

Approvals for all events or contests are required by the Department Campus Recreation; whether or not the funds used for the event or contest comes from the institution or not is irrelevant.

A Risk Management Travel Bundle must be completed, submitted, and approved 7-10 days prior to the teams expected departure.

The Safety Officer is responsible for ensuring a copy of a completed emergency contact form for each traveler accompanies the team for each trip. It is also the duty of the Safety Officer to notify the Assistant Director of Sports & Competition of any injury that takes place at an away event or contest.

A post event form must be completed and submitted to the Sports & Competition Office 48 hours after the team returns from an event or contest the form is located on collegiate link.

Student Drivers must submit a copy of their valid (not expired or suspended driver's license) as well as their proof of insurance, if driving personal vehicle without reimbursement, prior to driving in any Sport Club related capacity.

[Student Travel Code of Conduct](#)

Please See Forms for Travel Bundle