



Administrative Policy

Policy Title:	Student and Athletic Team Travel
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Version:	4.0
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Office Responsible:	Student Services- Athletics
Reviewing Committee:	Customer-Focused
Related Policies:	Purchasing
Related Laws:	

Policy Summary: Student and Athletic Team Travel:

Jackson College provides a framework for safe and efficient student athlete travel, and assigns responsibility for enforcement. The Jackson College Athletic Department provides guidelines and procedures for intercollegiate travel for student athletes, employees and coaches representing the College at athletic events.

Scope:

This policy applies to all Jackson College student groups, student athletes, coaches and employees representing the College during student athlete/team travel.

Policy Statement:

Transportation, Meals and Lodging: Jackson College will pay for approved transportation and lodging for members of an official College team and/or student group. The College will provide each coach/advisor with a credit card so that he/she can purchase food, gas, lodging and other essential travel items on behalf of the traveling team in accordance with the College's purchasing policy.

Each traveling student/student athlete, coach and employee will be provided meals while traveling to away contests. The coach/advisor shall determine the number of meals offered on a travel day based on departure time and time of return to the College.

Head coaches/advisors are responsible for saving all travel-related receipts and turning them in monthly to the College business office, attached to the credit card statement.

In unfavorable weather conditions it will be up to the College athletic director and the opposing college's athletic director to determine game cancellation and whether or not the team will travel.

Only coaches, assistant coaches, team representatives or persons authorized by the Jackson College athletic department are permitted to drive rental vehicles. Drivers of 15-person vans must be 25 years or older. Drivers of minivans and cars must be 21 years or older. All drivers must have a valid driver's license. Student athletes are not authorized to drive rental vehicles.

Vehicle rental may include cars, minivans, or 12- or 15-passenger vans, based on need. Vehicle rental must follow all guidelines set forth by the rental company and the College's insurance policy.

Designated coaches/advisors must complete an accident/incident report in the event of an accident/incident involving a student athlete during competition and/or travel.

Athletic Schedule and Season Travel Plan: Coaches are responsible for developing their game and season travel plans for submission and final approval by the College athletic director as designated by the Michigan Community College Athletic Association (MCCAA) and National Junior College Athletic Association (NJCAA) timelines.

All game contracts must be signed by the College athletic director, and the head coaches' contact information must be provided.

During course scheduling periods, all attempts will be made by the athletic department to minimize missed classes due to team travel, taking into consideration game and practice dates.

Composition of Athletic Travel Team and Travel Squad: Only student athletes who are academically eligible, in good financial standing with the College, and have been officially certified to compete per NJCAA guidelines are permitted to travel.

The official College travel team may include players, coaches, team managers, team trainers and athletic department staff. The athletic director may authorize team travel for other personnel not listed if he or she deems their services essential to the traveling team. Only personnel whose services are essential to the traveling team will be permitted to travel.

Student athletes are required to utilize the transportation provided by the College to and from the off-campus athletic contest except in the following circumstances:

- a. When the contest is held near a city or town where the student athlete resides and a parent or guardian has requested, in writing, approval for the student athlete to travel with them. The athletic director or head coach must approve this written request.
- b. If a student athlete becomes ill or injured and needs immediate transportation, a parent may transport the student athlete with the coach's permission.
- c. In the event that Jackson College is hosting a home contest at an off-site location, students athletes are responsible for securing their own transportation to and from the site.

A student athlete is not permitted to transport him- or herself to or from an off-campus athletic contest when the school is providing transportation.

Compliance and Enforcement: Coaches shall review the travel policy upon initial appointment, and biennially.

The athletic director is responsible for the overall administration of this policy and its compliance. Each team coach is responsible for complying with this policy. Any student athlete, coach or athletic department staff member knowingly violating this policy may be subject to disciplinary action.

Date Of Change	Version	Description of Change	Responsible Party
10/31/2012	1.0	Initial Release	S. Bloomfield
2/27/2015	2.0	Update	H. Bateman
6/12/17	3.0	Update	H. Bateman
4/15/20	4.0	Annual Review	C. Ivan