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Club Sports Overview

Club Sports is a program within University Recreation (UREC) housed under the College of Education and Health Professions at the University of Arkansas. The purpose of the program is to allow students the opportunity to participate in sports at a competitive or instructional level. Clubs are self-administered and self-regulated with parameters set by program and University policy. Club sport athletes are first and foremost students and athletes second. **Academics are expected to be a priority for all students.**

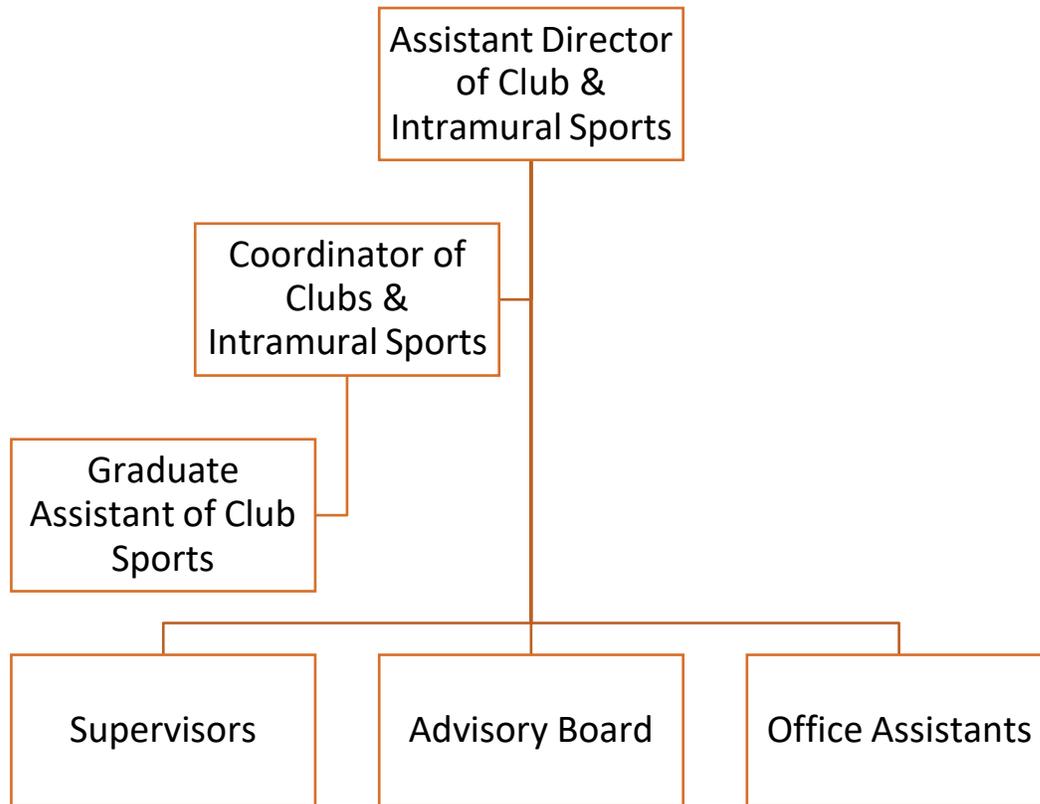
What are the goals for this

Guidebook?

1. Simplify policies and procedures where it's resourceful, so that this Guidebook is accessible and easier to read for new and returning officers.
2. To establish clear expectations by defining University and UREC goals and rules.
3. USE THIS AS A BLUEPRINT TO MAP OUT YOUR CLUBS SUCCESS. There are policies for a reason and we want to set you up for success, so make sure you read the information within this Guidebook for your club's betterment.



Club Sports Administration



VACANT

Assistant Director of Club & Intramural Sports

Laura Shively

Coordinator of Club & Intramural Sports

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Graduate Assistant of Club Sports

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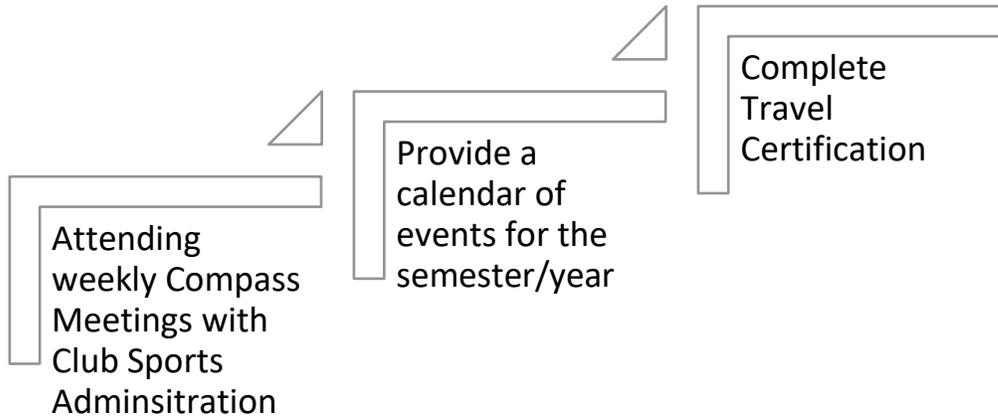
479-445-9650 (c)

Mailing/Shipping Address

155 N. Stadium Dr., HPER 225
Fayetteville, AR 72701

BEFORE YOU TRAVEL

Before a club can attend a trip, you must be in good standing by:



These aren't difficult objectives to meet, but we purposefully want more face time with you where we WANT TO CREATE RAPPORT versus creating transactional relationships.

<p>What are Compass Meetings?</p>	<p>Compass Meetings are advisory meetings with the club leadership. These meetings will happen weekly during the club's competitive season. The meetings are meant to serve as a "check-in" to see what's up that'll last no more than 15 minutes. Trip Leaders and Presidents are requested to be in attendance.</p>
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As a Trip Leader, make sure you:

- Submit the Travel Request **on-time** (a minimum of 10 days before date of departure)
- Arrange transportation
 - Will you be using personal vehicles? Rental vehicles? Charter bus? Are you flying?
- Pick up the club's travel binder and first aid kit
- Organize club's lodging
 - You should work with the Treasurer to make sure you have enough funding
- Assist in organizing Driver's Training with the Club Sports Administration
- Check rental vehicles, before and after, for damages and report any problems to the Club Sports Administration
 - Make sure vehicles are clean before returning
- Request class absence letters

In order to travel, every single person in your club must complete these three things:



Pay their dues (partially or fully)



Submit a Club Sports waiver



Complete Driver's Training (See appendix for details)

DID YOU KNOW?
You can see who has paid dues AND submitted a waiver by scheduling a Roster Review with your advisor.

Students only need to complete Driver's Training once during their tenure at the University, however, they need to provide current proof of auto insurance on file with Administration. You can complete these trainings at any time throughout the school year.

Once you have these things managed, you can now move on to completing a Travel Request!

A travel request serves three purposes:

- 1) It tells us where you're going
- 2) It lets us know who's going
- 3) It gives you the option to use funding to support your trip

ALL TRAVEL REQUESTS MUST BE APPROVED IN ORDER FOR YOUR CLUB TO TRAVEL!

We definitely want to assist your club when it comes to getting you to your competition, however there are some barriers that'll prevent your Travel Request from being approved:

- If you do not have enough money in your account(s) to cover the cost of the travel
- If you do not turn in a completed travel request, initial travel roster, and necessary supporting documents
- If you don't turn it in within the 10 day deadline, or turn it in the day before you're supposed to leave
- Alcohol/Drug related incidents on prior trips
- Unsportsmanlike behavior detrimental to the club program and University
- Inability for the Club Sports Administration to trust the leadership accompany the club on the trip

Club Sports Administration will notify you as these situations arise.

The trip leader must first complete the travel certification process before submitting any forms for their club. This certification only needs to be done once a year and is linked below.

Club Forms Page: <https://urec.uark.edu/club-sports/resources/club-forms.php>
(Listed under 'Club Sport Certifications' tab)

Once completed, the trip leader can submit their club's travel request online (linked below).

Travel Request Form: <https://hogsync.uark.edu/submitter/form/start/491449>

Complete all required sections and any additional sections that apply to your travel. There are 6 pages. After completing each page, click next. A travel roster will have to be attached to complete form.

Travel Roster

The first draft of the Travel Roster must be submitted with the Travel Request 10 days before the trip departure. Names, student ID #, emergency contact & Phone number and college must all be listed. Drivers **MUST** have updated proof of auto insurance on file. Final Travel Rosters must be submitted three days prior of the trip and be fully completed.

TRAVEL GUIDEBOOK



CLUB SPORTS TRAVEL ROSTER

CLUB: Hammocking
DESTINATION: St. Louis, MO
TRAVEL DATES: 4/17/2015-4/20/2015

****This form must be submitted electronically at least 10 days before trip departure WITH Travel Request Form****
 Email to sclubs@uark.edu

	Last Name	First Name	Student ID #	College	Emergency Contact	Emergency Contact #	Relationship	Beneficiary (If Diff. from Em. Cont.)	Driving
1	Bills	Angela	010147258	Bumpers	Doug Bills	601-555-5555	Father		
2	Hahn	Margaret	010963852	Education/COEHP	Jonathan Hahn	901-555-5555	Husband		X
3	Hall	Dorothy	010245369	Engineering	Davis Hall	401-555-5555	Father		
4	Sanchez	Steven	010568923	Fulbright	Susan Sanchez	501-555-5555	Mother		
5	Vega	William	010258987	Sam Walton/COB	Kelsey Vega	301-555-5555	Mother		X
6									
7									

Travel Rosters must be completed like the example above. This form must be typed and alphabetized. We will not accept blank information. Updates to a travel roster can be submitted the Wednesday before your trip.

Once the form is complete, you will come to a Review Submission page, hit 'Submit' at the bottom.

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission PRINT

In Progress

Club Sport Travel Request Form

- 1. Club Sport Travel Request Form
 - o Trip Leader Information
 - o Travel Information
 - o Travel Expenses Overview
 - o Travel Advance Information
 - o Travel Roster
 - o Travel Request Form Confirmation

SUBMIT

Class Excuse Request

At times club travel may interfere with academic class requirements. Although club travel is not considered official university travel where an absence is excused, the Assistant Director for University Recreation can request, through a letter on official University letter head, that faculty and staff make alternate arrangements for club members to meet their academic requirements during the absence due to travel. In no way does this letter guarantee a student exemption from their academic requirements nor does it require faculty/staff to make alternate arrangements. It is the responsibility of the club's officers to share this letter with members of their club who requested the letter. It is important to note that Administration will not e-mail this letter out directly to club members or faculty/staff.

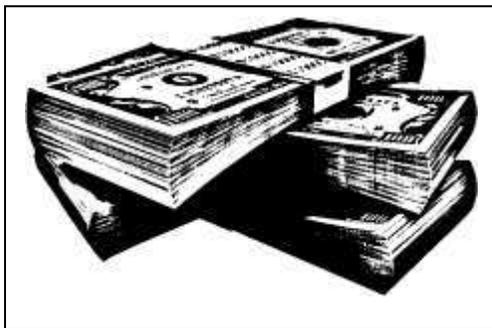
Pre-Travel Meeting

After the Travel Request is approved, and before the club is allowed to leave on their trip, the Trip Leader must schedule a meeting with Club Sports Administration to meet to discuss the details of the trip. The club will receive a travel folder and a first-aid kit.

Travel Expenses

On the travel request, you'll have options to list estimates for the listed travel expenses. There are also different options you can select on how to pay for the expenses. For certain expenses not listed, please communicate with the Club Sports administration regarding the nature of the expense, and we'll let you know if it's allowable.

What's the difference between a travel advance, a credit card and a university check?



A **travel advance** is physical money you take with you on your trip. Since you're the Trip Leader the travel advance will be a check made out to you. It is your responsibility to either a) cash the check and distribute the cash to your members, b) deposit the money into your checking account and use your debit card or c) give cash to your members and have them deposit the cash into their checking account where they'll use their debit card. Whichever option you're

comfortable with as trip leader is what we support.

Rules for Using Travel Advances

Save all the receipts for what you spend with your travel advance.

- Use a ziplock bags to save all of your receipts.
- Gather all receipts, from your members, in a timely fashion. The longer you wait, the odds of members losing receipts grows considerably.
- *Spend what you estimated.*
 - If you overspend your estimate, it'll be our discretion regarding if you'll be reimbursed.
- *If the gas station doesn't print the receipt at the pump, then walk inside and ask for a receipt.*
- *Plan your gas stops/toll roads.*
 - Certain gas stations may be 24 hours, but they may not have an attendant 24 hours to assist if you have problems getting a receipt and/or if your vehicle or club member needs assistance. Use Google Maps/Apple Maps to plan your trip, stops, dinner, etc.
 - Use gas stations along interstates and major highways – they're more likely to have nice gas stations AND restrooms.
 - If the gas station looks sketchy – don't use it!

ADMIN Credit Card

Clubs typically used for lodging, entry fees and pre-arranged shuttles (i.e. SuperShuttle). In order to use the ADMIN credit card, you must make sure the information you provide is complete.

University Checks

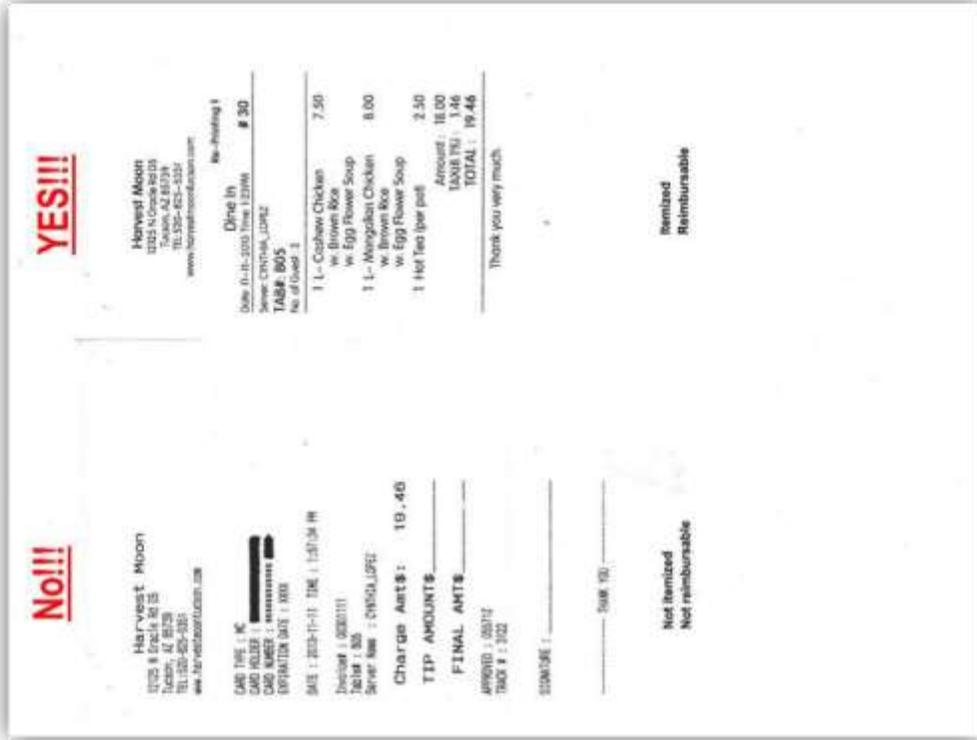
We highly recommend avoiding requesting a check because it can take 1-2 weeks to full process. The university can also provide a check for entry fees and special travel (charter buses). Like the ADMIN credit card, you must make sure the information you provide is complete.

Itemized Receipts

WHAT IS AN ITEMIZED RECEIPT?

Non-itemized Receipt
 (no description or individual item pricing)

Itemized Receipt
 (description of purchase and price of each item listed)



IMPORTANT RECEIPT TIPS:

- Apply them vertically on form or attached paper
- DO NOT tape over any printed text (it will fade)
- NO highlighting (it will fade out the information on receipt)

DURING YOUR TRAVEL

Insurance

The club pays \$0.60 per individual towards insurance the University provides. It's essential the Travel Roster is accurate with who's attending since that's used to determine the amount. Changes to the Travel Roster aren't allowed after the 3 day deadline.

Personal vs. Rental Vehicle Procedures

Make sure that the cost of renting a vehicle is more than the cost of gas and utilizing your own personal vehicles. Carpooling at least 4 to a vehicle will cut down on costs (we understand it's not feasible for some sports to carpool).

If you have determined that it is cheaper to rent a vehicle from the university, the process will run just as it did last year. The Club Sport office will contact you once we have received your paperwork and confirm your selection of a rental vehicle(s).

Toll Roads

Regardless of whether or not you are driving a personal vehicle or a University vehicle, YOU are responsible for paying the toll fees. The University will not cover these costs. Be sure to check your route ahead of time and take cash/change with you to cover any tolls along the way.

Lodging & Hotels

Hotels can be very expensive. Put as many people in a room as you feasibly can – preferably 4 – to reduce cost. At times you can speak with a Group Sales Reservation specialist – do your best to do that as they'll be able to give you better deals that'll include better rates where they'll also throw in breakfast, free parking, etc.! When you're calling to book your lodging, you can use your personal debit/credit card to hold the rooms. We'll be able to transfer the lodging expense onto our ADMIN credit card once your travel request has been **submitted, signed and entered into the university travel system.**

Although third-party vendors (Booking.com, Expedia, Travelocity) give great deals, using these websites are strictly prohibited.

YOUR RECEIPT(S) FROM THE HOTEL MUST BE ITEMIZED PER ROOM, PER NIGHT IN ORDER TO CLAIM THE EXPENSE OR BE REIMBURSED. The same goes for any credit that's given by the hotel.

Use club members and their families/friends as a resource for lodging. If you can stay at a club member's house while on a trip, it is strongly suggested that you do so to cut costs.

Reporting Auto Accidents



In the event that a club member gets in an auto accident during a trip, follow the below steps:

1. **Contact 911** if anyone involved in the accident needs emergency medical help.
2. **Contact police** to assist with filing a report. Never report or admit fault/guilt.
3. **Contact Club Sports Administration** once it is safe for those involved in the accident to do so and prepare to explain the following so that Administration can report the accident to Risk Management:
 - a. *Who was involved (including any contact information if they went to the hospital)*
 - b. *What happened/events leading up to the accident*
 - c. *What, if any, injuries there were*
4. As soon after the accident as possible, **complete the [UA Motor Vehicle Accident Report](#)** and submit via e-mail to Club Sports Administration.
5. Also **report any communication from the other party involved** in the accident, their insurance company, lawyer, etc. to Club Sports Administration.

NOTE: The University's insurance coverage for accidents **does not include coverage for damage caused to a personal vehicle** (e.g. broken windshield) nor does it cover coaches/non-University affiliated members traveling with club members. **Additionally, coaches and non-club members are NOT permitted to drive club members.**

Reporting Personal Injuries

If a club member is injured in any way during competition or travel an **Accident Report** form must be completed and submitted to Club Sports Administration within one business day. In the event that a club member is taken to the hospital for an injury, regardless whether the mode of travel was ambulance or personal vehicle, Club Sports Administration must be notified immediately

The club member reporting must be prepared to provide information that is listed on the Accident Report as well as the following:

If you're reporting this information to Club Sports, please be prepared to answer the following:

How did the accident occur?	Were they tackled from behind? Landed awkwardly? Twisted ankle?
Who assisted the injured person(s), and what assistance was given (include medical assistance)?	Athletic trainer? Field Supervisors? EMT?
How did the injured person(s) arrive to the hospital, and which hospital are they located?	Did you transport them? Did an ambulance transport them?
Provide a diagnosis from the nurse/doctor	This information may be updated throughout the time spent at the hospital
Provide contact info for the injured person(S)	Phone number
	Email address
	Emergency Contact

When you return to Fayetteville

University policy states post travel meetings, with you having all the receipts, must be conducted within 3 days of your return that's listed on the travel request. If you lose a receipt, the university will not accept a scanned/emailed or photos of receipts taken that are unclear.

If all receipts are not provided within 10 days of the ending travel date, the club will reimburse their account for the unauthorized expense. Bank account statements will not be accepted as a receipt.