

## Sport Club Travel Instructions

1. If buses are required for travel, **travel requests must be submitted** to Patrick Nearing, Assistant Director, Varsity Athletics ([patrick.nearing@dal.ca](mailto:patrick.nearing@dal.ca)) as soon as you are aware of your competition schedule. These travel requests must include:
  - a. Emergency contact (Name, phone)
  - b. Dates of travel
  - c. Times of departure (to and from games)
  - d. Number of athletes travelling to game
  
2. **Applicable travel forms must be submitted BEFORE departure.** All forms are available at ([www.dal.ca/sportclubs](http://www.dal.ca/sportclubs)). Please review the [Sport Club Handbook](#) to review all rules pertaining to travel.
  - **If travelling by bus:** the [Travel Roster](#) may be submitted electronically to [sportclubs@dal.ca](mailto:sportclubs@dal.ca) prior to travel OR in person at the Studley Gym Equipment Centre on the day of travel. A call button is available outside the Equipment Centre to reach the Building Services staff member.
  
  - **If travelling by rental car or personal vehicle:** the [Independent Travel Assumption of Risk and Release of Liability Form](#) must be completed, signed, and submitted to the front desk at Dalplex prior to travel (attention: Campus Recreation Coordinator). Scanned copies may be submitted via email in advance of travel to [sportclubs@dal.ca](mailto:sportclubs@dal.ca).
  
3. After travel has taken place, sport club accounts must be reconciled for associated travel costs. For those sport clubs who have been allocated funding or who have accumulated funding in university annual givings accounts, club presidents will be notified of their remaining account balance (if applicable) after each trip.

Teams will be responsible for reimbursement to the Department via cash or cheque to Dalhousie University Department of Athletics and Recreational Services within 30 days of travel if expenses exceed funding available. The Campus Recreation Office should be notified when reimbursement will take place, and cash and/or cheque is to be brought to the Dalplex Customer Service Centre for deposit.

Travel questions? Please contact the Campus Recreation Coordinator, Andrew Harding via email at [sportclubs@dal.ca](mailto:sportclubs@dal.ca) or by phone at (902) 494-2002.