

EKSC Travel Policy



“Organization” refers to: **Edmonton Keyano Swim Club (EKSC)**

Purpose

1. Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, vehicles and hotel rooms – is less structured and less familiar.

The purpose of this Policy is to inform athletes, parents, and coaches travelling to events of their responsibilities and the expectations of the Organization.

Application of this Policy

2. This policy applies to all individuals participating in Team Travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or an organizing body of the sport (Swim Alberta, Swimming Canada).

Specific individuals have responsibilities during Team Travel. These individuals include:

- a) Coaches
- b) Event Managers
- c) Chaperones
- d) Athletes
- e) Parents
- f) Support Staff

* Note that a person may fall into more than one group of individuals. For example, a coach may also be the de facto chaperone and/or a parent.

Travel Consent Form

3. Consent forms are required for travel as follows:
 - a) For travel within Canada: Minor athletes, as defined by the laws of the province(s) visited on a trip, traveling with individuals other than their parent/guardian must have **Travel Consent Form** signed by their parent(s)/guardian(s). This may be a hard copy or electronic file, as appropriate.
 - b) For travel outside of Canada: Minor athletes, as defined by the laws of the country(s) visited on a trip, must also produce a signed and notarized **International Travel Consent Form** that conforms to the customs inspection specifications of the destination(s). This form must travel with the athlete, or as directed by EKSC according to the travel requirements of the destination(s).

General Policies

4. All general policies shall be followed whenever possible, as follows:
 - a) Club travel policies and club code of conduct must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

EKSC Travel Policy



- b) Chaperones and any other adult volunteers travelling with the team must complete a police background check according to Provincial regulations. Any adult charged with driving a vehicle while representing EKSC must also provide proof of a valid driver's license.
- c) During any travel, all participants are responsible for obtaining and carrying valid travel documents for the designated itinerary.
- d) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
- e) During overnight team travel, athletes will be paired with athletes of the same gender, unless they are a parent, guardian or sibling. Athletes may be paired according to any known factors, including age, past behaviour and request.
- f) When only one athlete and/or one coach travel to a competition without a chaperone, the athlete(s) must have his/her/their parents' (or legal guardian's) written permission in advance to travel under the circumstances as foreseen.
- g) Whenever possible, any combination of coaches, chaperones and athletes of both genders in a given space should be open and observable. This includes keeping a door open when able, avoiding mixed-gender room visits, and having three or more people in closed rooms whenever there is a mix of adults and/or minors and/or genders.
- h) Every effort should be made so that athletes do not ride alone in an adult's (coach, chaperone, volunteer, etc.) vehicle without another adult present.
- i) Coach and Chaperone supervision is defined as having a main supervisor in the same building or area as and being disposable to helping an athlete in need of immediate assistance. In general, a coach is the main supervisor during travel and at all sport venues, while the chaperone is the main supervisor at team meals and accommodations. This does not include knowing an athlete's exact whereabouts or knowing of potential misbehaviour at all times.
- j) Non-Team Travel participants shall not be allowed in team vehicles, accommodations or other team areas, unless approved by the coach and should not infringe on any priorities to the Organization's athletes; nor cause any risk to cost, safety or comfort.

Responsibilities

- 5. Coaches have the following responsibilities:
 - a) Determine all itineraries and activities (team meetings, training/competition schedules, curfews, non-swimming activities, etc.).
 - b) Work in close co-operation with the chaperones on all non-sport matters.
 - c) Report to the Organization incident likely to bring discredit to the Organization.
 - d) Decide temporary disciplinary action to be taken at the scene of an incident and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's **Discipline Policy** and **Code of Conduct**.
 - e) Approve visitors to the athlete accommodations, as per 4i.
 - f) Adhere to the Organization's policies and procedures and be familiar with guidelines for all components of the event.

EKSC Travel Policy



6. Event Managers have the following responsibilities:
 - a) Coordinate Sign-up, event information, deadlines, and consent forms for parents and/or swimmers.
 - b) Ensure reasonable adult supervision for the event and collect all police checks and proofs of valid driver's license.
 - c) Organize appropriate travel, accommodation and other bookings as needed, and arrange for payment to all service providers.
 - d) Ensure **Club Event Guidelines** are followed (room assignments, financial procedures, etc.).
 - e) Coordinate and collect all travel forms, medical information, emergency contact information, medical consent or authorization to treat, and travel consent forms are completed and available for the chaperone(s).

7. Chaperones have the following responsibilities:
 - a) Carry or maintain access to any **Travel Consent Forms**, emergency contact information, and medical information, including Medical Consent or Authorization to Treat forms.
 - b) Punctual drop off and pick up of athletes at times and places indicated by coaches.
 - c) Maintain an attendance checklist of athletes at the start and end of each day and whenever athletes leave a supervised environment. This includes ensuring all athletes have been handed off to a parent or guardian at the end of a trip.
 - d) Defer to coach for all itineraries and activities (team meetings, training/competition schedules, curfews, non-swimming activities, etc.).
 - e) Report any illness, injury or incident to the coach and parent, and if any treatment or discipline was necessary to the Organization.
 - f) Report to the coach and/or Organization any incident likely to bring discredit to the Organization.
 - g) Inspect hotel rooms rented for damage after check-out. Report any damage to the coach and/or Organization.
 - h) Ensure approval of the coach for any visitors to the athlete accommodations, as per 4i.
 - i) Adhere to the Organization's policies and procedures, particularly **Chaperone Guidelines** and **Code of Conduct**.

8. Athletes have the following responsibilities:
 - a) Arrive at each event ready to participate, including having all necessary equipment and personal items and taking responsibility for them for the duration of the trip.
 - b) Ensure all necessary documents are valid and available during travel.
 - c) Make any visit or visitor requests to a coach before the visit is expected, and adhere to all conditions for time, check-out and check-in, and any other conditions as set by the coach.
 - d) Always represent the Organization to the best of their abilities.
 - e) Communicate any problems or concerns to the coach(es) and chaperone(s) just as they would their own parents.
 - f) Check-in with the chaperone when leaving a team area.
 - g) Adhere to the Organization's policies and procedures, particularly **Club Event Guidelines** and **Code of Conduct**.

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

EKSC Travel Policy



- a) Sign-up for events in a timely manner. Travel and accommodations outside of those arranged by the Event Manager (such as staying with family, or at a different hotel) must be as approved by the coach or in accordance with the event's team travel designation (Mandatory, Modified, Optional, etc.) as per **Club Event Guidelines**.
 - b) Pay all event fees as per **Club Event Guidelines**.
 - c) Punctual drop off and pick up of their children at times and places indicated by coaches.
 - d) Adhere to coach or Event Manager requests for parent meetings, team meetings, or team functions and be punctual to such events.
 - g) Adhere to all coach-determined itineraries and activities (team meetings, training/competition schedules, curfews, non-swimming activities, etc.).
 - e) Report any athlete illness, injury or incident to the coach.
 - f) Adhere to the Organization's policies and procedures, particularly the **Club Event Guidelines** and **Code of Conduct**.
10. Parents not traveling with the athlete have the following responsibilities:
- a) Sign-up for events in a timely manner. Travel and accommodations outside of those arranged by the Event Manager (such as staying with family, or at a different hotel) must be as approved by the coach or in accordance with the event's team travel designation (Mandatory, Modified, Optional, etc.) as per **Club Event Guidelines**.
 - b) Pay all event fees as per **Club Event Guidelines**.
 - c) Provide the Event Manager with **Travel Consent Form**, emergency contact information, medical information and any other forms or information requested for participation in the event.
 - d) Punctual drop off and pick up of their children at times and places indicated by coaches.
 - e) For any deviation from the event itinerary, it is the responsibility of the parent and athlete to arrange when, where and how they will join and/or leave the event itinerary with the Event Manager prior to departure or the Coach after departure.
 - 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 complete all necessary sign-up, travel information, and notarize an **International Travel Consent Form** as specified by the event manager.
 - h) Adhere to the Organization's policies and procedures, particularly the **Club Event Guidelines** and **Code of Conduct**.
11. Support Staff have the following responsibilities:
- a) Provide support/assigned duties as laid out by the coach.
 - b) Perform duties as outlined in job description.
 - c) Adhere to all coach-determined itineraries and activities (team meetings, training/competition schedules, curfews, non-swimming activities, etc.).
 - d) Adhere to the Organization's policies and procedures, particularly the **Code of Conduct**.

EKSC Travel Policy



Companion Documents (To be completed / created throughout 2020)

Travel Consent Form

International Travel Consent Form

Discipline Policy

Code of Conduct

Chaperone Guidelines

- (incl. Meal Guidelines, Job Description, read Club Event Guidelines, etc.)

Club Event Guidelines

- (incl. Rooming Guidelines, Financial Guidelines, Team Travel Designation Guidelines, On-Site Guidelines, Sign-up Guidelines, Injury/Illness and Incident Guidelines etc.)
- Athlete Travel Guidelines ((behaviour, team areas/whereabouts, visits/visitors, permissions, speak up for self/responsibilities, Code of Conduct, etc.)