

WEST VIRGINIA UNIVERSITY INTERCOLLEGIATE ATHLETICS

TEAM TRAVEL GUIDELINES

All West Virginia University team travel is scheduled in accordance with NCAA guidelines as outlined in the NCAA manual and travel hand book for each sport and championship. Senior administrative staff reviews safety concerns on a continual basis.

Members of the full-time coaching staff of each respective sport must remain with the team throughout and to the conclusion of each event.

No individual student-athlete or groups of student-athletes are to travel to events unaccompanied by a full-time member of the coaching or support staff assigned to that particular sport. Any deviation from this standard travel group must have the approval of the Director of Athletics and the Senior Associate Athletic Director for Administration and Finance prior to the completion of any travel plans.

While specific details for lodging and team meals are at the discretion of the head coach or administrator in charge of the traveling group, all plans are to be approved prior to the commencement of travel as part of the travel / budget planning process by the Senior Associate Athletic Director for Finance and Administration. It is expected that safety and student-athlete welfare is of paramount importance in all situations. It is expected that most of the meals are to be team meals and that the overall costs are in accordance with University guidelines and department practice as outlined during the team travel planning / budget process. It is expected that team lodging arrangements are to be two to a room with rare exceptions approved in advance by the Senior Associate Athletic Director for Finance and Administration.

Under no circumstances are 15 passenger vans to be used for any team travel. Any athletics staff member driving any student-athletes must follow the procedures set forth in the Pilot Student Transportation Program. Additionally, athletics staff members must follow the safety guidelines for transportation regarding times of travel, vehicle care and operation and standard procedures such as use of seat belts by all passengers. The preferred mode of ground transportation will be charter bus unless circumstances dictate otherwise such as size of travel party.

All team travel arrangements are to be coordinated through the Travel Coordinator.

The athletics compliance office monitors practice logs for each sport and will identify any concerns regarding the practice and competition schedules.

On occasion, academic counselors will travel with athletic teams to conduct study halls while a team is on an extended road trip.

10/06/09