

ISC TRAVEL, BILLETING and CHAPERONE POLICY

Approved July 5, 2022



By registering with ISC, all members have agreed to abide by this Policy.

1. Purpose

This Policy was developed to promote the safety and well-being of ISC athletes, coaches and chaperones while travelling with ISC or billeting. There is an expectation of appropriate behaviour consistent with ISC's and Swim BC's values, mission, and objectives.

2. Application

This Policy applies to swimmers, coaches, chaperones, and parents/guardians (**Designated Individuals**) participating in the following events (**Events**):

- a. Travelling with ISC for a competition, training camp or other event.
- b. Billeting with host families.
- c. Billeting host athletes.

Designated Individuals will abide by the applicable ISC Code of Conduct and Ethics and this Policy. Where this Policy provides for a higher standard than an applicable Code of Conduct and Ethics, this Policy governs.

This Policy applies from the point of departure until returning home.

The Designated Lead Coach for the travel event will review this Policy and the Athlete Code of Conduct and Ethics with the Designated Individuals at the beginning of the event to ensure that it is fully understood by all participants.

It is also the athlete's and parent/guardian's responsibility to ensure that the athlete has reviewed this Policy and the Athlete Code of Conduct and Ethics. ISC assumes that each Designated Individual is aware of this Policy and the ISC Code of Conduct and Ethics.

Travel Consent Form

Minor athletes travelling out of the country with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). By declaring attendance and team travel on the ISC website, a parent/guardian is granting consent for their minor child to travel with another adult.

3. Sanctions

If the Designated Lead Coach for a travel event determines in their sole discretion that an ISC athlete has committed a breach of this Policy or any applicable ISC Code of Conduct and Ethics:

- a. An incident or discipline report will be written.
- b. The athlete may be suspended from participating in all or part of the remainder of the travel event.
- c. The athlete may be confined to their room or may be requested to return home (in consultation with the athlete or their parent/guardian). If an athlete is requested to return home, that athlete will be charged the full cost of the travel trip, plus any additional expenses that may be incurred (e.g. transportation to an airport, additional air fare).
- d. Membership in ISC may be terminated.
- e. A Member may be required to reimburse ISC for any damages, costs or other penalties incurred because of an athlete's breach of this Policy or ISC Code of Conduct and Ethics.

The President of ISC will be immediately informed of any serious breach of this Policy or any other ISC Code of Conduct and Ethics. A serious breach shall include:

- a. Committing any act which could be considered an offence under Federal or Provincial law.
- b. Breaking curfew without permission from the Designated Lead Coach or Head Chaperone.
- c. Conduct that jeopardises the safety of any other person.
- d. Gross misbehaviour.

If a coach or chaperone is personally involved in any behaviour problem the ISC President must be notified as soon as possible following the incident.

4. Event Planning Responsibilities

ISC's Team Travel Coordinator, Office Staff or Director of Swimming is responsible for:

- a. Informing Event participants of the travel dates, transportation logistics, food and accommodation details.
- b. Identifying the coaches and chaperones for the Event.
- c. Providing a cost estimate for each Event, including deposit due date, withdrawal date and cancellation policy. If an athlete travels one way with ISC but not the other they will assume any shared vehicle costs for both ways.
- d. Making reservations for transportation and accommodation. When the number of swimmers is limited and doesn't warrant a bus, ISC may choose alternate means of transport including a multi-passenger van driven by one of the coaches or chaperones, or a personal vehicle driven by designated parents. ISC reserves the right to designate travel assignments. If a parent does not want their swimmer to be in a designated

parent's car at any point throughout the trip, it is their responsibility to communicate this to the club ahead of the trip.

- e. Booking and assigning gender appropriate accommodations.
- f. Ensuring that the procedures below under Billeting are followed.

5. Payment Details/Cancellation and Refund Policy

All or part of the cost estimate will be payable at the time of sign up for the Event. Failure to pay required costs may result in ineligibility for the Event.

In the case of withdrawal due to illness or injury, with an accompanying doctor's note, all or partial refund is at the discretion of the Director of Swimming. Refund amounts will be assessed on a case-by-case basis and will depend on cancellation timelines negotiated between ISC and suppliers, non-refundable expenses incurred by ISC and the impact to other participating families.

6. Designated Lead Coach Responsibilities

The Designated Head Coach is responsible for:

- a. Identifying athletes eligible for the Event.
- b. Setting all departure, rendezvous, practice and competition times and places.
- c. Setting athlete curfew times.
- d. Overseeing the team from assembly point through to disbursement;
- e. Athletes during practices and meets.
- f. Reminding athletes of ISC Travel and Billet Policy and ISCs Code of Conduct and Ethics.
- g. Duties of Team Travel Coordinator if they have not been previously designated.

In all cases, the Designated Lead Coach has final authority over all decisions concerning the athletes and protecting their performance.

7. Athletes

Only competitive swimmers aged 11 years old and older are eligible for overnight team travel.

Athletes are expected to comply with ISC's Athlete Code of Conduct and Ethics. In addition:

- a. Athletes may not drink or carry alcoholic beverages or use drugs other than those prescribed to them by a physician. Such drugs must be reported to the coaching and/or chaperoning staff before departure and/or on trip permission forms. However, proper administration of medications will be the swimmer's responsibility.
- b. Athletes are expected to remain with the team at all times during the Event. Athletes are not to leave the pool, the hotel, or any other place at which the team has gathered

without the permission of a coach or chaperone. With permission, athletes must notify the Chaperone prior to leaving and immediately upon returning.

- c. Athletes are not permitted to go inside a coach's room.
- d. When people other than the occupant(s) visit a room, the door must be left ajar for access by the coach or chaperone.
- e. Responsible, orderly, and reasonably quiet behaviour is expected of athletes at all times including while travelling on rented or public transportation, when on the pool deck, and when in restaurants and all other public areas.
- f. All team members are expected to respect each individual's needs for rest time.
- g. Athletes are expected to leave the ISC team area in a neat and clean condition at the conclusion of each session of a meet as well as during their stay and upon leaving a hotel.
- h. Athletes from other teams are not allowed in ISC hotel rooms.
- i. Any physical damage occurring in a room, or cost arising from missing items, is the responsibility of the registered occupant(s) and will be charged to the ISC Member account, unless some other person(s) are proven responsible.
- j. Athletes should consider that it is their responsibility to report behaviour that does not adhere to this Policy or the ISC Code of Conduct and Ethics to coaches or chaperones.

8. Parents

8.1 Parents travelling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:

- a. Pay all event fees prior to the start of travel
- b. Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
- c. Punctual drop off and pick up of their children at times and places indicated by coaches
- d. Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- e. Adhere to coach requests for athlete curfew times
- f. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
- g. Report any athlete illness or injury
- h. Report any incident likely to bring discredit to the Organisation
- i. Adhere to the Organisation's policies and procedures, particularly the Code of Conduct and Ethics
- j. If travelling outside of Canada, ensure that all passports are valid and not expired

8.2 Parents not travelling with the athlete have the following responsibilities:

- a. Declare the athlete's meet attendance and team travel intention on the ISC website
- b. Provide the chaperone with a Travel Consent Form if leaving the country
- c. Provide the chaperone with emergency contact information

- d. Provide the chaperone with any necessary medical information
- e. Pay all event fees prior to the start of travel
- f. Provide the child with enough funds to pay for food and incidentals
- g. If travelling outside of Canada, ensure that all passports are valid and not expired

8. Chaperones

8.1. Chaperone Requirements

- a. ISC generally requires a ratio of one chaperone/adult coach for every 10 swimmers on an Event. Exceptions may be made based on any of the following: (a) type of event, (b) age of athletes, (c) gender of athletes; (d) number of athletes; (e) duration of trip, (f) billet or hotel arrangements; (g) amount of meal preparation; (h) parents of swimmers in attendance at the meet; and (i) swim group includes adult swimmers and the coach fulfils part of the Chaperone role.
- b. Mixed gender groups require at least one male and female chaperone or adult coach.
- c. If more than one chaperone is needed on a travel event, one lead chaperone will be assigned. The lead chaperone coordinates the chaperones by reviewing the expectations in the Chaperone Guide Book with the group, providing training, discussing food plans and menu ideas, allergies, addressing requests that the coaches may have and leading parent communications.
- d. Any Event that requires one or more volunteer chaperones will be canceled if the required number of volunteers is not found.

8.2. Eligibility Requirements

- a. Be 25 years of age or older;
- b. Be a member in good standing with Island Swimming;
- c. Provide a Criminal Record Check, including vulnerable sector screening, through SwimBC's account with the CCRP.
- d. Provide a driver's abstract if chaperone will be driving any athletes other than their children at any point in travel to, during and from the Event;
- e. Review and sign a confidentiality agreement regarding private information;
- f. Carry a major credit card in case of emergency for day to day expenses or unexpected or emergency expenses

8.3. Chaperone Responsibilities

Chaperones are responsible for:

- a. Complying with any chaperone guidelines provided prior to any Event.

- b. Applying this Policy and the ISC Code of Conduct and Ethics to all athletes and reporting any breach to the Designated Head Coach.
- c. Refraining from consuming alcohol or drugs during the Event.
- d. Focusing on chaperone responsibilities (e.g. do not engage in personal social activities or officiate at a swim meet).
- e. The safety, well-being, and behaviour of athletes during the times they are not under the control of the coaches.
- f. Providing a supportive environment and being available to the swimmers and providing guidance when necessary.
- g. Knowing the swimmers names, ages, parents name and number, medical info, special situations etc.
- h. Ensuring that each swimmer has the chaperones' hotel name, phone number and room number.
- i. Notifying the Designated Head Coach and parent/guardian of any athlete illness or injury.
- j. Setting times for athletes to be in their rooms based on the Designated Lead Coach's curfew; bed checks may be considered.
- k. Ensuring there are safeguards in place for the athletes' plane tickets, keys, valuables and money.
- l. Scheduling and organizing/preparing required meals and snacks for the duration of the Event. The Coaches will provide input as required.
- m. Checking the accommodation area for any damage prior to room assignment and before check out.
- n. Retaining and submitting itemized receipts for food, fare, hotel and incidental expenses to the Office Administrator upon return.
- o. Maintaining a list of billet names, phone numbers and addresses.
- p. Meeting all billet families personally.
- q. Supervising any billeted swimmers during such times when they are not in the care of their billet;
- r. Remaining with swimmers on each day of the meet until all have been taken home by their billet families.
- s. Submitting a post Event report to the Office Manager upon completion of the Event. This can include impressions of the accommodation and meals, as well as suggestions to support future chaperones.

9. Travel Expenses and Reimbursements

- a. As required, chaperones and coaches may receive a per diem for meals for out of town Events.
- b. Prior approval from the Office Manager or Director of Swimming must be obtained if a coach or chaperone elects to take his or her personal vehicle on the Event. Considerations include whether coaches are car-pooling, or if swimmers and/or team

travel equipment is being transported. The automobile allowance for mileage will not exceed the current BC provincial government rate.

- c. All athletes on team travel will incur the same full costs whether or not their parent(s) chaperone. The children of chaperones may receive a percentage discount on travel if the Board of Directors wishes to use this as incentive to encourage volunteers.

10. Billeting

Members who billet athletes for a specific swim meet may be exempt from some or all their volunteer requirements for that meet. The specific exemption will be specified in the request for billets.

Host families must billet a *minimum of two athletes*. To qualify as a host family, the following must be submitted to the ISC office prior to hosting billeted athletes:

- a. An acceptable criminal record check, including vulnerable sector check, for all persons 18 and over who will be staying in the house while the billeted athletes are hosted,
- b. ICBC driver's abstracts for all persons who will be driving the billeted athletes, and
- c. Exceptions to this policy may be made if the parent/legal guardian of the billeted swimmer consents in writing. Reasons for exceptions include family or prior relationships with the ISC host family.

Billeting families may also be required to complete a Host Information Form, available from the ISC office.

To ensure a comfortable experience for the athletes, Host families will be responsible for:

- a. Providing a private sleeping area. Athlete(s) should not share a bedroom with anyone other than a same gender teammate, or the hosting athlete, provided that the host identifies as the same gender;
- b. Providing safe transportation to and from the competition venue;
- c. Providing 3 meals a day plus snacks;
- d. Providing use of laundry facilities;
- e. Confirming any allergies, medical conditions, or special dietary needs and supporting billeted athletes with these requirements;
- f. Informing the billets of your expectations and house rules; and
- g. Supporting and communicating with the billets regarding their needs, including special dietary or medical needs.

Unauthorised "after hours" social functions are strictly forbidden.

11. Billeting for Travel Meets

There may be opportunities for ISC athletes to billet with a host family for an away meet. The Director of Swimming will determine who is eligible to billet in any given circumstance based on the athlete's age, maturity and past conduct. Generally, billeted swimmers should be charged the same amount as non-billeted swimmers. However, the travel cost for billeted versus non-billeted swimmers will be determined on a meet by meet basis by the Director of Swimming.

There must be at least two ISC swimmers of the same gender billeted together. Exceptions to this policy may be made if the parent/legal guardian of the ISC swimmer consents in writing. Reasons for exceptions include family or prior relationships with the proposed host family.

Billeted ISC swimmers are expected to:

- a. Let host families know of any dietary restrictions, allergies, or medical conditions;
- b. Be polite and courteous and offer to assist their hosts;
- c. Follow the normal routine of the host family;
- d. Check and obey all house rules; and
- e. Keep their hosts informed of all movements and if delayed unexpectedly, contact the host immediately;
- f. Take a Thank you gift to their host family. This may be decided as a club or on an individual basis.

Unauthorised "after hours" social functions are strictly forbidden.

Failure to meet these expectations may result in prohibition from future billet opportunities and other sanctions determined by the Director of Swimming.