publications, etc)
RE-REGISTRATION REQUIREMENTS

All Clubs are required to complete the Re-Registration process annually in order to be eligible to retain Sport Clubs Program membership benefits. Re-Registration details and deadlines are subject to change annually, and are detailed in the ‘Sport Clubs Re-Registration Packet.’ All parts of this process must be completed before a club is eligible to begin any club activities.

Failure to complete any these requirements by the given due dates may result in penalties at the discretion of the Sport Clubs Program Staff.

The annual Re-Registration requirements include four parts:

**Sport Clubs Activation**

Sport Clubs Program activation is free of charge, but requires that the club complete the following:

- Submit updated copy of Activation Form
- Submit updated and signed copy of Club constitution
- (Each required officer) Attend Officer Training Session
- (Each required officer) Pass Officer Test
- Submit updated copy of Fall Competition Schedule
- Complete SUA Re-Registration process (details below)

**SUA Registration**

All members of the Sport Clubs Program are considered Campus Life Program. Student groups that register with the SUA each year receive special benefits and privileges; this includes access to the Sport Clubs Program, in addition to:

- Free email address and web site hosting
- Assistance with grant programs on campus
- Access to SUA’s Advising Services
- Free or discounted room reservations in Coffman Memorial Union and St. Paul Student Center
- Listing on the student group page of the SUA Web site
- Access to University facilities, equipment, and services
- Eligible to participate in campus-wide programs and activities (e.g. Homecoming)

**Read the Re-Registration packet for more details on the SUA Re-Registration process.**

**Travel and Safety Requirements**

All items below must be completed before

- CPR and First Aid Certifications (3 of each) are on file in the Sport Clubs Office
- Club’s First Aid Kit is checked out of the Sport Clubs Office
- Required Participation Waiver Form is on file for each club member (including coaches and/or instructors; must be completed annually)
- (if applicable) Facility Keys are picked up

**Coach/Instructor Hiring Requirements**

All Coach/Instructor Hiring requirements must be completed before any coach and/or instructor can participate with the club in any capacity (i.e. tryouts, practice, competitions, etc.). All Coaches/Instructors must have this process completed before the club can begin any club activities.
GENERAL RULES, POLICIES, AND TERMS

The topics discussed in this section relate to the various responsibilities club officers, instructors, coaches and members may encounter in a variety of different settings and situations. It is in the club’s best interest to become familiar with this information before proceeding.

Alcohol and Drugs

• The use, possession, or transfer of any intoxicants, controlled substances, alcohol, or related paraphernalia, in any manner while participating in club activity or on University Recreation and Wellness Center’ property is strictly prohibited.
• Club activity can include, but is not limited to, meetings, practices, competitions, trips and/or any other activity that could be identified as club activity.

Authorized Signer and Contracts

• Club officers, coaches, and members are not authorized to sign any contracts on behalf of the club, the Sport Clubs Program or the University of Minnesota.
• All contracts must be reviewed and signed by the Sport Clubs Program staff. Contract review can take up to, or longer than, 2 weeks, depending on the content.

Appropriate Use

• Clubs are responsible for any damages that occur to any field or facility during their use for club practices, events or competitions.
• Clubs are required to abide by all University of Minnesota, University Recreation and Wellness Center, and Sport Club Program policies regarding facility use.

Class Absence Request

• This needs to be submitted to the Sport Clubs Office a minimum of 2 weeks prior to departure date. Late requests will not be accepted.
• These forms are not “approval” to miss class, they are simply requests submitted to professors stating that you will be gone and why. It is at the professor’s discretion whether to excuse your absence or not. Consult with professors prior to requesting a class absence form, as some will not need formal requests.
• Class absences cannot be requested for study days and finals week.

Dissolution

• Upon dissolution of a sport club and after all debt is paid, any remaining funds shall be deposited into the Sport Clubs Advisory Council’s account for future distribution.

Food

• Clubs must obtain an approved Food Permit in order to serve food at any club function or event.
• Clubs can pick up and turn in a food permit request in the Sport Clubs Office.
• Food permit approval can take up to one month, so plan in advance.
• Additional arrangements must be made for garbage disposal.
• All food must be prepackaged in individual servings or come from a reputable catering service.
Hazing

- A Sport Club or its members should not conspire to engage in hazing or commit any act that injures degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student and/or person attending the University.
- The act of hazing will not be tolerated and should be reported to the appropriate University officials.

The Log Board

- The Log Board was developed to help club members and officers track their completed and pending Sport Clubs Program responsibilities. The master Log is displayed in the Sport Clubs Office.
- If at any time there is a mistake on the Log, contact the office and provide them the necessary details and supporting materials proving the task was completed, and the necessary changes will be made.
- It is important to complete each task on the log by the stated deadline, as the club’s final allocation amount is based on the club’s compliance with Sport Clubs policies and deadlines.

Mailing Address

All club mail, including fundraising checks, donations and sponsorships, and packages should be mailed to the Sport Clubs Office using the following address:

University of Minnesota (Club Name)
123 Harvard St SE
Suite 278A, University Recreation and Wellness Center
Minneapolis, MN 55455

Responsibility

- Registered officers of a sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups (SUA Guidebook), as specified by the club constitution and as specified by Sport Clubs Program policies and procedures.
- Registered officers have the responsibility to report any mishandling of funds to Sport Clubs Program staff immediately.

Student Groups

- All sport clubs must be registered as a Campus Life Group through SUA.
- This status requires that the club’s activities, operations, and decision making processes be directly governed by the Sport Clubs Program.
- Campus Life Groups must comply with all University financial polices and run finances through University approved financial systems, understand that they are subject to oversight by the Sport clubs Program and the University Recreation and Wellness Center.

Weather

- Outdoor clubs should use caution when bad weather is in the forecast.
- If the club has to cancel an outdoor practice due to weather, let the staff know so they can try to make arrangements for a make-up practice.

The Intramural hotline is a great way to identify whether or not the fields are usable due to weather or field conditions. IM Hotline # is 612.625.3558. The Weather Hotline will be updated by 5:00pm when there is inclement weather in the area.

It is the responsibility of the club officers to make sure the necessary steps are taken to be sure that the fields are used without damage and that all spectators and participants are safe. Make the right decision and call the practice/game if the weather appears to be making the situation unsafe.
Talking to the Press

• Clubs are encouraged to promote their club and its successes through various media outlets.
• Always be sure to include a statement that indicates the club is overseen by the University Recreation and Wellness Center.
• Controversy, accidents, and emergency topics associated to the University Recreation and Wellness Center, and the sport club, is the responsibility of the Director of Recreational Sports. Forward all requests for conversation on to the Sport Clubs Program staff, and they will forward it on to the Director.

Update Newsletter

• Updates are emailed monthly and contain valuable information as well as upcoming due dates.
• They are your first resource for questions.
• All club officers will be held accountable for the information in an update.
• Failure to review and act upon the information within an update will result in penalties.

Violence

• A sport club or its members should not conspire to engage in violent acts or commit any act that injures degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student and/or person attending the University. This can include, and is not limited to verbal, physical, and emotional violence.
• As representatives of the University, the club and its members should be stewards for the University and uphold a good nature when interacting with others on and off the field.
MEMBERSHIP

In order to be affiliated to the Sport Clubs Program, individual sport clubs must adhere to the following membership requirements:

- The club must have at least 10 full-time students, actively involved in club activity.
- Competitive clubs must have at least 75% of its membership be full-time students, actively involved in club activity.
- Instructional clubs must have at least 50% of its members be full-time students, actively involved in club activity.

Full-Time Students

- Sport club members who pay student service fees are considered full-time students.
- Sport Club membership should be open to all full-time, degree seeking students who pay student service fees. Exceptions have been made for clubs who have limited facility space and/or resources, in which case, try-outs are hosted.

Non Full-Time Students

- Sport club members who do not pay student service fees are considered non full-time students and must purchase a Recreation and Wellness Center membership and provide insurance coverage information in order to participate in Sport Club activities. Requests to purchase these memberships must go through a club officer (process referenced in the President Guidebook).
- Club members who are non full-time students may not be eligible to participate in certain special events or competitions, in which there are academic requirements. Reference the “Eligibility” section for more information.
- If a potential club member is not eligible for a RecWell membership, the club can act as a sponsor by completing an SCO Sponsored Membership Request Form.

Participation Waiver Forms

- Anyone who is interested in participating with any club in any capacity must complete a Participation Waiver Form (including coaches/instructors). This must be completed/renewed annually.
- Participation waivers can be filled out on-line at the Sport Clubs website or via the paper form.
- Hosting tryouts or a special event? Club Officers request a Special Event Waiver (one page waiver form) to be available at any of these events (if being used for tryouts, a final roster must be submitted and all members on that roster will be required to submit a copy of the Participation Waiver Form).
- Club officers should ensure that members read the waiver thoroughly before signing and that each waiver is filled out completely. Incomplete or illegible forms WILL NOT be accepted.
- Club members who do not pay the student service fees must provide their insurance information before participating.
ELIGIBILITY

This section details basic criteria clubs must meet in order to be eligible to participate in the Sport Clubs Program.

Program Eligibility

Clubs that are eligible to participate in the Sport Clubs Program:

• Understand and uphold Sport Clubs program and University policy, procedure, and guidelines
• Meet due dates and follow time lines set by the Sport Clubs Program
• Meet the membership requirements set by the Sport Clubs Program
• Are activated with the Sport Clubs Program and registered with the Student Unions and Activities Office (SUA)
• Communicate with the Sport Clubs Program staff regularly
• Respect their role at the University and within the University community
• Are a group of individuals who are positive role models, leaders, and advocates for the University
• Understand and abide by the University of Minnesota and the Sport Clubs Program Code of Conduct
• If competitive, compete in a league or national governing body events that lead to an intercollegiate championship title.

Academic Eligibility

Club members will be deemed “eligible” to participate in intercollegiate competition if they meet the following criteria:

• Carry at least a 1.65 cumulative grade point average;
• Currently enrolled full-time and degree-seeking. Undergraduates must be enrolled in a minimum of 13 credits; graduates must be enrolled in a minimum of 6 credits. The full-time credit requirement is waived if (1) The student is carrying the required course load needed to graduate the semester that they are being certified for (verification from a college official is required) or (2) The student has been granted a reduced credit load via the 13-Credit Policy.
• Within six years of their first term of full-time enrollment, if an undergraduate student

If a club member does not fulfill these expectations, he/she will not be allowed to participate in intercollegiate competition. Please note: This is a University expectation. The Sport Clubs Program simply enforces it. Governing bodies, leagues and/or event hosts may have additional academic eligibility requirements that participants must meet before they can participate in their event(s).

Club officers must submit these academic eligibility requirements and supporting documents into the Sport Clubs Office as soon as they receive them, but no later than one month prior to the event. The Sport Clubs Program staff will submit these additional academic eligibility check requests to the Registrar on the club’s behalf. Late requests will be accepted on a case by case basis, but will NOT be guaranteed to be done by the requested deadline.
BUDGET PROCESS

The budget process is a mandatory for all Sport Clubs. This process sets a tentative club budget for the upcoming school year. This allows:

- New officers to have an idea of what they need to plan for and accomplish.
- The Sport Clubs Advisory Council and Program staff to determine an appropriate allocation amount.
- The University Recreation and Wellness Center staff to evaluate information regarding club performance and plans.

Steps to the Budget Process

All steps are required for all Clubs. A required Budget Training Session (#1) will be hosted at the beginning of the Spring semester to help guide you through this process:

Training
- Mandatory training session for the club Treasurer and at least one other club officer (additional officers are encouraged, but not required, to attend)
- The training session will walk your club through all of the required steps

Preparation
- This is a CLUB planning process - not the sole responsibility of any club Treasurer
- During this step, your club will review your financial activity and prepare an appropriate budget to be used in the next step
- Our Program does have access to your club’s past budget information - just ask us for it!

Data Entry
- During this step, your club will enter your prepared budget into the Program’s Data Entry form in the office
- Your club will have 20min to enter this information - come prepared!

Revisions
- The Sport Clubs Program staff will review budgets after the data entry deadline has passed and make recommendations and requests for clarifications
- Clubs will have at least one week to revise the budget according to recommendations of the staff; clubs can choose not to make the recommended changes, but this is not advised

Budget Hearing
- This is an opportunity for the Sport Clubs Advisory Council to meet with club leadership to discuss the club’s requested allocation and proposed budget for the following year
- Club officers should fully understand the club’s budget prior to attending this meeting

Adjustments
- If your club receives extra funding or a different allocation amount, you are required to adjust your budget to reflect these changes
- Clubs will have one week after allocations are announced to make these adjustments

Allocation Announcements
- The annual allocation will be announced at the end of the spring semester (this will take place after the Sport Clubs Advisory Council has formally presented its final allocation recommendations to the Sport Clubs staff for their review)
- Once the Sport Clubs staff has made their final decision, memos indicating the details of the allocation and its terms will be distributed to the clubs
FINANCES

Sport Clubs income and expenditures are a vital part of the success or failure of a club. It is imperative that each club closely monitors its accounts and insures that all expenditures are approved by the club’s treasurer and the Sport Clubs Program staff. All Club officers should consistently meet with the club’s Treasurer to be sure that their upcoming plans and financial needs can be met.

Compliance and Responsibility

- The financial operations of the sport club must be conducted in accordance with all applicable local, state, and federal laws and regulations; University, University Recreation and Wellness Center, and Sport Clubs Program policies and procedures; and the club’s respective constitution.
- All financial operations shall be conducted through the University Accounts system once approved by the Sport Clubs Program staff.
- Registered officers of the sport club shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups (SUA Guidebook), as specified by the club’s constitution and as specified by Sport Clubs Program policies and procedures.
- Registered officers have the responsibility to report any mishandling of funds to Sport Clubs Program staff immediately.

Accounts

Sport Clubs are authorized to bank through the University Primary Account and Endowment Fund. Other financial accounts or saving systems that are not managed by the Sport Clubs Program staff will be considered unauthorized and may result in the club being removed from the Sport Clubs Program and/or University.

Allocation

- A portion of the University Recreation and Wellness Center annual funding request from the Student Service Fees Committee is the Sport Clubs Program Allocation. Clubs who have access to these funds shall comply with auditing requirements and other financial and operational standards established by the University Recreation and Wellness Center and the Student Service Fees Committee.
- Each club’s allocation is determined by the club’s budget, ability to meet the expectations of the Sport Clubs Program, and ability to complete the budget process.
- Allocation decisions are ultimately made by the Sport Clubs Advisory Council, while under advisement of the program staff.

Paperwork

Only Treasurers have the authority to request a financial transaction and must receive Sport Clubs Program staff approval prior to making any financial arrangements. Failure to do so will result in an unauthorized purchase. Paperwork must be filled out completely and correctly or it will be returned to the club’s mailbox. If paperwork is consistently turned in incorrectly, it will affect the club’s allocation.
**Documentation**

- All club income and expenses must be documented on the clubs working budget and appropriate account ledgers.
- There is always a chance of being audited and failure to have accurate records will be held against the club.

**Income**

- All money paid to the club must be deposited into the Sport Clubs Program’s authorized and managed account. Failure to deposit club income into these accounts may result in suspension.
- All checks are payable to the University of Minnesota—(your clubs name). No one should write a check out to an individual club member.
- Cash income should be deposited into one of the clubs authorized accounts IMMEDIATELY.

**Sales Tax**

- Clubs must charge sales tax for equipment and other taxable items they sell for profit and to the public.
- Clubs must consult the Sport Clubs Coordinator at least one month in advance of their plan-to-sell date so the appropriate processes can be coordinated.

**Tax-Exempt/Non-Profit**

- Clubs affiliated with the Sport Clubs Program have access to the University of Minnesota tax-exempt certificate. This certificate should be used in all club purchases. To receive a copy of the certificate or to use the non-profit ID numbers, contact the Sport Clubs Program staff.
- Clubs must receive Sport Clubs Program staff approval prior to using the non-profit status or tax exempt certificate.
- Clubs must inform vendor of tax-exempt status prior to submitting a purchase request. In some instances, the club will be responsible for paying taxes as indicated by local, state or federal law.
LEVEL 1
(Low, $25 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $25.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Summer Contacts
- Fall Coaching Evals ($25/missing form)
- Spring Coaching Evals ($25/missing form)
- Class Absence Request Forms

LEVEL 2
(Medium, $50 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $50.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Re-Registration ($50/missing item)
- Facility key check-in
- Budget Process ($50/missing item)
- Activation Form
- Club Constitution
- Officer Training Session (all roles)
- Officer Tests (all roles)
- Spring/Fall Practice Facility Requests
- Special Event Request Forms
- Treasurer Meetings (TRMs)
- Travel Requests
- Travel Rosters
- Hotel receipt (turn-in)
- Unauthorized fundraiser
- Logo and Publication Request Forms

LEVEL 3
(High, $150 Fine/Item)
Failure to complete any of the items listed below by their given deadline will result in a $150.00 fine from the SCO, and are eligible for further disciplinary action at the full discretion of the SCO staff.

- Coach Paperwork
- Budget Training Sign-Up
- Budget Training
- Budget Data Entry Sign-Up
- Budget Data Entry
- Unauthorized drivers
- Rental vehicle & key turn-in
- Rental vehicle misuse
- Unauthorized fundraiser
- Logo and word mark usage
- Academic Eligibility Checks (late requests)
- Facility and field use
TRAVELING ON UNIVERSITY BUSINESS

Any time your club plans to travel off campus and represent the University of Minnesota, it is considered University business. All off-campus University business travel must be requested and approved by the Sport Clubs Office for all Sport Clubs Program members. As a program, we are obligated to abide by University of Minnesota policies and procedures regarding travel. This section details those important policies and procedures for your club. Please read through this information carefully before planning any travel for your club.

Domestic Travel
Domestic University business travel requires Sport Clubs Program required forms (see section below). Clubs must receive approval using these forms before traveling off campus, or it will be considered unauthorized. Any unauthorized travel may be subject to fines and/or penalties at the discretion of the Sport Clubs Program staff.

International Travel
All international travel requires pre-registration. Contact the Program Director at least one year in advance of your planned international trip for more details.

Travel Documentation
All travelers on University business are required to provide adequate documentation to support all University business travel (request forms, receipts, etc.). Our Program requires all Clubs to use the following forms to request travel for University business - including housing and transportation (see the 'How-To' section for how to use/fill out these forms):

- **Air Transportation**
  - It is recommended that no more than 20 Club members fly on the same plane at the same time.
  - Air travel is limited to the lowest, non-refundable, coach/economy class fare available at the time of booking.
  - Travelers may select their seat to another seat within coach/economy (exit row, aisle, etc.) on any flight, when no other coach/economy seats are available or better fits the traveler's needs.
  - Frequent flyer miles or any other benefit used by an airline must accrue to the benefit of the University whenever University funds are used to pay for the airline travel, regardless of the origin of those funds.
• **Ground Transportation**
  - Travelers should use the least expensive method of ground transportation that meets the travelers’ schedule and business needs.
  - Travelers should rent vehicles only when necessary, or when doing so reduces overall transportation charges to the University.
  - Clubs can rent any combination of the following:
    - **Sport Clubs Vans**
      - 10-passenger vans
      - On-campus pick-up and drop-off only
      - $0.65/mile (reduced rate option available once per semester)
    - **Fleet Services Vehicles**
      - Multiple vehicle types available
      - On-campus pick-up and drop-off only
      - Rates vary based on vehicle type
    - **Outside Rental Company**
      - Multiple vehicle types available
      - Off-campus pick-ups and drop-offs only
      - Rates vary based on vehicle type
      - The University contracts with National and Enterprise Car Rentals - Clubs are not allowed to rent this vehicle type outside of this contract
        - Physical damage insurance is provided (and required) when using this rental option
  - **Chartered Transportation** - The University requires charter carriers, such as charter airlines and buses, to demonstrate a specified level of insurance coverage when they are providing services to the University.
    - Approved charter services for the Sport Clubs Program are:
      - Minnesota Coaches
      - Holt Charters
      - Lorenz Bus Company
    - Suppliers not listed above must be approved before renting. Contact the Program Coordinator at least six-months in advance of any requested travel using a supplier NOT listed above (it can take time to get these contracts approved with the Office of General Counsel).

*Check out the ‘Transportation Details’ and ‘How-To’ sections for more details on each transportation type, and how to work through the request/reservation process.*

**Lodging (Housing)**

Travelers are expected to choose lodging that meets the traveler’s schedule and business needs. Receipts are required for all lodging. *Housing planning should begin at least 2 weeks prior to an approved University business trip.*

- Sport Clubs Program approved housing options include: hotels, motels, and (some) state park properties. Our Program does not permit the use of Airbnb, VRBO, or similar house-rental sites. Per University policy, personal residence rentals are not an approved housing option.
- **NEW (for 2018-2019)** All approved University business trip housing for the Sport Clubs Program must be reserved using the Program’s Lucid Travel site (link below). Through this third party site, you will be able to research and request safe and reputable housing arrangements. Your request will be sent directly to the Sport Clubs Program Coordinator for approval, and once approved, will be reserved. All billing information (receipts) will be collected through the site, and will be distributed to the appropriate club officer contacts as necessary.
  - https://umn.lucidhotels.us/
  - The ‘Car Rental,’ ‘Meeting Space,’ and ‘Transportation’ options on this site cannot be used to make any reservations for University business.
  - Exceptions to using this new process/reservation tool will be rare, but will be considered on a case-by-case basis by the Sport Clubs Program Coordinator.
Co-Pilots
A co-pilot must be assigned while traveling in any University or outside rental vehicle while traveling on University business. The co-pilot is the individual riding in the front passenger seat and is responsible for the following:

- Using a cell phone or GPS if necessary.
- Keeping the driver awake and alert.
- Changing the radio.
- Making sure the driver is not being distracted in any way from driving.
- **Co-pilots may not sleep under any circumstance.**

Reporting
Any type of accident or incident that occurs while a club is traveling on approved University business must be reported to the Sport Clubs Program Staff immediately (use Emergency Contacts list to contact the appropriate staff member). Upon your return to campus, Sport Clubs Staff will instruct you to fill out the appropriate paperwork. When reporting, please keep the following in mind:

- Be clear and concise.
- Be objective, do not imply fault.
- Use witnesses if possible.
- Contact Sport Clubs Program staff prior to communicating any information to any public/press.

Seat Belts
While traveling in any vehicle on University business, all drivers and passengers are required to wear seat belts. Failure to do so may result in the loss of individual or club travel privileges.

Smoking
Smoking is not permitted at any time while traveling on University business in all University and outside rental vehicles. Failure to adhere to this policy may result in loss of individual or club travel privileges.

Traffic Offenses (toll fees, parking and traffic tickets, etc.)
According to University Policy, drivers of vehicles traveling on approved University business are personally responsible for all traffic offense fines, violations, etc. incurred. This includes but may not be limited to toll fees, parking tickets, and traffic tickets. Expenses related to these items cannot be charged to your club’s University account according to this policy.
TRANSPORTATION DETAILS

This section will detail the reservation process, cost, cancellation, pick-up & drop-off, and additional considerations for each rental vehicle type offered by the Sport Clubs Program:

**Sport Clubs Vans Rental**

Our Program leases two, 10-passenger vans in order to provide a safe and efficient means of transportation option for all Clubs. Roadside assistance (24-hour) is available for all Sport Clubs van rentals.

**Reservation Requests**

Sport Clubs Vans reservations must be requested using the Rental Vehicle Request Form (Google Form or paper copy). Requests are managed by the Sport Clubs Program Travel Assistant, and are granted on a first-come-first-serve basis.

Requests must be submitted at least two weeks in advance of any club’s planned departure date, and can be submitted up to one semester in advance.

Please make sure that all details on your request form are as accurate as possible, or are updated before your trip departure. Late request submissions are eligible for fines or penalties at the discretion of the Sport Clubs Office Staff. Rental Vehicle Request Forms are not required for any trips where personal vehicles, flights, or charter buses are used as the only mode of transportation.

**Costs**

Clubs will be charged a per-mile rate by the Sport Clubs Program for each van. This rate is subject to change at any time by the Sport Clubs Program Staff. Fuel is paid for using the provided Voyager card, and is included in the rental costs.

- $0.65 per mile (regular rate)
- $0.55 per mile (one-time reduced rate; option available to use one time per semester)

Clubs may be held responsible for any expenses related to vehicle damages incurred while using the vehicle. All damage MUST be reported to the Sport Clubs Program staff immediately.

The Sport Clubs Travel Assistant will calculate and create your bill, and present the appropriate Club Officers with a copy of that bill upon completion of the trip. Please allow at least one week for delivery.

**Cancellations & Changes**

Vehicle cancellations must be made a minimum of three days prior to departure. Cancellation requests can be submitted via email, phone, or in-person to any Sport Clubs Office staff. Failure to cancel your reservation by this deadline may result in fines or penalties at the discretion of the Sport Clubs Program staff, and will be determined on a case-by-case basis.

Changes to your existing reservation must be requested directly with the Sport Clubs Travel Assistant. Email sportclb@umn.edu with any change requests.

**Pick-Up, Drop-Off, & Parking Details**

Sport Clubs vans are housed in the University Avenue Ramp here on campus. Both vans must be picked up from and returned to this parking ramp (from the 5th floor whenever possible) - no exceptions. Late vehicle pick-up, drop-off, or improper vehicle parking may considered vehicle misuse, and may be eligible for penalties or fines at the discretion of the Sport Clubs Program staff.

**Pick-Up Instructions**

1. **Key Pick-Up:** Come to the Sport Clubs Office at your scheduled key pick-up time, and grab the key box(es).
2. **Vehicle Pick-Up:** Go and pick up your vehicle on the 5th floor of the University Avenue Ramp

**Drop-Off Instructions**

1. **Return Vehicle To Parking Ramp:** All vehicles must be returned to the University Avenue Ramp (5th floor whenever possible).
2. **Return Keys to Sport Clubs Office:** Keys must be returned to the Sport Clubs Office front desk no later than 12:00pm on the first business day of your club’s planned return to campus.
Additional Considerations

• **Approved Drivers** - There must be at least two approved drivers in each University or outside rental vehicle at all times during University business travel.

• **Refueling** - Sport Clubs Vans should not be refueled before returning to campus (no need to bring it back FULL).

• **Cleaning** - Sport Clubs vans should be returned with no excess dirt or trash (pick up your trash, but no need to bring it to the car wash - we will take care of that for you). Vehicles returned with excessive trash may be subject to fines or penalties at the discretion of the Sport Clubs Program staff.

**Fleet Services Vehicle Rental**

Our Program partners with Fleet Services, a division of Parking and Transportation Services, to provide all Clubs with another on-campus rental car option to provide safe and effective transportation for University business travel. Roadside assistance (24-hour) is available for all Fleet rentals.

**Reservation Requests**

Fleet Services vehicles must be requested using the Rental Vehicle Request Form (Google Form or paper copy). Requests are managed by the Sport Clubs Program Travel Assistant, and are granted on a first-come-first-serve basis. Clubs are not allowed to contact Fleet Services directly to request any reservation, or changes to any reservation.

Requests must be submitted at least two weeks in advance of any club’s planned departure date, and can be submitted up to one semester in advance. Please make sure that all details on your request form are as accurate as possible, or are updated before your trip departure. Late request submissions are eligible for fines or penalties at the discretion of the Sport Clubs Office Staff. Rental Vehicle Request Forms are not required for any trips where personal vehicles, flights, or charter buses are used as the only mode of transportation.

**Costs**

Fleet Services vehicles are billed per day and per mile. Weekly rates are available, and will be applied when the reservation is seven or more days. Rates vary depending on vehicle type. Visit [www.pts.umn.edu/fleet/rentalrates](http://www.pts.umn.edu/fleet/rentalrates) to view current rental rates. Rates are subject to change at any time during the year. University rental vehicles are not charged for gas. Fleet Services will calculate and create your bill, and automatically charge your club’s EFS account. Your club will receive a copy of this bill from the Sport Clubs Travel Assistant. Please allow at least one week for delivery.

**Cancellations & Changes**

Fleet Services vehicle cancellations must be made a minimum of 24 hours prior to departure. Cancellation requests can be submitted via email, phone, or in-person to any Sport Clubs Office staff. Failure to cancel your reservation by this deadline may result in fines or penalties at the discretion of the Sport Clubs Program and/or Fleet Services Staff, and will be determined on a case-by-case basis.

Changes to your existing reservation must be requested directly with the Sport Clubs Travel Assistant. Email sportclb@umn.edu with any change requests.

Late pick-up, no-show, and late returns are unacceptable, and are eligible for fines or penalties at the discretion of the Sport Clubs Program and Fleet Services staff.
Pick-Up, Drop-Off, & Parking Details
Fleet Services vehicles are housed at the Fleet Services Building (901 29th Ave SE, Minneapolis, MN 55414). All Fleet vehicles must be picked up from and returned to this location - no exceptions.

Late vehicle pick-up, drop-off, no-shows, or improper vehicle parking may considered vehicle misuse, and may be eligible for penalties or fines at the discretion of the Sport Clubs Program staff.

Pick-Up Instructions
Vehicles and keys must be picked up at the Fleet Services Building by an Approved Driver at the scheduled pick-up time. All Clubs have a two hour pick-up window - as soon as this window expires, the reservation will be dropped. Vehicles can be picked up during Fleet’s Dispatch Hours:

- **Monday - Friday** - 6:30am - 6:30pm
- **Sunday** - 7:00am - 12:00pm

Approved Drivers picking up a vehicle must present two forms of ID AND the reservation confirmation number when picking up a vehicle:

- Valid (US or Canadian) driver’s license
- U Card
- Your reservation confirmation number will be provided to you from the Sport Clubs Travel Assistant

**Pick-Up Steps**
1. **Key Pick-Up**: Go to Fleet Services building, and check in at the front desk. Present your forms of ID and vehicle reservation confirmation number
2. **Vehicle Pick-Up**: Fleet Services staff will direct you to your rental vehicle. Please make sure to carefully complete the vehicle inspection before leaving the Fleet Services Building. Need to leave your vehicle there while you are traveling? You can do that! Request a ‘hang tag’ from the front desk staff.

Drop-Off Instructions
1. **Return Vehicle To Fleet**: All vehicles must be returned to the Fleet Services Building before the schedule return time.
2. **Return Keys To Fleet**: Keys must be returned to the Fleet Services front desk by the scheduled return time (follow Fleet’s ‘After Hours Return’ instructions if necessary).

**Additional Considerations**
- **Approved Drivers** - There must be at least two approved drivers in each University or outside rental vehicle at all times during University business travel.
- **Refueling** - Fleet vehicles should not be refueled before returning to campus (no need to bring it back FULL).
- **Cleaning** - Fleet vehicles should be returned with no excess dirt or trash (pick up your trash, but no need to bring it to the car wash - we will take care of that for you). Vehicles returned with excessive trash may be subject to fines or penalties at the discretion of the Sport Clubs Program staff.

**Outside Rental Company Vehicles**
The University of Minnesota recognizes the Big 10 Conference contracts with National Car Rental and Enterprise Car Rental to provide another safe and effective transportation option to University of Minnesota groups. These contracts offer best-available rates and the University-required level of insurance coverage. All clubs are eligible to rent using this option. Under circumstances where a club would first fly, or charter, to a destination, this may be the best option.

**Driver Eligibility**
Driver requirements for outside rental agency vehicles are NOT the same as if you were reserving a Sport Clubs SUV or Fleet Services Vehicle.
Due to requirements set forth by National and Enterprise, drivers of the rental vehicles must be at least 21-years of age. At the time of reservation, the Travel Coordinator must provide the Sport Clubs Office with the names of two individuals to reserve the vehicle under. Clubs will have the opportunity to register more drivers at the time of pick-up.

The name on the original reservation will be the only name that the vehicle(s) will be released to; please make sure to update this if necessary.

**Reservation Requests**
Outside Rental vehicles must be requested using the Rental Vehicle Request Form (Google Form or paper copy). Requests are managed by the Sport Clubs Program Travel Assistant, and are granted on a space-available basis. Clubs are not allowed to contact National or Enterprise directly to request any reservation, or changes to any reservation.

Requests must be submitted at least two weeks in advance of any club’s planned departure date, and can be submitted up to one semester in advance (early submission is HIGHLY encouraged).

Please make sure that all details on your request form are as accurate as possible, or are updated before your trip departure - especially the pick-up and drop-off location (typically an airport - make sure to have correct airport code). Late request submissions are eligible for fines or penalties at the discretion of the Sport Clubs Office Staff. Rental Vehicle Request Forms are not required for any trips where personal vehicles, flights, or charter buses are used as the only mode of transportation.

**Costs**
Outside Rental vehicles are billed per day. Weekly rates are available, and will be applied when the reservation is seven or more days.

Rates vary depending on vehicle type. Contact the Sport Clubs Travel Assistant to request a detailed quote. National and Enterprise will calculate and create your bill, and automatically charge your club through our contract. Your club will receive a copy of the receipt upon returning each vehicle - please save these for your records. Copies can be requested through the Sport Clubs Program Coordinator.

Fuel costs for any Outside Rental vehicle are eligible for reimbursement. Fuel receipts must be received by the Sport Clubs Program Coordinator no later than two business days after the vehicle has been returned.

**Cancellations & Changes**
Outside Rental vehicle cancellations must be made a minimum of 24 hours prior to departure. Cancellation requests can be submitted via email, phone, or in-person to any Sport Clubs Office staff. Failure to cancel your reservation by this deadline may result in fines or penalties at the discretion of the Sport Clubs Program, and will be determined on a case-by-case basis.

Changes to your existing reservation must be requested directly with the Sport Clubs Travel Assistant. Email sportclb@umn.edu with any change requests.

Late pick-up, no-show, and late returns are unacceptable, and are eligible for fines or penalties at the discretion of the Sport Clubs Program staff.

**Pick-Up, Drop-Off, & Parking Details**
Outside Rental vehicles must be picked up from and returned to the location specified on the reservation.
Pick-Up Instructions
Outside Rental vehicles must be picked up at the confirmed pick-up location by an Approved Driver at the scheduled pick-up time. All Clubs have a two hour pick-up window - as soon as this window expires, the reservation will be dropped.

Approved Drivers picking up a vehicle must present a valid driver’s license at the rental desk. No billing information should be required - call the Sport Clubs Program Coordinator if billing information is required. Reservation confirmation will be sent to your club’s Travel Coordinator. Make sure to present this at pick-up.

Pick-Up Steps
1. **Check - In:** Go to appropriate rental desk at your confirmed rental location. Present your driver’s license and vehicle reservation confirmation number.
2. **Vehicle Pick-Up:** Outside Rental company staff will direct you to your rental vehicle. Please make sure to carefully complete the vehicle inspection before leaving the pick-up location.

Drop-Off (Return) Instructions
1. **Return Vehicle:** All vehicles must be returned to the confirmed return location on the reservation confirmation.
2. **Obtain Copy of Receipt:** Make sure to request a copy of the rental receipt, and submit to the Sport Clubs Office no later than 12:00pm on the first business day of your club’s return to campus.

Personal Vehicles
Clubs are allowed to, but not encouraged, to use personal vehicles during travel for University business. Clubs choosing to use personal vehicles should be aware that they are responsible for any and all damages and the cost of gas for their vehicle. The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own. Reimbursements for personal vehicle use are not permitted.

No request forms need to be submitted if clubs choose to use this transportation option.

Charter Bus
When a club is traveling in a large group, an efficient option for travel is to go by charter bus. Charter bus planning should begin a minimum of one month prior to your club's desired departure date. Charter buses typically hold between 45—50 passengers and come supplied with drivers. Costs of charter buses vary from company to company, and clubs are typically responsible for reserving housing for all traveling drivers and paying for gratuity.

The University requires charter carriers, such as charter airlines and buses, to demonstrate a specified level of insurance coverage when they are providing services to the University.

Approved charter services for the Sport Clubs Program are:
- Minnesota Coaches
- Holt Charters
- Lorenz Bus Company

Suppliers not listed above must be approved before renting. Contact the Program Coordinator at least six-months in advance of any requested travel using a supplier NOT listed above (it can take time to get these contracts approved with the Office of General Counsel).

Contact the Sport Clubs Travel Assistant for charter bus rental options.
Airlines
Clubs may choose the option of airline travel to go to a competition or event. Planning for the purchase of airline tickets needs to take place a minimum of one month prior to the travel date. The first step in looking into purchasing airline tickets is to meet with the Sport Clubs Program Coordinator. The Travel Coordinator and Program Coordinator will discuss the potential options for purchasing airline tickets which may include using one of the three recommended University travel agencies.

Club members and coaches are not permitted to benefit by receiving frequent flyer miles from the purchase of airline tickets. Any purchase resulting in the benefit of frequent flyer miles will be the responsibility of the individual to pay.

University discounts are available. Contact the Sport Clubs Program Coordinator for more details.

Remember:
• It is recommended that no more than 20 Club members fly on the same plane at the same time.
• Air travel is limited to the lowest, non-refundable, coach/economy class fare available at the time of booking.
• Travelers may select their seat to another seat within coach/economy (exit row, aisle, etc.) on any flight, when no other coach/economy seats are available or better fits the traveler’s needs.
• Frequent flyer miles or any other benefit used by an airline must accrue to the benefit of the University whenever University funds are used to pay for the airline travel, regardless of the origin of those funds.

INSURANCE

Vehicle Insurance- University Owned Vehicle
Damage to University vehicles, either rented from the Sport Clubs Program or Fleet Services, will be covered by the University of Minnesota’s insurance policy in most situations. The individual or the club responsible for the damage will be required to pay for the damage deductible.

Vehicle Insurance- Personal Vehicle
When clubs chose to use their own personal vehicles on University business, the owners should be aware that the owner’s liability insurance, not the University’s will be the primary insurance if an accident occurs. The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.

Vehicle Insurance- Off-Campus Rental Vehicle
When it is necessary to rent a vehicle from outside the University, the club contracting for the vehicle must first verify insurance protection on the vehicle from the vendor. Insurance coverage will not be provided by the University insurance policy. The verification must be in the form of a certificate of insurance from the rental or leasing firm. This certificate should state that the insurance on the rented or leased vehicle conforms with Minnesota “no fault” state law.

Insurance Deductibles
The University of Minnesota, University Recreation and Wellness Center, and the Sport Clubs Program will not be responsible for insurance deductibles incurred by individual club members or by an individual sport club’s actions. These deductibles will need to be paid in full by the individual or the club.

• The current amount of the insurance deductible is $500 when an authorized driver is driving.
• If an unauthorized driver is behind the wheel the deductible can increase to $10,000.
Emergency Contacts

Please call down the list in order. If there is no answer leave a detailed message with a contact number.

Mikayla Miller  (c) 651.307-5944 (w) 612.626.8014
Jessica Novotny (c) 612.799.6790 (w) 612.625.2083

In case of a fleet services vehicle mechanical or maintenance problem, please contact:

Fleet Maintenance  (w) 612.625.7817 (c) 612.280.1674

Emergency Procedures

Please reference the information below in case of emergency:

- Basic Assessment of Problem (If injury related, call 911 and then continue down this list)
- For disabled vehicles -
  - Call 1-800-987-6591, number is on the back of the Voyager Card (fuel & maintenance credit card), for emergency/mechanical assistance
  - If additional assistance is needed, contact the Sport Clubs staff
  - Make arrangements with Sport Clubs Staff for
    - Overnight accommodations
    - Alternate transportation back to campus
- For non-disabled vehicles
  - Take vehicle in for inspection to nearest auto repair facility
  - Call the Sport Clubs staff with an update
- Payment of services determined by Sport Clubs Program staff
ACCIDENT AND INCIDENT REPORTING

In the instance of an emergency the following guidelines should be followed when reporting:

1. Be clear and concise in your reports. Include all relevant details.
2. Be objective in your report. Do not imply fault. Stick to the facts. No personal assumptions should be reported.
3. Use witnesses if at all possible. List contact information if possible.
4. Always fill out and submit report to Sport Clubs Program staff immediately after an accident or incident. If you are off campus on University business, contact the Sport Clubs Program staff to arrange a time to turn it in.
5. In the instance the situation is serious, do not communicate any information about the situation to anyone until you have contacted Sport Clubs Program staff.
6. If there is any doubt in your mind whether a report is necessary, FILL IT OUT!

Fleet Accident Report
Vehicle accident reports must be completed after any damage to a University vehicle has been noticed. This includes:

- Major damages (dents)
- Minor damages (cracked window, minor scratches, fabric stains/tears, broken tail light, etc.)
- This form must be filled out on-line at www.umn.edu/fleetsrv/. The individual who was driving the vehicle should be the one to complete this form.

This form must be completed within two days from the time of the accident. If no report is filled out, the club is liable for all expenses related to the crash.

Accident/Injury Report
A personal injury/accident report form must be completed when:

- A club participant, spectator, or coach is injured and requires treatment for an injury that occurred during club time.
- Someone is injured during an event the club is hosting.

Club officers must carry these forms with them to all club activities and they should be completed immediately following the injury. These forms must be turned in to the Sport Clubs Office the next business day.

Incident Report
An incident can be defined as any event, activity or action that causes a disruption to normal club activity or business. This can include:

- Minor and major arguments or disagreements.
- Physical contact beyond the realm of the sport.
- Facility reservations that were booked for club time.
- Facility members using club space during club time.

Club officers must carry these forms with them to all club activity and they should be completed immediately following the incident. These forms must be turned in to the Sport Clubs Office the next business day.
Reporting to the Public
In case of an emergency situation where the press would arrive, Clubs are not permitted to discuss any information. The Club’s responsibility for this type of information is the Sport Clubs Program staff first, prior to talking to anyone.

Controversial, accident related and emergency topics associated with the University Recreation and Wellness Center and the sport club is the responsibility of the Director of Recreational Sports. Forward all such requests for information to the Sport Clubs Program staff, and they will forward it on to the Director.
SPRING TRAINING TRAVEL

Preparation
Clubs traveling on University business over spring break during March must begin planning the necessary arrangements at least two months prior to their departure.

Housing and transportation accommodations need to be made as far out as possible when planning a Spring Training trip. Failure to prepare in advance will result in increased expenses.

Remember, when using rental vehicles it is required that clubs have a minimum of two Approved Drivers per vehicle. Driver Record Check Forms need to be submitted a minimum of two weeks prior to Spring Training. Late driver record checks will not be accepted or processed by the Sport Clubs Travel Assistant.

Itinerary
Along with the mandatory paperwork associated with traveling for spring training, Clubs are required to submit a detailed itinerary request of what they have scheduled for the entire time of their trip. Itineraries are due at least one month prior to departure and must be approved by SCO staff prior to departure. Late itineraries risk not being approved, and other fines penalties at the discretion of the Sport Clubs Program staff on case by case basis.

The following is an example itinerary:

- 8:00am- 11:00am—team practice
- 11:00am-1:00pm—team lunch
- 1:00pm- 5:00pm—scrimmages
- 5:00pm—7:00pm—return to hotel, clean up
- 7:00pm-9:00pm—team dinner
- 9:00pm-11:00—return to hotel and lights out
OTHER CONSIDERATIONS

When traveling there are often unexpected or unplanned events that arise. In such instances it is up to the club officers to use their best judgment of a situation and always remain in contact with the Sport Clubs Program staff.

Weather Conditions

Should severe weather conditions arise while traveling, pull over to the side of the road and call the Sport Clubs Program staff for assistance. Examples of this would include a severe thunderstorm, a snow storm, or icy roads.

Depending on the situation, arrangement will be made to ensure your club has a safe trip home. Safety is always our #1 priority!

Finals Week & Study Days

Clubs are not permitted to travel during finals week and study days, unless otherwise approved by Sport Clubs Program staff.
Travel "How To's"
This section will help walk you through each required travel form, and how to fill it out.

**Travel Request Form**
This form is available in paper and on-line copies. Incomplete or illegible forms will not be accepted or considered - they will be returned to your club’s mailbox or appropriate club contact. This form is due at least two weeks before your club’s planned departure date, and serves as a REQUEST to travel off-campus on University business.

See a copy of the form below and some helpful notes:

---

**CLUB INFORMATION**

<table>
<thead>
<tr>
<th>CLUB NAME</th>
<th>TODAY'S DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB CONTACT NAME</td>
<td>CLUB CONTACT EMAIL</td>
</tr>
</tbody>
</table>

**TRAVEL INFORMATION**

<table>
<thead>
<tr>
<th>DESTINATION (CITY, STATE)</th>
<th>EVENT LOCATION (CITY, STATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL DATES (MM/DD/YY - MM/DD/YY)</td>
<td>EVENT DATES (MM/DD/YY)</td>
</tr>
<tr>
<td>EVENT NAME</td>
<td></td>
</tr>
</tbody>
</table>

**HOUSING INFORMATION**

<table>
<thead>
<tr>
<th>HOTEL/RESIDENCE NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOTEL/RESIDENCE PHONE</td>
<td></td>
</tr>
<tr>
<td>HOTEL/RESIDENCE ADDRESS</td>
<td></td>
</tr>
<tr>
<td>RESERVATION CONFIRMATION NAME/NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

**TRANSPORTATION INFORMATION (Circle all that apply)**

- [ ] Sport Clubs SUV
- [ ] Fleet Service Vehicle
- [ ] Outside Rental Vehicle
- [ ] Personal Vehicle
- [ ] Charter Bus
- [ ] Airplane (must attach/email flight details for all club members that will be flying)

**EMERGENCY CONTACT INFORMATION (How can we reach the club in case of an emergency during the trip?)**

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>CONTACT PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contacts MUST be traveling to be listed. Can be any club member or coach/instructor traveling on this trip.</td>
<td></td>
</tr>
</tbody>
</table>

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This should be your Club and Travel Coordinator information.

Make sure these are accurate and detailed. Include event name (not just “game”) in this section.

List as much information as you know in this section. If staying at personal residence, make sure to provide the address (of all residences if staying at multiple).

Select all options that apply in this section.
Roster Request Form

This form is available in paper and on-line copies. Incomplete or illegible forms will not be accepted or considered - they will be returned to your club’s mailbox or appropriate club contact. This form is due at least two weeks before your club’s planned departure date, and serves as a REQUEST to travel off-campus on University business with the roster submitted.

See a copy of the form below, and some helpful notes:

---

**ROSTER REQUEST**

**C*L*UBS ARE NOT ALLOWED TO TRAVEL WITHOUT UNIVERSITY/PROGRAM APPROVAL**

This form must be submitted to the Sport Clubs Office at least TWO business days prior to departure and serves as a request for travel participants. All members listed must be approved by Program Staff before they are allowed to attend this event. Unauthorized travel may result in the following consequences:

- 40% of the club’s allocation
- Decreased facility time
- Suspension of travel privileges
- Suspension from the Sport Clubs Program

DON’T FORGET TO SIGN THE CODE OF CONDUCT ON THE BACK!!!

**Late forms will be fined $50.00. Final decision or further penalty will be at the discretion of the Sport Clubs Staff**

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<table>
<thead>
<tr>
<th>CLUB INFORMATION</th>
<th>TODAY’S DATE</th>
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</thead>
<tbody>
<tr>
<td>CLUB NAME</td>
<td></td>
</tr>
<tr>
<td>CLUB CONTACT NAME</td>
<td>CLUB CONTACT EMAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL INFORMATION</th>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL DATES [MM/DD/YY – MM/DD/YY]</td>
<td>EVENT NAME</td>
</tr>
</tbody>
</table>

---

CLUB TRAVEL ROSTER

List each individual (First, Last) who will be traveling with the club during this trip.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
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<td>27</td>
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<tr>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

All Club members traveling on this trip MSUT be listed here.

All Club members listed MUST have a current Participation Waiver Form on file in order to be approved for travel on University business.

Organizing this list in alphabetical order is very helpful!

Traveling coaches/instructors must be listed.

---

Make sure this information is detailed and accurate.
Approved Driver Request Form
This form is available in paper only. Incomplete or illegible forms will not be accepted or considered - they will be returned to your club’s mailbox or appropriate club contact. This form is due at least two weeks before your club’s planned departure date, and serves as a REQUEST to become an Approved Driver for University business travel off-campus.

See a copy of the form below, and some helpful notes:

<table>
<thead>
<tr>
<th>Driver Information (Enter the following information IN INK as it appears on your driver’s license)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILLEGIBLE FORMS WILL BE RETURNED – PLEASE WRITE CLEARLY!</td>
</tr>
<tr>
<td>*Please note, this service will be charged to your club’s EFS account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLUB NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST NAME (As it appears on license)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME (As it appears on license)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE LICENSE WAS ISSUED (i.e. MN, WI)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LICENSE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL ADDRESS</td>
</tr>
</tbody>
</table>

I give permission to the University of Minnesota Department of Parking and Transportation Fleet Services Division to confirm validity of my driver’s license.

<table>
<thead>
<tr>
<th>SIGNATURE (no electronic signatures can be accepted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Electronic signatures cannot be accepted)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TODAY'S DATE</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

CIRCLE ONE

I am a student participant
I am a coach, instructor, or affiliate member

The Sport Clubs Program requires that all drivers of University vehicles meet the following criteria. Please initial each statement below that is true for you:

<table>
<thead>
<tr>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have not received more than one speeding ticket on my driving record.</td>
</tr>
<tr>
<td>I do not have ANY alcohol or drug related offenses on my driving record.</td>
</tr>
<tr>
<td>I have maintained a clean driving record over the past 12 months.</td>
</tr>
<tr>
<td>I am at least 19 years of age.</td>
</tr>
</tbody>
</table>

Initial next to each statement that is true for you - must meet all criteria to be considered an "Approved Driver."

Office Use Only

<table>
<thead>
<tr>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Approved</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Information in this section should be ‘as it appears’ on the individual’s driver’s license.
**Rental Vehicle Request Form**

This form is available in paper and on-line copies. Incomplete or illegible forms will not be accepted or considered - they will be returned to your club’s mailbox or appropriate club contact. This form is due at least two weeks before your club’s planned departure date, and serves as a REQUEST to reserve rental vehicles for University business travel off-campus.

See a copy of the form below, and some helpful notes:

**Be VERY detailed in this section. We will submit your request with the information provided on this form.**

**Note:**
List the specific number of vehicles you would like to request next to the appropriate vehicle type below.

<table>
<thead>
<tr>
<th>CLUB INFORMATION</th>
<th>RENTAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB NAME</td>
<td>DESTINATION (CITY, STATE)</td>
</tr>
<tr>
<td>CLUB CONTACT NAME</td>
<td>RENTAL PERIOD (MM/DD/YY – MM/DD/YY)</td>
</tr>
<tr>
<td>CLUB CONTACT EMAIL</td>
<td>KEY PICK-UP DATE (MM/DD/YY)</td>
</tr>
<tr>
<td>TODAY’S DATE</td>
<td>KEY PICK-UP TIME</td>
</tr>
<tr>
<td>KEY PICK-UP LOCATION (for outside rentals only)</td>
<td>KEY RETURN DATE (MM/DD/YY)</td>
</tr>
<tr>
<td>KEY DROP-OFF LOCATION (for outside rentals only)</td>
<td>KEY RETURN TIME</td>
</tr>
</tbody>
</table>

**VEHICLE REQUEST INFORMATION**

**WHAT TYPE OF VEHICLE(S) WOULD YOU LIKE TO REQUEST? (CIRCLE APPLICABLE CHOICES)**

<table>
<thead>
<tr>
<th>SPORT CLUBS SUVs</th>
<th>FLEET SERVICES VEHICLES</th>
<th>OUTSIDE RENTAL COMPANY (Ex. National Car Rental)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPORT CLUBS SUVs RENTAL INFORMATION</td>
<td>FLEET SERVICES VENTAL INFORMATION</td>
<td>OUTSIDE RENTAL COMPANY INFORMATION</td>
</tr>
<tr>
<td>How many would you like to request (circle)?</td>
<td>How many (total) would you like to request (list below)?</td>
<td>How many would you like to request (list below)?</td>
</tr>
</tbody>
</table>

1 | 2

Sport Clubs SUVs are available for a one time reduced rate of $0.15/mile. Notify the Travel Assistant if the club wants to use this rate for this trip.

Sport Clubs SUV keys MUST be returned by 12pm on the first business day of your club’s return unless otherwise arranged with the Travel and Vehicle Lease Assistant prior to departure.

**Note:**
List all eligible drivers here. All people on this list must have a current participation waiver on file at the time this request is submitted.

**DRIVER INFORMATION**

List all drivers below (First, last). Please refer to the Driver Record Check form for driver eligibility criteria. Each vehicle must have at least 2 eligible drivers per vehicle; this applies to all vehicles rented.
YOU’RE WELCOME HERE

Seek  Build  Embody