
Policy on Athletic Department Team Travel

Title:	Athletic Department Team Travel
Policy number:	POL 039
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/yyyy)
Date of Board approval if required	06/12/2023
Effective date of implementation	06/12/2023
Frequency of review required	3 years
Replacing or superseding information	
Revision number	New
Responsible Office	Department of Athletics
Accountable Officer	Director of Athletics
Related legislation, regulation, policy, or policies	Student Athlete Agreement
Appendix/Appendices	None

1. **Authority**

Board of Trustees.

2. **Purpose**

This policy outlines necessary regulations with respect to team travel off island.

3. **Scope**

This policy applies to student athletes.

4. Policy Statement

4.1. Compliance and Enforcement

- 4.1.1. The Director of Athletics will be responsible for the overall administration of this policy. The Assistant Director, University Athletics, will be responsible for policy compliance and necessary record keeping.
- 4.1.2. Each Athletics Department coach will be responsible for complying with policy.
- 4.1.3. Any coach or Athletics Department staff member knowingly violating this policy may be suspended from his/her duties. Violations may result in disciplinary action or termination.
- 4.1.4. Each student-athlete will sign a student-athlete agreement and comply with all terms and conditions therein. Violations of said agreement may result in disciplinary action.

4.2. Transportation, Meals, Lodging

- 4.2.1. Final approval concerning transportation will be made by the Director of Athletics after consultation with coaches.
- 4.2.2. In the instance of unfavourable weather conditions, the head coach will make final travel decision even if the pilot, driver or captain deems it safe to travel.
- 4.2.3. The University will pay for transportation (air, sea and ground) per diem and lodging for members of the official University team.
- 4.2.4. Designated coaches or other athletics personnel must complete a team expense report, inclusive of aircraft ticket information, invoices, lodging records, rooming lists, meal lists, incidentals and other supporting documentation as are appropriate. All meals to be paid for must be documented with a cash register or credit card receipt and a meal list identifying all participants (team party travel roster).
- 4.2.5. Designated coaches must complete an accident/incident report in the event of an accident/incident involving a student-athlete during competition and/or travel.
- 4.2.6. A team laundry expense of \$50.00 will be allowed for the cleaning of team uniforms. Such expenditures must be supported by receipts or other appropriate substantiation. The expense report must be completed within seven (7) days upon the team's return and submitted to the Director of Athletics.
- 4.2.7. Only coaches, assistant coaches, team trainers or persons authorised by the Athletics Department are permitted to drive rental vehicles. Drivers must be 25 years or older and hold a valid driver's license. Student-athletes are not authorised to drive.
- 4.2.8. Vehicle rental may take the form of cars, minivans or 12 passenger vans, based on need. Vehicles must always be rented with insurance.

4.3. Schedule and Season Travel Plans

- 4.3.1. Coaches are responsible for developing their game and season travel plans for submission for final approval by the Director of Athletics and the VP, Student Affairs, on or before March 1 of the preceding season.
- 4.3.2. All game contracts must be signed by the Vice President, Student Affairs; the Director of Athletics and the relevant head coach.
- 4.3.3. Coaches, in consultation with the Athletics Department, will determine the type and time of travel necessary to minimize missed classes.

- 4.3.4. The Director of Athletics or his/her designee must inform professors of team travel plans at the beginning of each semester, particularly if the travelling affects class attendance.
- 4.3.5. At the beginning of each semester the Director of Athletics or his/her designee must inform the School/Unit Head about travel plans for coaches who are attached to a School/Department.
- 4.3.6. Prior to team travel, special arrangements will be made between the respective professors and the Athletics Department to accommodate missed assignments or examinations.

4.4. Composition of Travel Team and Travel Squad

- 4.4.1. Only student-athletes who are academically eligible, in good financial standing with the institution, and have been officially certified by The University of The Bahamas to compete as per the event governing body regulations may be permitted to travel.
- 4.4.2. The official University travel team may include players, coaches, team managers, team medical trainers, photographer, videographer and Sports Information Officer.
- 4.4.3. The official University travel squad may include the President; Vice President, Student Affairs; Faculty Athletics Representative; Director of Athletics; Assistant Director(s) of Athletics; statistician; cheerleaders/spirit group; and mascot. In addition, the Director of Athletics with the approval of the Vice President, Administrative Services, may authorise team travel for other athletics personnel not listed if he/she feels their services are essential to the travelling squad. Only personnel whose services are essential to the travelling team will be permitted to travel.

5. History