

## POLICY ON ATHLETICS DEPARTMENT TEAM TRAVEL

<b>POLICY NUMBER:</b>	2011-04-POL
<b>TITLE OF THE POLICY:</b>	Athletics Department Team Travel Policy
<b>DATE OF ADOPTION:</b>	9 November 2011
<b>COUNCIL RESOLUTION NUMBER:</b>	2011-04-POL
<b>SUPERSEDES:</b>	Not applicable
<b>DATE OF IMPLEMENTATION:</b>	9 November 2011
<b>PROJECTED DATE OF REVISION:</b>	Spring 2013
<b>PURPOSE OF THE POLICY:</b>	To provide guidelines and stipulations for intercollegiate travel for students, employees, and coaches representing The College of The Bahamas at athletics related events.
<b>REVISION NUMBER:</b>	New/Not applicable
<b>ACCOUNTABILITY:</b>	This policy is under the responsibility of the VP, Student Affairs who is accountable for its implementation.
<b>ASSOCIATED PROCEDURES:</b>	Student Athlete Agreement
<b>RELATED POLICIES</b>	None
<b>HISTORY:</b>	New policy

### 1. Authority

The College of The Bahamas Act assigns the power of the Council to “provide for the welfare of the students of The College; to control and superintend the property and policies of The College and to fix fees and charges for courses of study, facilities and other services provided by The

College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case.”

## **2. Overview:**

Student-athletes representing The College of The Bahamas will travel for game competition. Issues related to travelling days and missed classes subsequently arise. This policy outlines necessary regulations with respect to team travel.

## **3. Policy Statement:**

The Athletics Department Team Travel Policy provides a framework for safe and efficient athletics team travel and assigns responsibility and accountability for enforcement.

### **3.1 Compliance and Enforcement**

- 3.1.1 The Director of Athletics will be responsible for the overall administration of this policy. A member of the Athletics Department staff will be responsible for policy compliance and necessary record keeping.
- 3.1.2 Each Athletics Department coach will be responsible for complying with policy.
- 3.1.3 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.
- 3.1.4 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.

### **3.2 Transportation, Meals and Lodging**

- 3.2.1 Final approval concerning transportation will be made by the Director of Athletics after consultation with coaches.
- 3.2.2 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.
- 3.2.3 The College will pay for transportation (air, sea and ground) and lodging for members of the official College team. The College will provide the coach(es) with a per diem for each student-athlete at a pro-rated cost of up to \$45.00 per day, depending on travel and lodging arrangements.
- 3.2.4 The College will provide the coach(es) with an additional amount of \$20.00 per student-athlete to cover other incidental expenses associated with travel and international competition. Proof of these costs must be documented in the team expense report.

- 3.2.5 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).
- 3.2.6 Designated coaches must complete an accident/incident report in the event of an accident/incident involving a student-athlete during competition and/or travel.
- 3.2.7 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.
- 3.2.8 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 licence. Student-athletes are not authorised to drive.
- 3.2.9 Vehicle rental may take the form of cars, minivans or 12 passenger vans, based on need. Vehicles must always be rented with insurance.

### **3.3 Schedule and Season Travel Plan**

- 3.3.1 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.
- 3.3.2 All game contracts must be signed by the Vice President, Student Affairs; the Director of Athletics and the relevant head coach.
- 3.3.3 Coaches, in consultation with the Athletics Department, will determine the type and time of travel necessary to minimize missed classes.
- 3.3.4 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.

- 3.3.5 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.
- 3.3.6 Prior to team travel, special arrangements will be made between the respective professors and the Athletics Department to accommodate missed assignments or examinations.

#### **3.4 Composition of Travel Team and Travel Squad**

- 3.4.1 Only student-athletes who are academically eligible, in good financial standing with the institution, and have been officially certified by The College of The Bahamas to compete as per the NAIA regulations may be permitted to travel.
- 3.4.2 The official College travel team may include players, coaches, team managers, team medical trainers, photographer, videographer and Sports Information Officer.
- 3.4.3 The official College 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, Student Affairs, 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.

Sources: [http://www.okstate.com/SportSelect.dbml?DB\\_OEM\\_ID=200&SPID=162&SPSID=2438](http://www.okstate.com/SportSelect.dbml?DB_OEM_ID=200&SPID=162&SPSID=2438)  
<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>