

INTERNATIONAL TRAVEL POLICY FOR ATHLETIC TEAMS AND PERFORMANCE  
GROUPS

Adopted April 25, 2001

1. Faculty and staff planning international trips must gain written approval of the appropriate Dean at least 12 months in advance of the proposed start of the trip. Evidence that full funding is available and has been obtained (within the guidelines stipulated in #5-7 below) must be presented to the appropriate Dean at least four months in advance of the proposed start of the trip.
2. A request for approval must include:
  - a. a statement of the purpose and educational rationale of the trip,
  - b. a projected budget including both revenue and expenditures, utilizing the attached form,
  - c. evidence that appropriate arrangements have been made for contests or performances,
  - d. evidence that adequate supervision will be provided,
  - e. evidence that the venture will be good for Hope College.
  - f. evidence of compliance with the College's Risk and Responsibility Policy for international travel.
  - g. evidence that health and liability insurance for participants are adequate, including assurance that the College's liability insurance is effective for the countries being visited (and on State Department's approved list).
3. For athletic teams only: No more than two teams will go abroad in a given **fiscal** year and no team will go abroad more than once in four years.
4. For athletic teams only: In any year in which there is travel by two teams, one team will be a women's team. If an exception is made, the balance must be restored the following year.
5. Subject to the College's ability to pay, the College will cover one-third of the cost of travel and lodging for each student up to a maximum to be established annually **indexed each year to the increase in the non-compensatory portion of the operating budget (\$750.00 for 2001-2002)**.

6. Students will cover the remaining two-thirds of their own trip expenses plus food. **All funds for the trip (those paid by students or from any other source) will be deposited with the College in a special account to be used for the trip. Coaches of athletic teams must submit this account number to the Kinesiology office manager, the person in charge of the EADA report, and the person in the business office who helps with the EADA report.**
7. There will be no group projects or solicitation of donors by coach or team (Exception: free will offerings taken for music groups at their performances). **Because we comply with federal Title IX guidelines for equity among all sports, any gifts given for such travel will be used to defray the cost of the College's contribution to the trip. If larger than the amount budgeted for that sport, it will be deposited with the College to be distributed at a later date in a way that benefits all sports.**
8. The itinerary for each trip must include a service project of at least two days.
9. By three months prior to the trip, every head coach must submit to his/her athletic director (in case of other performing groups, to chairperson) the documents required of all student participants by the College's Risk and Responsibility Policy. The athletic director/chair will forward them to the International Education Office.
10. Within one month of the trip's conclusion, the coach will submit to the appropriate Dean and Provost a written report of the trip. The report should include attendance figures for games or events held, a description of, and any available evidence of the quality of the performances and of the value of the various aspects of the experience for the students.

NOTE: This policy does not apply to regular season athletic competition or to post season athletic competition sponsored by the MIAA or the NCAA. Nor does it apply to long-distance domestic trips. Such trips may be scheduled only if they can be funded by the sport's normal operating budget or have been approved through the regular budget process.

Revised 8/28/01

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