Opportunity for leadership and communication has made Sport Clubs an effective and popular part of student development on campus for over 100 years. The Sport Clubs Program at the University of Minnesota began with cyclists, archers, and fencers. Since then, the program has enjoyed great success and now offers a diverse set of activities for participants. There have been countless achievements by Sport Clubs teams and individuals, and it is your challenge as an officer to continue in this tradition of excellence. By combining the personal development gained as a Sport Clubs officer with the knowledge you already acquire as a college student, you will be better prepared for your future.

As an officer, you have newfound responsibilities to your club, in addition to the Sport Clubs Program, University Recreation and Wellness, the University of Minnesota, and your national governing body. We hope this guidebook will help you navigate these responsibilities in an easy and efficient manner. Good Luck!
NEW BUILDING ADDRESS!

470 University Recreation and Wellness Center  
123 Harvard Street SE  
Minneapolis, MN 55455

Email: sportclb@umn.edu  
Phone: 612-625-6017  
Fax: 612-625-7971

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.
OFFICER RESPONSIBILITIES

As official representatives of the University of Minnesota and the University Recreation and Wellness Center, our clubs' collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should be your goals as well.

**Travel Coordinator Responsibilities**

- Submit travel paperwork complete and on time.
- Arrange transportation to and from destination (personal vehicles, Sport Clubs or Fleet vans, coach bus, airline, etc.).
- Pick up club’s travel packet prior to departure.
- Organize club’s housing accommodations with club treasurer.
- Collect and submit driver’s record check forms to Sport Clubs Office for approval.
- Register club members for driver training with the SC Vehicle Lease Assistant.
- Arrange key pick up and drop off.
- Carry Sport Club Emergency Contact card at all times when traveling.
- Check rental vehicles before and after use for damages and debris and report any problems to program office immediately.
- Make sure vehicles are clean upon returning.
- Assign co-pilot.
- Pick up hitches, balls, and light adaptors if needed.
- Collect class absence requests.

**President**

The president’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and related expenses.
- Supporting the travel coordinator’s decisions and respecting their due dates and time lines.
- Overseeing all club officers and insuring that they are fulfilling their responsibilities in relation to any travel procedures.

**Treasurer**

The treasurer’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and related expenses.
- Assisting in the process of making housing accommodations.
- Always discussing with other officers and attempting to make the best possible financial decisions when making reservations.
- Making sure, with assistance from other officers, that all travel finances are sound and within the club’s planned budget.

**Safety/Facility Coordinator**

The safety/facility coordinator’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and any related safety issues.
- Communicating with travel coordinator about upcoming trips so the first aid kit can be stocked in a timely manner.
- Remain in communication with each other in regard to informing all other officers and club members about necessary safety precautions to take while traveling.
**Fundraising Coordinator**

The fundraising coordinator’s responsibilities in relation to club travel should include:

- Having a general understanding of club travel procedures, due dates and time lines.
- Meeting with the club travel coordinator to schedule any travel arrangements needed for a fundraiser.
- Allowing the club travel coordinator to take care of all travel paperwork.

**Coach/Instructor**

The club coach/instructor’s responsibilities in relation to club travel should include:

- Communicating any travel accommodation/reservation ideas to club travel coordinator and president prior to making any arrangements.
- Allowing the club travel coordinator to take care of all travel arrangements.
- Supporting the club travel coordinator’s decisions.

**SIDE NOTE**

The beginning of the year is a hectic time for both your club and the Sport Club Office. Here are some general guidelines of your responsibilities to get your club ready for travel:

- Get waivers in! You cannot travel without a participation waiver submitted and entered into the log at the Sport Clubs Office.
- See if any other officers need help with the re-registration paperwork. There is a lot to do, and this should not all fall on one officer.

**TRAVEL GUIDELINES AND TERMS**

The Sport Clubs Program has requirements and procedures that clubs must follow in order to travel. Club members are obliged to adhere to these policies at all times as they are a direct reflection of the Sport Clubs Program Code of Conduct and the University of Minnesota’s Code of Conduct. Having the opportunity to travel, and represent the University of Minnesota, are two of the major benefits clubs receive through their Sport Club affiliation. It is the club officer’s responsibility to inform club members that from the time they depart for a competition or events, to the time they return to campus, they are on Sport Club and University time.

**Appropriate Use**

Whether traveling via Sport Clubs Van, Fleet Service Vehicle, or an outside rental agency vehicle, clubs are responsible for damages that occur to any vehicle while in their care.

From the time a club departs for travel until they return to campus, clubs are required to abide by all University of Minnesota, University Recreation and Wellness Center, and Sport Club Program policies in regards to travel.

**Authorized Drivers**

To become an authorized driver of any non Sport Clubs SUV, Fleet Service Vehicles, or any outside rental agency vehicle individuals must meet the following requirement:

- *Complete a Drivers Record Check form and submit to the Sport Clubs office for clearance. This must be completed annually.*
Co-Pilot
A co-pilot must be assigned while traveling in any vehicle. The co-pilot is the individual riding in the front passenger seat and is responsible for the following:

- Using a cell phone if necessary.
- Keeping the driver awake and alert.
- Helping the driver navigate.
- 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 must be reported to the Sport Clubs Program Staff immediately. Upon returning to campus an accident/incident report form must be completely filled out and submitted to the Sport Clubs Office. Tips for reporting:

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

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

Smoking
Smoking is not permitted at any time while traveling in a Sport Clubs SUV, any Fleet Service vehicle, or while traveling in any outside rental agency vehicle. Failure to adhere to this policy may result in loss of travel privileges for the individual, and potentially, the club.

TRAVEL PROCEDURES

When preparing for an off campus event, clubs should begin planning their travel a minimum of one month prior to their intended departure date. Below is a list of what to consider while in the preparation process.

Time Lines and Due Dates
Travel preparation needs to be taken very seriously and accordingly, travel coordinators need to plan ahead. To help clubs become prepared, different travel forms are required to be submitted at different times when planning travel. Late paperwork and lack of planning will not be tolerated.

1. Event Registration
- This information is submitted to clubs usually by the event coordinators or a club’s National Governing body.
- Arrangements for registration should begin 5 WEEKS PRIOR to the date of the event to assure timely payment. Registration payment options include checks and credit card.
2. Transportation

- The next step in travel preparation is determining your transportation needs. Vehicle requests may be submitted as far in advance as possible but no later than **2 weeks** prior to departure.
- If it is a competition or event where your club will need to arrange airline flights or a charter bus, accommodations need to begin being prepared with the Sport Clubs Program Coordinator a minimum of **1 month** in advance.

3. Housing

- Housing arrangements need to begin being made as soon as the club chooses but no later than **2 weeks** prior to an event.
- Housing options typically include hotels or personal residences. Contact information needs to be provided on the Travel Roster/Request regardless of the choice of housing accommodations.

4. Travel Request

- Must be submitted **2 WEEKS PRIOR** to travel and is the MINIMUM requirement needed for any travel off campus.
- Travel request includes housing information, emergency contact information.
- If a destination changes or a trip is cancelled the club must inform the office and return van keys.

5. Roster Request

- The Roster Request is a list of all persons traveling with the club
- This must be submitted **3 DAYS PRIOR** to departure.
- Anyone traveling with the club must be on club business and have a participation waiver on file in the Sport Clubs Office.

6. Final Preparation

- On the week prior to travel, check with the Sport Clubs Travel Assistant to ensure your club is ready to travel. On the **day before or day of travel**, the travel coordinator will need to pick up the club’s Travel Packet. Once the travel packet is picked up, that club is authorized to travel. Make sure to pick up any vehicle keys!

7. Returning From Travel

- Clean out ALL vehicles, including personal items and trash.
- **DO NOT** re-fuel vehicles prior to returning.
- Check SUV for any damages, inside and out, and report findings to Sport Clubs Office immediately.
- **Return vehicle and keys to appropriate place ON TIME.**
- Turn in **ALL hotel receipts**. Late or frequently missing hotel receipts may result in fines.
- Complete Travel Summary included in the travel packet.

8. Change in Itinerary

- In the instance that an unexpected change of plans takes place, contact Sport Clubs staff immediately. Alternate arrangements can be made by the Sport Clubs staff.
- Clubs may not incur any unplanned expenses without first receiving approval from the Sport Clubs Staff.
UNIVERSITY RENTAL—SPORT CLUBS SUVs

The Sport Clubs Program leases two 7 passenger SUVs in order to provide safe, efficient means of transportation for the Sport Clubs. SUVs can be reserved by submitting a Vehicle Request form to the Sport Clubs Office and reservations are on a first come first serve basis.

Costs
- Clubs will be charged a rate per mile for a Sport Clubs Program 7 passenger SUVs. Gas is included in this mileage rate. This rate is subject to change by the Sport Clubs Program at any time.
- Clubs have the option of using a onetime reduced rate for one of their trips.
- Clubs are responsible for any expenses related to vehicle damages occurring while in their care.

Cancellations
Vehicle cancellations need to be made a minimum of 3 days prior to departure. Failure to cancel vans and other travel arrangements may result in penalties at the discretion of the Sport Clubs Program staff and will be determined on a case by case basis.

Key Return
Keys need to be returned to the Sport Clubs Office by 12 Noon on the first business day upon returning from travel. Arrangements can be made prior to departure for a different drop off time if needed. Failure to submit the keys by 12 Noon without prior notification will result in a $50 initial fine and an additional $10 per hour after that time. Repeated failure to return keys on time may result in travel privilege suspension at the discretion of the Sport Clubs staff. Keep in mind that other club and/or staff members use these keys!

Additional Considerations
- SUVs must be parked in the University Avenue Ramp overnight (on the top level), SUVs are not permitted to be parked at personal residences.
- All passengers at all times must be club members and on official university business - no exceptions.
- Clubs MUST have a minimum of 2 authorized drivers per rental vehicle.
- SUVs do not need to be re-fueled upon returning to University Ave. Ramp.
UNIVERSITY RENTAL—FLEET SERVICES

Costs
The cost of reserving a Fleet Services vehicle varies depending on the model. In addition to a mileage cost, Fleet Services charges a daily rate for all of its vehicles.

To check on prices of Fleet Services vehicles please reference their web site at:
http://www1.umn.edu/fleetsrv/

Cancellation
- Vehicle cancellations need to be made a minimum of 1 week prior to departure in order to avoid any penalty from the Sport Clubs Office.
- Failure to cancel your Fleet Services vehicle reservation may result in a $35 no show fee from Fleet Services.

Key Return
When returning a Fleet Services vehicle, drop the keys off at the drop box located near the front door at Fleet services. Park the vehicle in the Fleet Services parking lot.

Contact/Hours of Operation
Fleet Services is located at the following address:
901 29th Ave. SE
Minneapolis, MN 55455
Phone: (612) 625-3033
Vehicle Pick-Up Hours: Mon.-Fri. 6:30 am — 6:30 pm
Office Hours: Mon.- Fri. 7:45 am — 4:30 pm

***You are NOT allowed to make any changes directly with Fleet Services staff. If any changes need to be made to your reservation at any time, you should FIRST contact the Sport Clubs Office staff. Clubs that make their own changes to any vehicle reservation may be subject to fines or other penalties at the discretion of the Sport Clubs Staff.

Additional Considerations
- When picking up a vehicle, club members need to present both their driver’s license, student ID, and reservation confirmation number. No vehicles will be released to your program without presenting this information.
- University vehicles are not permitted to be parked at personal residences overnight. If renting a Fleet Service vehicle and in the Twin Cities area, park the vehicle in the Fleet Services parking lot.
- Please do not re-fuel vehicles prior to returning them to Fleet Services.
- Clubs MUST have a minimum of 2 authorized drivers per rental vehicle.
OUTSIDE VEHICLE RENTAL COMPANY
(ex. National, Enterprise)

Under circumstances where a club would first fly, or charter to a destination, an outside agency rental may be necessary. In such a circumstance we have University connections with outside agencies which offer the best available rates in addition to full insurance coverage and lower insurance deductibles. Details regarding the trip need to be discussed with the Sport Clubs Vehicle Lease Assistant at least 1 month prior to departure.

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 Car Rental, 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. The Sport Clubs Vehicle Lease Assistant will reserve the vehicles.

Costs
Costs of outside rental agency vehicles will vary from vehicle to vehicle and state to state. With proper planning all will be done to assure that your club will receive the best available rate. Rates get higher the closer the date of travel.

Additional Considerations
- Clubs must follow the rental agency’s return policy when returning a van.
- Cancellations for outside rental agency vehicles will be at the discretion of the agency and what their policy states. Make sure to ask the Travel Assistant about these policies.
- Clubs must have a minimum of 2 authorized drivers per rental vehicle.

PERSONAL VEHICLES

It is recommended that clubs utilize our two 7passenger SUVs or Fleet Services vehicles for travel. These two options are encouraged because they provide a low cost, safe, and efficient means of travel. However, your club may choose to travel in personal vehicles to reach your destination. Club members choosing to use their own vehicle for club travel need to be aware that they are responsible for any damages and the cost of gas for their vehicle.

Costs
When traveling via personal vehicle there are no costs charged by the Sport Clubs Office for vehicle use. Reimbursements for individuals driving a personal vehicle are not permitted. Clubs are encouraged to use a University vehicle for travel and expenses incurred while traveling in a personal vehicle are the individuals’ responsibility.
Cancellations
Cancellations of any travel arrangements need to be made a minimum of 1 week prior to departure. Failure to do so may result in penalties from the Sport Clubs Program staff. The Sport Clubs Staff will determine penalties on a discretionary (case by case) basis.

Insurance Coverage
When clubs choose to use their own personal vehicles on University business, the owners should be aware that the owner’s liability insurance, not the University’s coverage, will be the primary insurance.

The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.

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. Contact the Travel and Vehicle Lease Assistant for charter bus rental options.

Additional Considerations
- Gas is included in the cost of most charter reservations. Be sure to double check on this!
- For overnight trips, clubs are responsible for arranging housing accommodations for their bus drivers.
- You may need to cover the driver gratuity for your reservation. Make sure to look at your invoice or check with the rental company staff to clarify before you depart.

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 1 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.

Reservations
- Airline reservations should be made as far in advance as possible. As you get closer to your departure date, airline rates will most likely increase.
- Airline ticket reservations MUST be made with the Program Manager in the Sport Club Office by using the Program purchasing card.
- Don’t accept the first offer you get! Do your research - ask the SCO staff if you need help.
**Cancellations**

- When making reservations, consider fares that have no penalties for change or cancellation.
- Costs incurred due to non-emergency cancellation or rescheduling of transportation are non-refundable.
- Potential reimbursement situations will be determined on a case by case basis by the Sport Clubs Program staff.

**Frequent Flier Miles**

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. Make sure you discuss any airline purchases that may result in frequent flyer miles with the Sport Club Program Coordinator.

**TRAVEL AGENCIES**

In addition to using Sport Clubs Program staff for assistance when making travel accommodations, clubs have the option of using one of three preferred travel agencies through the University Travel Services. Talk to the Sports Clubs office if you would like information on agencies other clubs have used in the past.

**Additional Considerations**

- Travel agencies will help you find the best price and often the best location for lodging.
- Travel agents will update us if better rates become available.
- Please contact Sport Clubs Program Coordinator prior to making arrangements with a travel agency.

**HOUSING**

**Reservations**

Clubs are required to submit an expense request form to the Sport Clubs Office prior to making any reservations with a hotel or resort.

Once the expense request has been approved, the next step will be determining the method of payment. Travel coordinators need to work along with the club treasurer when making housing accommodations. Reimbursements will not be done unless approved before hand by Sport Clubs Program Staff. Unapproved reservations will not be reimbursed. The travel coordinator or treasurer MUST make an appointment with the Sport Clubs Manager to use the credit card. Consider using a 3rd party to make your housing reservations (i.e. Hotels.com).

**Cancellations**

Cancellation penalties for housing accommodations are at the discretion of the hotel or resort the reservation was made with.

**Hotel Receipts**

Hotel receipts must be turned in with your Travel Packet by 12pm on the first business day of your club’s return.
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
Tony Brown    (c) 612-490-3112 (w) 612.625.5856

*TRAVEL COORDINATORS ARE REQUIRED TO CARRY THE SPORT CLUBS PROGRAM EMERGENCY CONTACT CARD AT ALL TIMES WHEN TRAVELING.*

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

1. Basic Assessment of Problem.
   If injury related, call 911 and then call the Sport Clubs Staff.
2. For disabled vehicles,
   - Call 1-800-987-6591, number is on the back of the Voyager card, for emergency/mechanical assistance.
   - If additional assistance is needed, contact the Sport Clubs Staff.
   - Make arrangements with Sport Club Program staff for:
     - Overnight accommodations
     - Alternate transportation home
3. For non-disabled vehicles
   - Take vehicle in for inspection at nearest auto repair facility.
   - Call the Sport Clubs Staff with an update.
4. Payment of services determined by Sport Club 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.
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. Name, address, and phone #.
4. Always fill out and submit report to Sport Clubs Program Office immediately after an accident or incident. If you are away on travel, call the Sport Clubs Program staff and 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 the Sport Clubs Program Director.
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 online 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 2 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 the 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 to contact Sport Clubs Program staff first, prior to talking with 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 over spring break during March must begin planning the necessary arrangements at least 2 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 2 authorized drivers per vehicle. Driver Record Check Forms need to be submitted a minimum of 2 weeks prior to Spring Training. Late driver record checks will not be accepted or processed by the Sport Clubs Travel and Vehicle Lease Assistant.

University Business
Any time an individual, or group of individuals is representing their club, whether it be on campus or out of town, they are on official University business. When traveling, a club is on University business from the time they depart to the time they return to campus. During that whole time individuals are required to adhere to all University of Minnesota, University Recreation and Wellness Center, and Sport Clubs Program policies.

Itinerary
Along with the mandatory paperwork associated with traveling for spring training, clubs are required to submit a detailed itinerary of what they have scheduled for the entire time of their trip. 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

Itineraries are due 2 weeks prior to departure and must be approved by SCO staff prior to departure. Late itineraries risk not being approved and other penalties at the discretion of the SCO staff on a case by case basis.

Finals Week & Study Days
Clubs are not permitted to travel during finals week and study days. Study days are 3 days prior to finals week.

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, arrangements will be made to ensure your club has a safe trip home.
Safety is our #1 priority!