

Marjon University Sports Travel Policy for Students 2024-2025

Introduction

This policy outlines the travel arrangements and reimbursement procedures for university students who participate in sports activities. The university aims to support students' travel needs to the best of its ability while aiming to support student experience in as many facets as possible.

1. General Travel Policy

1.1. Self-Supported Travel

1.1.1. Students are responsible for arranging and funding their own travel within Plymouth. The university will not provide financial assistance for local travel within the city.

1.2. Club Payment for Home Fixtures

1.2.1. If the club wishes to pay an individual for fuel used to get to home fixtures that are not played on the University campus from their individual club account (held by the MSU), this is permitted if the club has collected funds for this purpose. To do this, the claimant must provide the SU with a VAT receipt and MSU Claim and Expenses Form within a month of the trip and written confirmation from the club Treasurer that the club permits the expenditure. If the receipt is not valid or bought within a month, the SU may refuse to pay it.

1.3. Supported Travel Outside Plymouth

1.3.1. Travel to destinations outside Plymouth, such as Exeter, will be financially remunerated as per the guidelines outlined in the annex of this policy. Beyond Exeter, the university will endeavour to supply appropriate transportation to the best of its ability.

2. Financial Reimbursement for Travel

2.1. Eligibility

2.1.1. Students traveling by their own means for sports-related activities are eligible for reimbursement. Specific reimbursement rates and conditions are detailed in the annex. This must be agreed upon prior to the event taking place.

3. Injury and Alternative Transport

3.1. Injury-Related Reimbursement

3.1.1. If a student sustains an injury during a sports activity and is unable to return on the originally scheduled transport, the university will reimburse up to £50 for alternative transport to return to Plymouth.

3.2. Reimbursement Conditions

3.2.1. The student must provide receipts for the alternative transport expenses.

3.2.2. The student must submit evidence of the injury and a valid reason for missing the scheduled travel.

3.2.3. The student must contact the Student Sports and Physical Activity Manager or the BUCS Coordinator via Teams prior to the original transport departing the venue.

4. Reimbursement Procedure

4.1. Submission of Claims

4.1.1. Students must submit travel reimbursement claims within 5 days of the travel date. Claims should include:

- Completed reimbursement form linked here.
- Original receipts for all travel expenses.
- Evidence of participation in the sports activity (e.g., event registration, confirmation from coach).
- For injury-related claims, medical documentation or a note from the event organizer or coach or accident form from the venue – the student is responsible for collecting this information and reimbursement will only be considered with all appropriate evidence.

4.2. Review and Approval

4.2.1. The university Student Sport and Physical Activity Manager will review all claims. Approved claims will be processed within 21 business days.

4.3. Payment

4.3.1. Reimbursement will be made via bank transfer to the student's registered bank account on the payment form with the university.

4.4. Additional Charges by Hire Company

4.4.1. Any additional charges made by a hire company, such as cleaning/damage, must be paid for from the club accounts.

5. Compliance and Monitoring

5.1. Audit and Documentation

5.1.1. The university reserves the right to audit travel claims and request additional documentation if needed.

5.1.2. Any misuse of the travel policy, including fraudulent claims, may result in disciplinary action from the university disciplinary policy.

6. Conduct of Students

6.1. Alcohol Consumption

6.1.1. Students are prohibited from consuming alcohol whilst on any minibus, car, or coach requested by the MSF. Failing to adhere to this rule will be treated as a disciplinary matter.

6.2. Vaping

6.2.1. Vaping is prohibited on any coach or minibus.

6.3. Vehicle Condition

6.3.1. All minibuses, cars, or coaches hired on behalf of an MSF club should be returned in a clean and presentable fashion (free from litter, mud, etc.). Clubs will be responsible for paying any additional charges incurred because of vehicles being damaged or returned in an unsatisfactory condition.

7. Transport

7.1. Cancellation Authority

7.1.1. Transport that has been booked can only be cancelled by the MSF Office. The BUCS and Performance Sport Coordinator will notify The Welcome Team as early as

possible. Unfortunately, in some circumstances, it may be necessary to cancel on the morning that the transport is booked for.

7.2. Payment of Drivers

7.2.1. Should a trip be cancelled, as long as the driver is told in advance of leaving their home, there are no driver charges. However, should they be on their way to Marjon, they will be paid for 4 hours as a cancellation fee.

7.3. Minibus Hire Charges

7.3.1. Should a club, team, or individual decide not to attend a fixture after their transport has been booked, they must give The MSF Office at least 24 hours' notice. If 24 hours' notice is not given, then charges may apply.

7.4. Drivers

7.4.1. Drivers will be arranged by the Welcome team at the time of booking the minibus(es).

7.5. Overnight Trips

7.5.1. In some instances, it may be necessary for a team to be away overnight. If the driving time to the destination is within the 9-hour limit, it will only be necessary to employ one driver. However, if the drive to the destination exceeds nine hours, it will still be necessary to employ two drivers. Drivers will be paid for the duration of the trip (driving hours), and if staying overnight, will be able to claim subsistence for accommodation and meals. The student team will assist in subsidising this.

7.6. Contingency Planning

7.6.1. In the event of an incident (breakdown, traffic jam, etc.), it will be the responsibility of the driver to contact Ella O'Neill, Student Sport and Physical Activity Manager, who will make a decision on what action to take next.

7.7. Replacement Driver

7.7.1. The Welcome Team will try to source a replacement driver and dispatch a replacement driver in a university hire car should the need arise. The replacement driver should then replace the driver and drive the minibus back to the campus. The original minibus driver should then take the University car and drive to the closest budget hotel/B&B. The original driver should then return to the Campus once they have undertaken a period of 11 hours rest.

7.8. Responsibility of Student Clubs

7.8.1. If a club does not follow this procedure, e.g., a full team doesn't arrive in time to travel on the morning of the fixture, the club will be fined for the full costs related to the

hire of transport (minibus hire and the cost of drivers). Additionally, the club will also be fined for any costs incurred by the MSF for the hire of venues and the cost of officials that need to be cancelled by other universities.

For further information regarding the Transport Policy please see Plymouth Marjon University Transport Policy.

8. Policy Review

8.1. Annual Review

8.1.1. This policy will be reviewed annually to ensure it meets the needs of students and aligns with the university's financial regulations.

Annex:

Reimbursement Rates for Exeter Travel

- Standard Rate: £20 per trip. Maximum number of cars per sport applies.

Maximum number of cars per sport:

Badminton – 2

Basketball – 3

Wheelchair Basketball – case by case due to additional kit and accessibility requirements.

Cheer – 5

Dance – 5

Football – 4

Futsal – 4

Hockey – 4

Lacrosse – 5

Netball – 3

Rugby – 6

Table Tennis – 2

Volleyball – 3

Swimming – case by case due to nature of sport.

Water polo – 3

INSTITUTION	GROUND	POSTCODE	MILES (RETURN)	AMOUNT
Aberystwyth	Vicarage Playing Fields	SY23 1HB	472	£94.40
Aberystwyth	Blaendolau Playing Fields	SY23 3SR	470	£94.00
Aberystwyth	Ysgol Penglais Sports Centre	SY23 3QE	472	£94.40
Bath	Claverton Down (Founders Hall)	BA2 7AY	264	£52.80
Bath	Kingsdown Golf Club	SN13 8BS	290	£58.00
Bath	Sports Training Village	BA2 7AY	264	£52.80
Bath	St John's Pitches	BA2 7AY	264	£52.80
Bath	Sulis Club	BA2 7AU	262	£52.40
Bath Spa	Bath Spa Newton Park	BA2 9BN	248	£49.60
Birmingham	UBS Sport and Fitness	B15 2TT	402	£80.40
Bournemouth	Bournemouth Gardens Tennis Centre	BH2 6EY	256	£51.20
Bournemouth	Dudsbury Golf Club	BH22 8ST	250	£50.00
Bournemouth	Talbot Campus Sports Hall	BH12 5BB	252	£50.40
Bournemouth	Bournemouth Sports Club	BH23 6BL	256	£51.20
Bristol	Bristol University Swimming Pool	BS8 1LN	240	£48.00
Bristol	Bristol Lawn Tennis and Squash Club	BS6 7HF	244	£48.80
Bristol	Bristol and Clifton Golf Club	BS8 3TH	232	£46.40
Bristol	Coombe Dingle	BS9 2BJ	240	£48.00
Bristol	Sport, Exercise and Health Centre	BS8 1TP	240	£48.00
Bristol	Bristol SU	BS8 1LN	240	£48.00
Cambridge	St John's College Sports Ground	CB3 9AA	542	£108.40
Cambridge	Wilberforce Road Sports Centre	CB3 0EQ	542	£108.40
Canterbury Christchurch	Polo Farm	CT3 4AF	558	£111.60
Cardiff	Cardiff International Pool	CF11 0JS	308	£61.60
Cardiff	Llanrumney Sports Fields	CF3 4JN	300	£60.00

INSTITUTION	GROUND	POSTCODE	MILES (RETURN)	AMOUNT
Cardiff	Talybont Sports Training Village	CF14 3AT	302	£60.40
Cardiff	National Cricket Centre (SWALEC)	CF11 9XR	306	£61.20
Cardiff Met	Cyncoed Campus	CF23 6XD	298	£59.60
East London	Lee Valley Tennis & Hockey Centre	E20 3AD	556	£111.20
East London	SportsDock	E16 2RD	558	£111.60
FXU	FXU	TR11 2ES	280	£56.00
Gloucestershire	Lilley Brook Golf Club	GL53 8EG	316	£63.20
Gloucestershire	Oxstalls Sports Park	GL2 9HW	306	£61.20
Gloucestershire	The Folley	GL51 9JW	314	£62.80
Hartpury	Hartpury College Sports Academy	GL19 3BE	306	£61.20
Hartpury	Tewkesbury Park Hotel & Golf Club	GL20 7DN	326	£65.20
Kings College	Honor Oak Park	SE23 1NW	458	£91.60
Loughborough	Dan Maskell Tennis Centre	LE11 3TP	488	£97.60
Oxford	Oxford University Sport	OX4 1EQ	410	£82.00
Oxford	White Horse Leisure & Tennis Centre	OX14 3PJ	404	£80.80
Oxford	University Parks	OX1 3RF	390	£78.00
Oxford Brookes	University Centre for Sport	OX3 0BD	394	£78.80
Portsmouth	Langstone 3G	PO4 8LW	350	£70.00
RAU	RAU	GL7 6JS	320	£64.00
Reading	Reading University Sports Park	RG6 6UR	402	£80.40
SGS College	SGS Wise Campus	BS34 8LP	250	£50.00
Southampton	Fleming Park Leisure Centre	SO50 9NL	306	£61.20
Southampton	Jubilee Sports Hall	SO17 1BJ	308	£61.60
Southampton	Paultons Golf Centre	SO51 6AN	298	£59.60
Southampton	SUSU Activities Room	SO17 1BJ	308	£61.60
Southampton	Wide Lane	SO50 5PE	306	£61.20
Southampton Solent	Solent University Sports Hall	SO14 0YN	304	£60.80
Southampton Solent	St Mary's Sports Hall	SO14 0BL	306	£61.20
Southampton Solent	Test Park	SO16 9QZ	298	£59.60
Southampton Solent	Trojans Hockey Club	SO50 9HT	308	£61.60

INSTITUTION	GROUND	POSTCODE	MILES (RETURN)	AMOUNT
St Marys	St Mary's Sports Village	TW1 4SW	416	£83.20
St Marys	Teddington Lock Sports Campus	TW11 9BE	416	£83.20
Surrey	Surrey Sports Park	GU2 7AD	398	£79.60
Swansea	Fairwood	SA2 7JX	400	£80.00
Swansea	Swansea Lawn Tennis & Squash Club	SA2 9AU	380	£76.00
Swansea	Pennard Golf Club	SA3 2BT	392	£78.40
Swansea	Sketty Lane	SA2 8QB	380	£76.00
Swansea	Welsh National Pool	SA2 8QB	380	£76.00
UCL	Somers Town Sports Centre	NW1 1RX	482	£96.40
USW	Methyr RFC	CF48 1AF	340	£68.00
USW	Pontypridd RFC	CF37 1HA	318	£63.60
USW	Roman Road Golf Course	NP18 1HQ	268	£53.60
USW	Sports Park	CF37 5UP	312	£62.40
UWE	Gloucestershire FA	BS32 4AG	244	£48.80
UWE	Kendleshire Golf Club	BS36 2UY	260	£52.00
UWE	Lockleaze Sports Ground	BS7 9XF	249	£49.80
UWE	Centre for Sport	BS16 1QY	256	£51.20
Winchester	Garrison Ground	S023 0QA	328	£65.60
Winchester	King George V Playing Fields	SO23 0QA	328	£65.60
Winchester	Human Movement Centre	SO22 4NR	324	£64.80
Winchester	River Park Leisure Centre	SO23 7DD	324	£64.80
Winchester	Winchester Rugby Club	SO23 7SU	324	£64.80
Winchester	Winchester Tennis Club	SO22 6AN	322	£64.40

If your institution is not listed, please contact msf@marjon.ac.uk for information.

University Sports Contact Information:

- Email: msf@marjon.ac.uk

- Office Hours: Monday to Friday, 0900 - 1600

This policy is effective from September 2nd 2024 and supersedes all previous versions.