Travel Officer Training

2023-2024
Driver Requirements
Unless stated otherwise, it will be assumed that only 5 members will be traveling in each car. Event approval will depend on the minimum number of drivers required to transport 5 members per car.

Additionally, multiple drivers will be required per car if the travel distance exceeds 250 miles. *All drivers are required to take a minimum 30-minute break at least once every 3 hours.

Steps to Become an Approved Driver

Flight Requirements
Clubs must email flight information to screcordermanager@gmail.com a minimum of 5 days before departure.

Independent Travel
Members who will be traveling independently must submit an Independent Travel Form to sportclubs@campusrec.ucdavis.edu.

This document must be filled out and signed by the club’s Travel Coordinator and requires the approval of the Sport Club Coordinator. Please submit as soon as possible to guarantee approval.
1. Contact Manager

- Share event information
- Keep your manager up to date about any changes
2. Create an Event on DoSportsEasy

- In-State Travel: 2 weeks
- Out-of-State Travel: 1 month
- Basic Info:
  - Event Type
  - Event/Opponent Name
  - Event Start/End
  - Location
  - Home/Away
Creating an Event

1. Go to DoSportsEasy Site
2. Select Events under your club
3. Select Add New Event
4. Fill out Basic Information
5. Submit
Completed Event

1. Basic Info Submitted
2. Go back to event and select Edit
3. Select all members from the finalized roster
4. Fill out ALL Travel info
5. Check box for approval
Away Events Checklist

1. Basic Information
2. Members Traveling
   a. There have to be enough approved drivers to fit 5 members per car unless stated otherwise
3. Travel Information
   a. Event Site
      i. Site Contact Name and Phone Number must be someone at the event who will not be traveling with the competition team.
   b. Method of Travel
   c. Lodging
   d. Arrangement
   e. Check box

*ALL event information must be submitted **5 days** before travel date

Once the event is approved, an email will be sent to officers to pick up binder and medkit.

Binder + Medkit must be returned the Wednesday after event
Becoming a driver

1. Select yes on Driver info tab
2. Send a picture of driver’s license to sportclubs@campusrec.ucdavis.edu
3. Wait for approval (it may take at least a week for us to get records back)

*For Out-of-state licenses & licenses submitted within a week of departure date, a pull notice (driving records) must be requested from their state DMV and sent to screcordermanager@gmail.com
*Fleet Reservations*

- Contact Recorder Managers to request Fleet
  - At least 2 weeks before departure
  - DO NOT TRY TO MAKE RESERVATIONS ON YOUR OWN
- Make UC Drive Account
- Fleet is not free
  - Money will be automatically taken out from allocation

Recorder Manager Email: screcordermanager@gmail.com
3. Pick up Travel Binder and Medkit

- Approval Email with Itinerary
  - Keep itinerary in case of emergency
- Pick up **Travel Binder** and **Medkit** from the Office
  - Bring to event
4. Return Travel Binder and Medkit

- Due the **first Wednesday following event**
- If return is delayed, contact Sport Club Office IMMEDIATELY

Sport Club Office Email: sportclubs@campusrec.ucdavis.edu
Flight Requirements

- Contact Recorder Managers with flight information as soon as flights are booked.
Independent Travel

- Members who will be traveling separately will need to submit an **Independent Travel Form**
  - At least 4 days prior to event
  - Signed by Travel Coordinator
  - Submitted to Sport Club Office by email for approval

- Examples of independent travel:
  - Member traveling earlier or later than rest of team.
  - Member staying at different overnight lodging.
It’s okay if you don’t know everything, just make sure you follow these points and everything will be A-OK:

1. Communicate with your managers and our office
2. Familiarize yourselves with your resources
   a. Officer resource page
   b. Sport Clubs Handbook/Cheatsheet
   c. DoSportsEasy
   d. Abby’s Newsletter
3. Follow the DUE DATES
4. HAVE FUN!
Questions?