**Club Sports International Travel Request** Updated version 2018

In the current fiscal year, the Athletics Department has again decided that it will not financially support requests for foreign travel from any group. However, if you fund the trip strictly with personal monies (i.e., no “Yale controlled” monies used), the University will consider a petition for foreign travel.

1. Clubs must petition the Club Sports Office in writing electronically with a Word doc. attachment. The Club Sports Director will review and forward the request with a recommendation to the Sr. Associate Director who will then forward it to the Athletic Director and then onto the Provost’s Office and the Office of Risk Management for final approvals. The petition must include:

 i. Purpose and destination(s) of trip.

 ii. Departure and return dates.

 iii. Method of funding.

 iv. Roster and everyone’s emergency contact numbers.

 v. Schedule of events.

 vi. Expenses.

 vii. Dates and locations of all overnights.

 viii. Foreign contact persons and phone numbers.

2. Three months advance notice is required, which allows for vetting of all involved parties.

3. Yale assumes no obligation to return the invitation or host any foreign school or organization\*.

4. A faculty advisor or coach is required during foreign travel, that person must submit to and pass a university background check.

5. Yale reserves the right to cancel any foreign travel for political or safety concerns.

6. Foreign travel may be restricted to once every four years.

7. United Health Care Global (formerly Medex)

Your club must be made aware that (United Health Care Global) formerly Medex is NOT health insurance, it is evacuation and travel assistance. Every travel participant should have access to this information and should carry it with them during travel.

8. Health Insurance

Each participant needs to make sure they know to what extent their own group health will cover them while on this trip.

9. Yale’s international travel guidelines/toolkit

The club leadership and the individual participants should consult the International Toolkit for travel preparation instructions. <http://world-toolkit.yale.edu/resources-topic/travel>

10. **No-alcohol policy**

A no-alcohol policy will be made clear to all attendees prior to departure; this will be enforced through the supervision of team captain(s) at all non-polo events, as well as the presence of our coach.

11. \*All “in return for” conditions will be carefully examined by the University, which generally is not in favor of advertising or branding support or required reciprocal hosting of foreign programs. Any marketing, labeling and branding proposals need to be reviewed and approved by the Yale Trademark and Licensing Office well in advance of a trip.