Sport Club Travel

Sport Club Specific Travel Session in BTSU rm. 208
BGSU Travel Initiative

• When a registered student organization desires to participate in, or sponsors an event that occurs off the campus, and participation requires vehicle use, the University is committed to promoting the safety of all participants.

• Student organization travel is coordinated through the Office of Campus Activities.

• Every student organization trip requires attendance of either the organization advisor or a trained Trip Coordinator.
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When should I register our trip?

- When you’re traveling more than 35 miles from BG
- When you’re traveling outside of the state of Ohio
- **Destinations that don’t need to be registered…**
  - Fostoria
  - Sylvania
  - Napoleon
  - Oregon
  - Perrysburg
  - Rossford
  - Fremont
  - Toledo
  - Wauseon
What is a Trip Coordinator

- Individual trained by the Office of Campus Activities
- Main contact person/liaison between student organization and the Office of Campus Activities
Duties of the Trip Coordinator

• Coordinate trip registration process
• Ensure that the BGSU Travel Policy and Student Code of Conduct are followed
• Prepare and respond to unforeseen/emergency situations
• Communicate with necessary University Officials, offices, and individuals
Duties of the Trip Coordinator

- Responsible for disseminating appropriate information to trip participants, transportation providers, activity venues, and accommodations.
  - Information may include trip details, participant lists, emergency contacts, potential risks, and expectations of trip participants.
- Respect and ensure confidentiality of Medical Liability Waivers and other sensitive information in accordance with state and federal law.
Duties of the Trip Coordinator

- Maintain travel registration paperwork during trip including:
  - Travel & Activities Guide (Travel Binder)
  - Trip Registration
  - Medical and Driver Liability forms
  - Contracts and itineraries
  - Receipts, invoices, and other financial papers related to trip
Travel Process

Trip Coordinator

- A trained Trip Coordinator fills out Trip Registration form in OrgSync
- Each trip participant must submit a Medical & Liability Release form
- Inform OCA of any changes to travel plans or participant list

Trip Coordinator

- Will review trip and determine if advisor is required and provide other resources as appropriate
- Inform Trip Coordinator about status of trip and inform them when Travel Binder is ready

Campus Activities

- Pick up Travel Binder 24 hours before trip
- Maintain documents during travel
- Return Travel Binder and appropriate paperwork 48 hours following trip
Must be submitted two weeks prior to date of travel.
Registration of Travel for Student Organizations

Travel information

Organization: *
Friends of Freddie and Frieda

Destination(s): *
2468 Appreciation Dr.
The Mother Land, Ohio
01134

Purpose of Trip: *
Please include all planned activities.
We are going to learn new techniques in flying by learning from the best falcon trainers in the country.

Departure (Date/Time): *
9.19.13 / 8:00am

Return (Date/Time): *
9.20.13 / 8:00pm
Registration of Travel for Student Organizations

Method of Travel

- Personal Vehicle
- Rental Vehicle
- Charter Bus or BGSU Shuttle
- Airplane
- Other

Additional Method of Travel:

- Personal Vehicle
- Rental Vehicle
- Charter Bus or BGSU Shuttle
- Airplane
- Other

Approved Rentals:
- Lakefront Lines
- BG Airport Shuttle
- Childers

Rental Vehicle

Company Name: *

Number of Vehicles: *

1
2
3
4
5+

Vehicle Type: *

Because large passenger vans pose a special risk, students are prohibited from driving or riding in a vehicle with more than eight seats.

Please indicate drivers:
All drivers listed below must also be listed on the Participant Roster.
Trip Registration Form

Registration of Travel for Student Organizations

Method of Travel

- Personal Vehicle
- Rental Vehicle
- Charter Bus or BGSU Shuttle
- Airplane
- Other

Additional Method of Travel:

- Personal Vehicle
- Rental Vehicle
- Charter Bus or BGSU Shuttle
- Airplane
- Other

Additional Method of Travel #2:

- Personal Vehicle
- Rental Vehicle
- Charter Bus or BGSU Shuttle
- Airplane
- Other

Airplane

- Airline:

- Departing Flight #:

- Returning Flight #:

Other

Please explain other methods of travel.
Registration of Travel for Student Organizations

Trip Coordinator

Name:  

Email:  
Must be a @bgsu.edu email address.

Cell phone during trip:  
At least one trained advisor or trip coordinator is required per trip.

Additional notes:

Participation Roster

Upload Participant Roster Here:  
Please submit a document including full names and email addresses of all participants. Participants who will be driving should also be indicated within this document.

The maximum size of a file upload is 20MB.

Overnight Stay

Will this trip include an overnight stay?  
- Yes
- No
Registration of Travel for Student Organizations

Room Accommodations

Accommodation Name: *

Accommodation Type:

Accommodation Phone: *

Accommodation Address: *

How many rooms are reserved? *

- 1
- 2
- 3
- 4
- 5

Upload room assignments here: *

For safety purposes, BGSU requires a list including which individuals will be staying in each reserved room. Each name listed on the Participant Roster should also be listed on this document.

The maximum size of a file upload is 20MB.

Registration of Travel for Student Organizations

Travel Reviewers

Enter organization president email address here: *

An email will be sent to the president of your organization for her/him to approve all travel arrangements. The president or your organization must submit her/his approval before your request will be processed.

Enter Faculty/Staff Advisor Email here: *

An email will be sent to the Faculty/Staff Advisor for her/him to approve all travel arrangements. The Faculty/Staff Advisor must submit her/his approval before your request will be processed.
Medical Form & Liability Release

- Destination/Activity
- Name of Student Org
- Dates leaving and returning
- “I Agree” + Birthdate
- Name, Address, Cell, Email, Age
- Emergency Contact 1 & 2
- Current meds + description
- Allergies
- Presence of glasses or contacts
- Health conditions or chronic illnesses
- Presence of insurance + Insurance info
- Medical consent agreement
• Contains information about travel process, useful tips about relevant methods of travel, emergency response quick-guides.

• Holds trip related paperwork including registration, medical, and driver forms.

• Should be picked up from OCA 24 hours prior to trip and returned 48 hours following trip.

• If lost or stolen contact Office of Campus Activities immediately.
Important Resources

• BGSU Campus Safety is the primary contact point for any emergencies and for situations that occur outside normal business hours.
  – Phone: (419) 372-2346
  – Fax: (419) 372-7841

• Any media inquiries should be directed to Marketing and Communications at (419) 372-2616.
BGSU Travel Policy

• The Trip Coordinator should be fully aware of the BGSU Travel Policy and communicate appropriate information to trip participants and drivers.

• The BGSU Code of Conduct as well as any local, state, and federal laws must be followed during the course of the trip.
Traveling in Personal Vehicles

• Personal vehicles are strongly discouraged as BGSU is not responsible for vehicle condition or insurance coverage.

• All personal vehicles and related insurance information must be registered annually with the Office of Risk Management (now online).

• Only licensed drivers age 18 or above may drive a car or minivan.
Traveling in Rental Vehicles

- Drivers of rental vehicles must be at least 21 years of age.
- BGSU has a special rate with Enterprise for student organization travel.
  - BGSU students can also receive a discount with Enterprise for personal use.
Insurance

• When using University owned or rented vehicles, the University provides all necessary liability and physical damage coverage.

• When using personal vehicles, the University is unable to reimburse the vehicle owner for any accident-related repairs or payment of deductibles.

• Personal vehicle owners are expected to carry liability insurance in an amount sufficient to cover any property damage or liability loss.
Driving Requirements

• Two University-approved drivers are required on trips greater than 250 miles one-way.
• Trips over 250 miles one-way, must rotate drivers.
• Drivers are prohibited from using a cell phone while driving.
• Any tickets are the responsibility of the driver.
**Inclement Weather**

- The Trip Coordinator should be aware of any potential weather hazards that might impact the trip.
- The University will pay the cost of an overnight stay if unexpected bad weather impedes the safe return to campus. Permission to seek extended stays due to weather conditions must be approved by BGSU Police Department.
Questions?

• For more information contact the Office of Campus Activities.
  – (419) 372-2343
  – http://www.bgsu.edu/getinvolved
Thank you for attending training. Please join us for another session!

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<thead>
<tr>
<th>Room</th>
<th>Time</th>
<th>Group</th>
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<tbody>
<tr>
<td>206 - Theater</td>
<td>8:00 PM</td>
<td>Presidents</td>
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<tr>
<td>208</td>
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<td>Sport Clubs</td>
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<tr>
<td>228 - Multipurpose Room</td>
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<td>Treasurers</td>
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<tr>
<td>306</td>
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<td>Common Purpose</td>
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Save the date – Friday, October 18, 2013
Student Organization Summit