Sport Clubs



Travel Guidebook

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Sport Club Office

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Sport Club Philosophy

The philosophy of the Sport Club program is to promote health, physical well-being, and the acquisition of physical skill development. The Sport Club program is part of the Physical Education, Athletics, and Recreation Department (PE.A.R). Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the college in competition and/or may conduct intra-club activities such as practice, instruction, social and tournament play.

OFFICER RESPONSIBILITY

As official representatives of Carleton College and the P.E.A.R. Department, our clubs' collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should be your goals as well.

Travel Coordinator Responsibilities

• Submit travel paperwork completed and on time.
• Arrange transportation to and from destination (Campus Services vehicles, Enterprise, personal vehicles, coach bus, airline, etc.).
• Organize the club's housing accommodations with the club treasurer.
• Carry the Club Sport Emergency Contact information at all times when traveling.
• Assign a co-pilot for the drivers of each vehicle used.

President

The president's responsibilities in relation to club travel should include:
• Understanding the club's travel options and related expenses.
• Supporting the travel coordinator's decisions and respecting their due dates and timelines.
• Overseeing all club officers and ensuring that they are fulfilling their responsibilities in relation to any travel procedures.

Treasurer

The treasurer's responsibilities in relation to club travel should include:
• Understanding the club's travel operations and related expenses.
• Assisting in the process of making housing accommodations.
• Always discussing with other officers and attempting to make the best possible financial decisions when making reservations.
• Making sure, with assistance from other officers, that all travel finances are sound and within the club's planned budget.

Safety Coordinator

The safety/facility coordinator's responsibilities in relation to club travel should include:
• Understanding the club's travel options and any related safety issues.
• Communicating with the travel coordinator about upcoming trips so the First-Aid kit can be stocked in a timely manner.
• Remain in communication with all other officers and club members about necessary safety precautions to take while traveling.

Coach/Instructor

The club coach/instructor's responsibilities in relation to club travel should include:

• Communicating any travel accommodation/reservation ideas to the club travel coordinator and president.

• Allowing the club travel coordinator to take care of all travel arrangements.

• Supporting the club travel coordinator’s decisions.

Co-Pilot

A co-pilot must be assigned while traveling in any vehicle. The co-pilot is the individual riding in the front passenger seat and is responsible for the following:

• Using a cell phone if necessary.

• Keeping the driver awake and alert.

• Helping the driver navigate.

• Changing the radio.

• Making sure the driver is not being distracted in any way from driving.

• Co-pilots may **not** sleep under any circumstance.

Reporting

Any type of accident or incident that occurs while a club is traveling must be reported to the Sport Club Program Director immediately. Upon returning to campus, an accident/incident report form must be completely filled out and submitted to the Sport Club Office. Tips for reporting :

• Be clear and concise.

• Be objective, do not imply fault.

• Use witnesses if possible.

• Contact Sport Club Staff prior to communicating any information to the public/press.

Seat Belts

While traveling in any vehicle on club business, all drivers and passengers are required to wear seat belts. Failure to do so may result in the loss of travel privileges for the individual and, potentially, the club.

Smoking

Smoking is not permitted at any time while traveling in any Fleet Service vehicle, or while traveling in any outside rental agency vehicle. Failure to adhere to this policy may result in loss of travel privileges for the individual, and potentially, the club.

TRAVEL PROCEDURES

When preparing for an off-campus event, clubs should begin planning their travel a minimum of **one month prior** to their intended departure date. Below is a list of what to consider while in the preparation process.

Timelines and Due Dates

Travel preparation needs to be taken very seriously, and accordingly, travel coordinators need to plan ahead. To help clubs become prepared, different travel forms are required to be submitted at different times when planning travel. **Late paperwork and lack of planning will not be tolerated.**

1. Event Registration

a. This information is submitted to clubs usually by the event coordinators or a club's national governing body.

b. Arrangements for registration should begin **5 weeks** prior to the date of the event to ensure timely payment. Registration payment options include a college check, or a credit card transaction. **Electronic payments are always the preferred method.**

2. *Transportation*

a. The next step in travel preparation is determining your transportation needs. Vehicle requests may be submitted as far in advance as possible, but no later than **2 weeks** prior to departure.

b. If it is a competition or event where your club will need to arrange airline flights or a charter bus, accommodations need to begin being prepared with the Sport Club Program Director a minimum of **1 month** in advance.

3. *Housing*

a. Housing arrangements need to begin being made as soon as the club chooses to do so, but no later than **1 week** prior to an event.

b. Housing options typically include hotels or personal residences. Contact information needs to be provided on the Pre-Trip Report Form, **regardless** of the choice of housing accommodations. We recommend using Lucid travel for your hotel reservations. https://carleton.hotelplanner.com/

4. *Pre-Trip Report Form*

a. Must be submitted **1 WEEK PRIOR** to travel and is the **MINIMUM** requirement needed for any travel off-campus.

b. The **Pre-Trip** includes housing information, emergency contact information, and team roster.

c. While sometimes schedules change and students' travel rosters change, please submit the Pre-Trip form in advance, and then if there are adjustments to your roster, those can be made by emailing the Sport Club Director any time prior to departure.

d. Anyone traveling with the club must be on club business and have a participation waiver on file in the Sport Club Office.

e. If a destination changes or a trip is canceled, the club **must** inform the Sport Clubs Director.

5. *Returning From Travel*

a. Fill out the Post-Trip online form
b. Turn in **ALL** hotel receipts.
c. Make sure any accident or injury report forms are filled out online and submitted to the Sport Club Director

6. *Change in Itinerary*

a. In the event that an unexpected change of plans takes place, contact the Sport Club Director immediately. Alternate arrangements can be made.
b. May not incur any unplanned expenses without receiving approval from Sport Club Director.

TRAVEL GUIDELINES AND TERMS

The Sport Club Program has requirements and procedures that clubs must follow in order to travel. Club members are obliged to adhere to these policies at all times, as they are a direct reflection of the Sport Club Program, P.E.A.R. Department, and Carleton College. Having the opportunity to travel and represent Carleton College are two of the major benefits clubs receive through their Sport Club affiliation. **It is the club officer's responsibility to inform club members that from the time they depart for a competition or event, to the time they return to campus, they are on Sport Club and College time.**

Appropriate Use

Whether traveling via Campus Services Fleet Vehicles or an outside rental agency vehicle, clubs are responsible for damages that occur to any vehicle while in their care. **From the time a club departs for travel until they return to campus, clubs are required to abide by all Carleton College, P.E.A.R. Department, and Sport Club Program policies in regards to travel.**

Eligible Drivers of Vehicles for Sport Club use

Drivers who intend to use fleet vehicles, personal vehicles, and/or rental vehicles for College business must possess a valid U.S. driver's license. All drivers must be pre-qualified and appear on the list of **Authorized College Drivers** before being allowed to drive for club travel.

Students can pre-qualify as an Authorized Student Driver:

1. Apply for a certified copy of your driving record — obtained from your home State's Department of Motor Vehicles — and submit it to Campus Services. Our insurance company requests a 3-year driving history (minimum of 2 years).
2. Register and complete the online Drivers Safety Fundamentals
3. Read the Fleet Vehicle Policies/Procedures Manual
4. Complete a Student Driver Application.
5. Honor Carleton's shared fleet vehicle courtesies

You will be authorized to drive College vehicles upon completion of the steps listed above. Your name will be added to the official List of Authorized Student Drivers and may be shared with other members of the Carleton community.

FLEET VEHICLE SERVICES GUIDE

Carleton College maintains a fleet of vehicles that are available for use when conducting official College business. The fleet vehicles are shared vehicles available to pre-qualified faculty, staff, and College-recognized student organizations. All drivers must possess a valid U.S. driver's license and appear on the list of Authorized College Drivers in order to drive fleet vehicles or rental vehicles for business travel.

There is a per-mile vehicle usage charge that is billed to the user's department budget number. Both drivers and passengers share responsibility for honoring Carleton's shared fleet vehicle courtesies.

Enterprise Rent-A-Car Option on for Cars and 7 Passenger Vans

If your round-trip mileage is expected to exceed 100 miles, use the mileage calculator in combination with the reimbursement comparison data to determine if renting a vehicle from Enterprise Rent-A-Car is a more economical use of College funds. **See below for information on making a rental through Enterprise Rent-A-Car.** Note: **Sport Club teams are not permitted to travel in 12 or 15 passenger vans.**

Fleet Vehicles are parked in the Stadium parking lot

(2) **Ford MACH E electric vehicles** Passenger count: 5 Departmental cost: .60/mile Fuel type: electric Standard Range : 90 miles	(2) **Ford EcoSport Vehicles** Passenger count: 5 Departmental cost: .60/mile Fuel type: regular unleaded gasoline only MPG City/Hwy estimate: 41/36

(8) **Dodge Grand Caravan flex-fuel Minivans** Passenger count: 7 Departmental cost: .60/mile Fuel type: regular unleaded gasoline *or* E85 MPG City/Hwy estimate: 17/24	(1) **Dodge Ram C/V flex-fuel Cargo Minivan** Passenger count: 2 passenger + cargo space Departmental cost: .60/mile Fuel type: regular unleaded gasoline *or* E85 MPG City/Hwy estimate: 16/21

FLEET VEHICLE POLICIES

Carleton College maintains a fleet of shared vehicles that are available for use by pre-qualified drivers of the College conducting official Carleton College business.

1. The driver of a College vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.
2. Drivers are expected to conduct themselves in a professional manner at all times while on College business.
3. Smoking is prohibited in Carleton College fleet vehicles.
4. Seatbelts must be used when vehicles are in motion. Passengers must be in a seat with a seatbelt at all times (i.e., passengers are not allowed to ride in the back of the cargo area)
5. Cell phones or other electronic devices may not be used while operating a fleet vehicle.
6. Doors must be closed when vehicles are in motion.
7. Transporting individuals not involved in college business is prohibited.
8. Service animals are allowed in college vehicles, provided they are properly kenneled and restrained. Pets are not allowed in college vehicles.
9. Cancellation: Reservations must be canceled at least 24 hours in advance.
    - Reservations canceled within 24 hours of the reservation start time will be charged a $60 (100 mile equivalent) late cancellation fee.
10. College vehicles and rental vehicles being used for College business are to be driven only by "pre-qualified" Carleton College employees or students. To pre-qualify:
    - Faculty/staff
        - Complete a Motor Vehicle Report Release Waiver and submit it to the Risk Management Office, and do the online defensive driver training.
    - Students
        - Complete a Student Driver Application form, apply for a certified copy of your driving record (obtained from your home state's Department of Motor Vehicles) and submit it to Campus Services, do the online defensive driver training, and read the Fleet Vehicle Policies/Procedures manual. Approved student drivers expire annually at the end of September. Students must renew their driving status by submitting a current driving record.
11. Fleet vehicle keys must be picked up by the driver of a vehicle (one set of keys per driver).

Alternatively, a department may send a list of drivers to Fleet Services prior to pick up so Fleet Services may confirm the authorized driver status of each listed driver.
    - Keys not returned at the end of a reservation period will result in a $60 (100 mile equivalent) fee for each day they are not returned.
12. If an authorized driver is involved in a motor vehicle accident or receives a moving violation, he or she may be required to attend additional defensive driver training. Students may be asked to provide a new Motor Vehicle Report (MVR) upon a qualifying event such as receiving a moving violation ticket or being involved in an accident either in a personal vehicle or a College-owned vehicle.
13. College vehicles are not to be used for personal business. All vehicle use will be charged through the College's Workday system. A Worktag Name and Worktag Ref ID must be supplied for each vehicle reservation. Mini-van and car rates are $0.60/mile or $5.00, whichever is greater.
    - Departments and groups will be charged a $60 (100 mile equivalent) fee if they fail to pick up a reserved vehicle.
    - If a reserved vehicle is not returned to the Stadium lot by the end of the reservation period, a $60 (100 mile equivalent) fee will be applied for each day it is late.
14. The use of rooftop carriers or similar externally mounted storage containers on College-owned/leased passenger vehicles is prohibited. The College has one cargo mini-van, which can be used in place of trailers and/or rooftop carriers. Trailers containing a boat or other such apparatus that cannot easily fit in the cargo space may be towed using the cargo minivan. Only faculty and staff may be allowed to tow with trailers behind the College-owned vehicles. All towing has to be approved by the Fleet Services Manager. STUDENTS ARE PROHIBITED FROM USING A TRAILER OF ANY KIND. All drivers are encouraged to use the space in a mini-van or 12-passenger van in place of a trailer whenever possible.
15. When there is a state-issued travel advisory in effect due to a storm warning, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in College vehicles should seek shelter until driving conditions improve and all travel advisories have been lifted. Campus Services may cancel a reservation if it determines that travel is, or may become, unsafe.
16. Look and listen to local road and weather reports and follow their recommendations. Stay informed on changing weather conditions throughout your trip, as well as road closures.
    - Minnesota Department of Transportation – 511mn.org
    - National Weather Service – Detailed forecasts based on zip code
    - Check College email prior to the trip for any additional communications
17. Windows and mirrors must be scraped and defrosted during inclement weather.
18. Each vehicle has an accident reporting kit in the glove box, which includes:
    - Insurance & Registration
    - Breakdown/towing procedure
    - Emergency contact numbers
    - Motor Vehicle Accident Report

19. Accidents that occur on campus property should be reported to Carleton Security immediately. Accidents that occur off campus property must be reported to the local police at the time of the accident and to Carleton Security immediately upon return to campus. If there are injuries or if the vehicle is not in "drivable" condition — either due to an accident or mechanical difficulties — contact Fleet Services at 507-222-5384 (or Carleton Security at 507-222-4444 after hours) for assistance. The College will review all accidents involving College vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis. Refer to the full College policy for Accident Procedures.
20. Drivers are required to use a "Spotter" person to help watch while the driver is backing up a vehicle. Whenever possible, the driver should ask a passenger to assist by getting out of the vehicle and watching until the vehicle has cleared any obstacles and is safe to proceed forward.
21. Operators should not drive if drowsy or under the influence of any substance, including, but not limited to: alcohol, illegal drugs, prescription drugs, and over-the-counter drugs that cause drowsiness or impaired judgment. Use of prescription drugs is permitted only if it does not impair the driver's ability to operate a vehicle in a safe manner.
22. Any parking or moving violation citations are the driver's responsibility. The College will not pay any fines.
23. Fleet vehicles are not available for trips to destinations more than 100 miles from Carleton. Campus Services may make an exception in cases where a Carleton faculty or staff member is accompanying the trip. For trips further than 100 miles away, vehicles should be rented from an outside vendor; this is often a less expensive option for longer trips. Information on rentals with Enterprise/National through the State of Minnesota contract can be found in the College Handbook.
24. Information on driving personal vehicles may be found in the College Handbook.
25. Fleet vehicles may not be left at MSP airport overnight. You may have another eligible driver bring you to the airport and then return the fleet vehicle to campus. Pickup would need to be arranged with a second reservation.
26. Clean out the inside of the vehicle. If it is not clean when you take it, please inform Campus Services. If vehicles are not cleaned when returned, or there is smell of smoke, there will be a professional cleaning charge billed to the department budget tied to the reservation.
27. Park vehicle back in designated area after scheduled reservation. Make sure all interior and exterior lights are off. Close all windows, remove possessions, and lock all doors after use. Return key to Campus Services (Sayles 05) or deposit in the after hours key drop-off (Sayles main entrance) immediately upon return to campus.

FLEET VEHICLE PROCEDURES

1. Reserve vehicles through Fleet Services during regular College business hours, giving the date and time needed, type of vehicle required, departmental charge number, destination, and the driver's name. Any Carleton faculty or staff person may make reservations. Students or student groups wanting to make a reservation, will be required to obtain either a written authorization from the department that oversees their organization or have a representative from the overseeing department telephone Fleet Services to make the reservation for them. Reservations should be made at least 24 hours before use. Sometimes reservations are made several weeks in advance. Since plans may change, making it necessary to alter or cancel arrangements, please adjust your vehicle reservations accordingly. Fleet Services is located in the Campus Services Office (Sayles-Hill 5, x4889).
2. When there are no College vehicles available, you may choose to use your own personal vehicle(s) or make your own arrangements with an outside rental agency. See the Personal Vehicle section of the Campus Handbook's Travel & Transportation Policies for important information regarding these options.
3. All students participating in off-campus events sponsored by either the College or the Carleton Student Association (CSA) are asked to complete a Release & Waiver Form prior to departure. Keys to College vehicles will not be issued until the proper forms have been filed with the sponsoring department. Waiver forms and more information are available through the Student Activities Office.
4. Trip itineraries should be filed with the sponsoring department or with the office that advises or oversees the activities of a specific group for trips that involve traveling farther than 100 miles one-way, or involve a duration of more than 8 hours. A campus contact person (faculty or staff) who can assist with emergency response must be named and will maintain the itinerary and waiver forms/rosters for the respective groups.
5. Vehicle keys are available in the Campus Services Office and must be picked up during regular business hours Monday through Friday. **Drivers should plan accordingly for early morning, late evening, and weekend trips. You may pick up the keys up to 24 hours early Monday through Thursday. Keys for weekend trips or trips leaving before business hours on the following Monday may be picked up on Friday. However, you may not use the vehicle until the time for which it has been reserved**. Student drivers are required to pick up keys for the trips they are participating in. Prior to releasing keys, driver licenses will be checked for validity and cross checked against the Authorized Student Driver list by Campus Services staff.
6. When keys are picked up you will be given a Reservation Form. You should use this form to report any problems with the vehicle. **The Reservation form should be turned in with the vehicle keys and not left in the vehicle.** For those mechanical problems or safety concerns that should be addressed prior to continued use of the vehicle, drivers should contact Fleet Services to report the problem immediately.
7. Before you leave:
    a. Conduct a walk-around vehicle inspection.
    b. Note any damage etc. on the reservation report form

c. Clear frost or snow from windows.
d. **The driver and ALL passengers must use their seat belts.** This is a Minnesota state law.
e. Check the gas gauge; if necessary, fill the gas tank using the Fleet credit card. You must use a service station that features “Pay at the Pump" service. Select the fuel type that is appropriate for the vehicle (either regular unleaded or E-85). If there is any question about which fuel type to use, choose regular unleaded gasoline. **The Fleet credit card can only be used for fuel, so you must pay for any other items with alternative funds.**

8. Before returning:
    a. Check the gas tank.
    b. **If the gas tank is less than half-full, fill it.** As a courtesy to other users you should routinely fill the gas tank regardless of the gasoline level;
    c. Return vehicles on schedule. If a conflict arises and you discover you will be delayed, contact Fleet Services immediately so alternative arrangements can be made for the next user.
9. When you return the vehicle:
    a. Park in the College Fleet Vehicle area located in the Stadium Parking Lot (just south of the football field).
    b. Record any problems or concerns with the vehicle on the reservation form.
    c. Check the car carefully, remove all litter and excessive debris, close windows and lock the doors.
    d. Conduct a walk-around vehicle inspection. Report any damage on the reservation form.
    e. **Return the keys, gas credit card and reservation form immediately** either to the Campus Services Office or the after hours key drop box located inside the Sayles Hill front entrance.
    f. Departments and groups will be **charged a $60 (100 mile equivalent) fee if they:**
        i. Cancel a reservation within 24 hours of the reservation start time.
        ii. Fail to return the vehicle to the appropriate parking location by the end of the reservation period.
        iii. Fail to return keys at the end of the reservation period. Additional fees will be assessed for each day the keys are not returned.
    g. **Report any damage, malfunction, or accident to Fleet Services immediately** upon your return to campus.

Violations of any of the above policies/procedures may result in loss of driving privileges.

Six Simple Courtesies for Vehicle Sharing

Using a fleet vehicle for College business is a privilege. Drivers and passengers are expected to follow six simple courtesies to ensure that fleet vehicles are ready for travel when needed. Each vehicle is used by multiple drivers each day. Adhere to the start and end time of your reservation or you will inconvenience other Carleton travelers.

1. **Fill the tank for the next driver**. Use the fleet VISA card attached to the vehicle keys and tuck the receipt into the plastic sleeve.
2. **Clean up after yourself**. Drivers bear ultimate responsibility for the condition of the vehicle used. Involve passengers in the clean-up of the vehicle's interior at the end of each trip. Remove all litter and personal belongings.
3. **Store snow brush** under the front seat.
4. **Complete trip details in Mileage Log Record Book** in the glove compartment or center console.
5. **Return keys**, fleet charge card, and gas receipts promptly. Adhere to the start and end time of reservation.
6. **Notify Fleet Vehicle Services** immediately of any vehicle problems so we can correct them for the next driver.

***"No Show Fee "equal to 100 miles** will be assessed to budgets when fleet vehicles are reserved but not picked up or canceled in advance of the reservation start time.

***Each fleet vehicle has been equipped with a snowbrush/ice scraper. Please keep it in the vehicle for the next driver. If you discover that it is missing, please contact the Fleet Manager, x4333 or stop by Campus Services.

OFF CAMPUS VEHICLE RENTAL COMPANY (ex.

Enterprise Under circumstances where a club would first fly, or if there are no vehicles available through campus services, an outside agency rental may be necessary. In such a circumstance, we have contracts with Enterprise that we would recommend using.

Driver Eligibility

Driver requirements for outside rental agency vehicles are the same as if you were reserving a Fleet Services Vehicle.

ENTERPRISE/NATIONAL RENT-A-CAR

Connect directly to Carleton's Enterprise Rent-A-Car account to make reservations to rent vehicles for College business when Carleton College fleet vehicles are not available or if it makes more economical sense to do so.

Contact

- Apple Valley: (952) 891-3200
- Owatonna: (507) 455-1023
- Enterprise Rent-A-Car Website

Contract Codes

- 19A2193 for 21+ drivers
- XZ78763 for 18-20yr old drivers
    - All drivers much be authorized campus drivers
    - Using the contract codes includes insurance coverage
    - Groups may not request any vehicles larger than 7 passenger vans

Check out other Transportation Options

https://www.carleton.edu/transportation/options/

TRAVEL GUIDELINES FOR LONG DISTANCE TRIPS

The guidelines below are for long-distance trips with rental vehicles (i.e. Enterprise), personal vehicles, and when approved, faculty and staff travel with Carleton fleet vehicles.

- Drivers should be well rested before embarking on long-distance travel. A full night's sleep the night before is strongly recommended.
- A maximum of 16 hours or 800 miles of continuous travel, followed by a layover of eight hours is recommended. All-night driving should be avoided whenever possible.
    - Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block. Each four-hour driving shift must be followed by one rest period of at least one hour.
- During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to ensure that the driver remains alert.
- Someone in the group should have a credit card to use when unsafe driving conditions require an overnight stay in a motel. Charges can be reimbursed to the individual and charged to the appropriate program account.
- **For trips of over 30 participants to the same destination, a bus with a paid professional driver should be rented.**

PERSONAL VEHICLES

It is recommended that clubs utilize our Fleet Services vehicles, Enterprise, or charter buses for travel. These options are encouraged because they provide a low-cost, safe, and efficient means of travel. However, your club may choose to travel in personal vehicles to reach your destination. Club members choosing to use their own vehicle for club travel need to be aware that they are responsible for any damages and the cost of gas for their vehicle.

Costs

• Sport Clubs are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used, the club may reimburse the driver 14¢ a mile for vehicle expenses.

Driver Eligibility

- Students must be approved authorized campus drivers.
- Drivers of personal vehicles must fill in the **REGISTRATION OF PERSONAL VEHICLE form and have the form on file in the Sport Club Director's office.**

Insurance Coverage

When clubs choose to use their own personal vehicles on College business, the owners should be aware that the owner's liability insurance, not the College's coverage, will be the primary insurance. The College does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.

CHARTER BUS

When a club is traveling in a large group, an efficient option for travel is to go by charter bus. Charter bus planning should begin a minimum of one month prior to your club's desired departure date. Charter buses can hold up to 56 passengers and come supplied with drivers. Contact the Sport Club Director for charter bus rental options.

Additional Considerations

• Gas is included in the cost of most charter reservations. Be sure to double check on this though!
• For overnight trips, clubs are responsible for arranging housing accommodations for their bus drivers.
• You may need to cover the driver gratuity for your reservation. Make sure to look at your invoice or check with the rental company staff to clarify before you depart.

SUPPLEMENTAL BUS FUNDING

The Sport Club Program's recommendation is that any time you are traveling with a larger group of participants that you take a bus to your activity/event. But isn't this really expensive? How is this possible? WE HAVE SUPPLEMENTAL FUNDING TO HELP!

Club treasurers just need to show the Sport Club Director how much would have been spent by your club to travel to your activity/event via your original plans for transportation, then the Sport Club Program will pay whatever the additional cost is to travel via bus from funding secured through CSA and the Carleton Athletic Initiative. Essentially, the Sport Club Program will cover the difference in cost between what you

were going to pay for transportation and what it costs for the bus. (claim of personal vehicle use not permitted)

COST Example
Trip to Madison, WI (20 travelers)
To get to event, team need to use 3 7-passenger fleet vehicles
Cost = 263 miles one way, so total of 526 miles (Van mileage rate = .60 cents per mile) 526x.60=$315.60
3 vans x $315.60 = $946.80 for the trip for team ← team pays this amount
Bus cost = $4,000
Team pays $946.80, Sport Club Supplemental fund pays $3,053.20

Take advantage of this option (note there is a minimum charge of $100 for charter bus usage)! To set up a bus reservation, teams simply need to plan ahead and coordinate with the Sport Club Director.
Traveling via bus is not a requirement, but encouraged, as it makes traveling in large groups both easier and safer (not to mention, environmentally friendly!). If your team and another team are traveling to the same tournament, team up and ride 1 bus! Contact Aaron for more details!

AIRLINES

Clubs may choose the option of airline travel to go to a competition or event. Planning for the purchase of airline tickets needs to take place a minimum of 1 month prior to the travel date. The first step in looking into purchasing airline tickets is to meet with the Sport Club Director. The Travel Coordinator and Director will discuss the potential options for purchasing airline tickets.

Reservations

• Airline reservations should be made as far in advance as possible. As you get closer to your departure date, airline rates will most likely increase.
• It is recommended that airline ticket reservations be made with the Sport Club Director in the Sport Club Office by using the Program purchasing card.
• Consider accepting the lowest fares offered within 2 hours of your desired departure time.

Cancellations

• When making reservations, consider fares that have no penalties for change or cancellation.
• Costs incurred due to non-emergency cancellation or rescheduling of transportation are non- refundable.
• Potential reimbursement situations will be determined on a case by case basis by the Sport Club Program staff.

Airport Shuttle

• When flying, the travel coordinator should also make arrangements with the Sport Club Director for a shuttle bus to and from the airport. Please fill out an Airport Shuttle Request form on the Sport Club Web page.

HOUSING

Reservations

• For housing reservations, **Lucid Travel** is our preferred method to make reservations. Through this link, you are able to make the reservation, have it sent to the Sport Club Director for approval and payment. carleton.hotelplanner.com

• Travel coordinators need to work along with the club treasurer when making housing accommodations. Reimbursements will not be done unless approved beforehand by the Sport Club Program Director. Unapproved reservations will not be reimbursed. The travel coordinator or treasurer MUST make an appointment with the Sport Club Director to use the credit card. OR if using Lucid travel all of this can be avoided as the request is sent directly to the Sport Club Director for payment and approval.

Cancellations

• Cancellation penalties for housing accommodations are at the discretion of the hotel or resort the reservation was made.

Hotel Receipts

• It is the travel coordinator and treasurer's responsibility to make sure that hotel receipts are turned into the Sport Club office as soon as your club returns from a trip.

Pack-Outs - For Weekend Travel

Picnics and pack-outs can be arranged for college-sponsored events that will be held during dining hall hours.

Pack-Out Procedures

Dining Services understands that Carleton College students are on the go, which means flexibility and convenience are sometimes equal in importance to the food itself. In an effort to meet these needs, a pack-out program has been designed for board students who will not be able to eat at the dining halls due to a college-sponsored event.

The following policies have been established for pack-out orders:

- All pack-out requests must be emailed to catering@carleton.edu with two required attachments a minimum of 72 hours in advance. See the Related Documents box to the right for Cover Sheet and Pack-Out Sign Up Form.
- Orders received less than 72 hours in advance will be assessed a $25.00 fee that will be charged to the **department budget number if the order is approved; however, orders made less than 72 hours may be denied based on current availability.**
- Each group will need to provide their own coolers, cooking and serving utensils, and charcoal.
- Picnic site locations may be reserved through Campus Scheduling at x4443.

Pack-Out Forms

Pack-Out Sign Up Form (14.1KB Excel Document)
Form required for your Pack Out order.

Carleton College Packout Guide 2023 (330.2KB PDF Document)
Carleton College Packout Guide 2023

Pack_Out_Cover_Sheet_023 (153.5KB Word Document)
Pack_Out_Cover_Sheet_023

EMERGENCY CONTACTS

Please call down the list in order. If there is no answer, leave a detailed message with a contact number.
Aaron Chaput (c) 763-218-5087 (w) 507-222-4483
Mikki Showers (c) 507-330-0572 (w) 507-222-4481
Heidi Jaynes (c) 507-301-9654 (w) 507-222-4447
TRAVEL COORDINATORS ARE REQUIRED TO CARRY THE SPORT CLUB PROGRAM EMERGENCY CONTACT NUMBERS LISTED AT ALL TIMES WHEN TRAVELING!

Emergency Procedures

For All Off-Campus Accidents:
• Pull out of the driving lane onto the shoulder and turn off the ignition.
• Activate the four-way flashers on the vehicle (hazard lights).
• **Immediately** contact the local police (911) to advise them of the accident and to get medical assistance if there are any injuries. Do not admit fault or give written statements.
• Exchange driver's information (Names, Driver's License #'s, Carleton's insurance information, etc.). When local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number. Ask for an accident report form. If the local police will not file a report (i.e.: because damage is minimal or there are no injuries), ask them to make a note in their records that you called in the accident.
• **Call Aaron Chaput—Sport Club Director for assistance**
cell: (763) 218-5087
work: (507) 222-4483

ACCIDENT AND INCIDENT REPORTING

In an emergency these guidelines should be followed when reporting:

1. Be clear and concise in your reports.
2. Be objective in your report. Do not imply fault and stick to the facts. No personal assumptions should be reported.
3. Use witnesses if at all possible. Name, address, and phone #.
4. Always fill out and submit a report to the Sport Club Program Director immediately after an accident or incident. If you are away on travel, call the Sport Club Program Director and arrange a time to turn it in.
5. In the instance the situation is serious, do not communicate any information about the situation to anyone until you have contacted the Sport Club Program Director.
6. If there is any doubt in your mind whether a report is necessary, FILL IT OUT!

Fleet Accident Report

Vehicle accident reports must be completed after any damage to a College vehicle has been noticed. This includes:

• Major damages (ie: dents).

• Minor damages (cracked window, minor scratches, fabric stains/tears, broken taillight, etc.).

• Each vehicle has a Vehicle Malfunction Report Form located with the Mileage Log Book pages. You should use this form to report any mechanical problems and recording of any items used from the emergency road kits that need replenishing (first-aid items, flashlight batteries, etc.). **The malfunction report form should be turned in with the vehicle keys and not left in the vehicle.** For those mechanical problems or safety concerns that should be addressed prior to continued use of the vehicle, drivers should contact Fleet Services x4443 to report the problem immediately.

Injury Report

A personal injury report form must be completed when:

• A club participant, spectator, or coach is injured and requires treatment for an injury that occurred during club time.

• Someone is injured during an event the club is hosting.

These forms can be filled out and submitted online via the Sport Club's webpage. Please submit the form within 24 hours of the injury.

Incident Report

An incident can be defined as any event, activity, or action that causes a disruption to normal club activity or business. This can include:

• Minor and major arguments or disagreements.

• Physical contact beyond the realm of the sport.

• Facility reservations that were booked for club time.

• Facility members using club space during club time.

Incident reports can be sent via email format to the Sport Club Director. Please be clear and concise with the who, what, where, and when of the situation, and the Sport Club Director will respond in as timely a manner as possible.

Helpful phone numbers to assist with breakdowns and accidents:

• **Carleton College Security Services** – 1-507-222-4444 – Call any time of day/night to report major problems experienced on the road. Vehicle accidents with injuries must be reported immediately.
• **Carleton College Fleet Services** – 1-507-222-4889 – Call to report any problems during business hours (Monday thru Friday 8:00 AM – 5:00 PM) for assistance or if you need detailed vehicle information (VIN, make, model, etc.). Call after hours and leave a message to report minor problems needing attention.
• **Carleton College Campus Services** – 1-507-222-5384 – Backup number for Fleet Services.
• Within the city limits of Northfield during regular business hours
    o Apple, Chevrolet, Buick Northfield – 507-645-5619
    o Northfield Motors – 507-645-4478
• **Within a 100-mile radius of Northfield any time of day -** Valley AutoHaus Towing – 507-6631217 (Northfield area towing)
    o Secondary tow: Verizon – 877-623-7433
        ▪ Let them know it is for Carleton College
        ▪ They will need to know vehicle number or VIN (registration is in glove box)
• **Ford Roadside Assistance** – 1-800-241-3673 (Full roadside assistance)
• **Dodge Roadside Assistance** – 1-800-521-2779 (Full Towing assistance – other assistance for purchase)
• **Toyota Roadside Assistance -** Toyota Owners Customer Experience Center – 1-800-331-4331

Reporting to the Public

• In the case of an emergency situation where the press would arrive, clubs are not permitted to discuss any information.
• The club's responsibility for this type of information is to contact the Sport Club Program Director first, prior to talking with anyone.
Controversial, accident-related, and emergency topics associated with your Sport Club is the responsibility of the Sport Club Director. Forward all such requests for information to the Sport Club Director.

SPRING TRAINING TRAVEL

Preparation

Clubs traveling over spring break during March must begin planning the necessary arrangements at least 2 months prior to their departure. Housing and transportation accommodations need to be made as far out as possible when planning a Spring Training Trip. Failure to prepare in advance will result in increased expenses. Remember, when using rental vehicles, it is required that clubs have a minimum of 2 authorized drivers per vehicle.

College Business

Any time an individual or group of individuals is representing their club, whether it be on or off-campus, they are on official College business. When traveling, a club is on College business from the time they depart to the time they return to campus. During that whole time individuals are required to adhere to all Carleton College, P.E.A.R. Department, and Sport Club Program policies.

Itinerary

Along with the mandatory paperwork associated with traveling for spring training, clubs are required to submit a detailed itinerary of what they have scheduled for the entire time of their trip.

The following is a sample itinerary:

8:00am—11:00am— practice
11:00am—1:00pm— team lunch
1:00pm—5:00pm— scrimmages
5:00pm—7:00pm— return to hotel, clean up
7:00pm—9:00pm— team dinner
9:00pm—11:00— return to hotel and lights out

Itineraries are due 1 week prior to departure and must be approved by the Sport Club Director.. Late itineraries risk not being approved and other penalties at the discretion of the Sport Club Director on a case-by-case basis.

OTHER CONSIDERATIONS

Weather Conditions

Ultimately, it is the responsibility of the Club Leaders and all students traveling to make safe and informed decisions regarding traveling during inclement weather. The Sport Club Director is available to assist students in making weather-related decisions and finding alternative modes of transportation when available. Additionally, the College reserves the right to cancel College-sponsored off-campus travel at any time.

Safety is always the top priority!