

Sport Club Leadership Series: Spring 2020

Travel Like A Pro & Be A Super Host

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Travel Like A Pro

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What is required
by the Sport
Club Office?



**KEEP
CALM
AND
DO WHAT IS
REQUIRED**

Required:

- **Email** Courtney and Dan your completed Form B by **MONDAY** at **NOON** the week of your travel.
 - List of people traveling
 - List of drivers and vehicles
 - Two safety officers
 - Provide location and travel details
 - TIP: [Sport Club Forms A-Z Website](#)
- **Attend** a pre-event meeting on either **Tuesday** or **Wednesday** from **2-4:30 pm** at Dan Gardner's office in the Student Recreation Center
 - If you can't make that, email Courtney White and ask if she can confirm a meeting with you before the Thursday at 4pm deadline
- **Read** your email on **Monday** (for checklist) and **Thursday** (for approval) nights.

What is
recommended
by the Sport
Club Office?



Recommended:

- Talk with Dan the week prior to submitting the form about travel options including gas or hotel reimbursements (or hotel direct pay)
 - TIP: [GSA Lodging Per Diem Calculator](#) shows rates by zip code
- Discuss travel plans with teammates in person so everyone is on the same page and cannot simply ignore your emails or messages
- Provide list of travel games to the team as soon as you have it, that way teammates can plan around events
- Ensure you have enough teammates for a competition before you commit to the event
 - TIP: [Make a Google Sheet to Organize Attendance/Logistics](#)

Recommended: Plan Travel in Advance

	Game @ U of R on 2/15	Tournament @ VCU on 3/20-22	Double Header @ JMU on 3/28
Courtney	Y	Y	N
Dan	Y	Y	N
Linda	N	Y	N
Joe	Y	Y (not 3/20)	N
David	Y	N	N

What do
other clubs
do?



Traveling

- Men's Ultimate: 10 traveling weekends in 2019-2020
 - 4 in personal vehicles
 - 6 in vans
- Reserve vans way early
- Get people van certified
- Organizing drivers
- Cars spreadsheet



	Hotel Address	2828 Market St, Wilmington, NC 28403		
	Fields Address	4860 Riegel Road Wilmington, NC 28403		
	Make sure you're leaving Williamsburg by 4:30 PM!			
	Jack Buchholz	Carl	Scott Kilmer	Ethan Ruh
	Kyle Vanhoy			
1	Jack Buchholz	1 Carl	1 Scott Kilmer	1 Ethan Ruh
2	JZ	2 Greg	2 Austin	2 Gorby
3	Lucas	3 Gabe	3 David Bishop	3 Langston
4	August	4 Jonny	4 Clay	4 Bryce
5	gus (depends on	5 Philip	5	5 Zack
6	David H.			
Departure Time	whenever y'all want	3:15 (3:30)	2	3:15-3:30
Phone Number	7577090309	7033002204	7034394489	540-416-5181

Hotels

- Cheap but safe
- Booking.com
- Free cancellation offers
- Credit card rewards
- Folio receipts
- Friends/Family Housing



Consider both Cost and Risk Management

- Transportation balances low cost, high risk options (personal vehicles) against high cost, low risk options (charter bus)
- Your club budgeting should afford risk management before anything else
 - Team Dues should go to safe travel and lodging
 - You should pay your bills before you host pizza parties, etc.
- Consider your transportation options thoroughly
 - TIP: Use a Template Transportation Exercise to price out options
- Transportation
 - Personal vehicle, Campus Recreation van, Enterprise Rental, Charter bus
- Lodging
 - Hotel
 - Alternative

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You're A Travel Pro!

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Sport Club Leadership Series: Spring 2020

Be A Super Host

A large teal gradient shape that starts from the bottom left and extends diagonally towards the top right, covering the lower half of the slide.

What is required
by the Sport
Club Office?

**SOMETIMES
IT IS NOT
ENOUGH TO
DO OUR BEST;
WE MUST DO
WHAT IS
REQUIRED.**

WILSON BARNHILL

Required:

- **Email** Courtney and Dan your completed Form A by **MONDAY** at **NOON** the week of your travel.
 - List of your members who are playing
 - Two safety officers to enable your event to continue if the Sport Club Supervisor is attending to an injured player or another issue
 - Provide location (reserved beforehand) and times (VERY IMPORTANT)
- **Attend** a pre-event meeting on either **Tuesday** or **Wednesday** from **2-4:30 pm**.
 - If you can't make that, email Courtney White and ask if she can confirm a meeting with you before the Thursday at 4pm deadline
- **Read** your email on **Monday** (for checklist) and **Thursday** (for approval) nights.

What is
recommended
by the Sport
Club Office?



Recommended:

- Check the [Sport Club Facility Reservations Calendar](#) for availability, then email Dan Gardner (dwgardner@wm.edu) to ask for facilities
- Discuss hosting plans with executive board members and teammates in person so all event requirements are covered (not just by the pres.)
- Provide list of home games to the team as soon as you have it, that way teammates can plan around events as well as invite friends and family to come watch
- Ensure you have enough teammates for a competition before you commit to hosting; canceling late can lead to charges for SC Supervisors, as well as make reservations and away teams hesitant to agree in the future

Super Host Status Achieved...

- Make money by budgeting for all expenses and canceling if in the red
 - Facility Rental / Certificate of Insurance (Dan's and W&M example)
 - Skilled Services (ref, trainer, EMT)
 - Fringe (food, lodging, prizes/awards, etc.)
 - PRO TIP: You can use a Budget Template (Dan's example)
- Invoice visiting teams (Net 30 or contract)
 - Invoice template
 - Federal/Sub W9 template
 - PRO TIP: You can use a platform to help (Dan's example)
- Loop Dan Gardner in (Sport Club administrators guide our clubs)

SuperHost Status Achieved...

- Think about your visiting team's needs
 - Request coolers from the Rec for you and your visitors
 - Inform your visiting team of the conditions and amenities here
 - Call a local hotel and setup a Room Block with a Code
 - PRO TIP: Send an [Event Information Sheet](#) to all visitors
- Do a Profit Share Night at a local restaurant
 - Invite visiting clubs to join you for a dinner
 - Prepare and pass out flyers at games or at the restaurant
 - Campus Recreation offers 100 free black and white copies
- Thank the clubs for visiting and send an electronic thank you note
 - Building goodwill for the club to come back means \$\$\$

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You're A Super Host!

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Questions?

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