



Policy updates:

Date	Description of changes	Board approval date
April 2018	Current document	
Oct 2019	Under Review <ul style="list-style-type: none"> - Add Purpose statement, and Responsibilities - Updated parent/family recommendations regarding independent lodging - Add Letter of intent (travel expenses) - Parent/guardian provide critical medical information to Chaperone - Add direction regarding contact of parent/guardian for incidents. 	Jan 14, 2020
Jan 16, 2020	Website updated with revised policy	
March 14, 2024	Updates: <ul style="list-style-type: none"> - wording modified for inclusivity 	
April 2025	Modified changes as per February and April 2025 BOD meetings <ul style="list-style-type: none"> - attendance changed to 60% - addition related to room sharing gender and ages 	April 16 th 2025



FAST Policy - Team Travel

Purpose

This policy outlines the expectations of coaches, swimmers, and chaperone on Team Travel, as well as swimmer requirements to qualify for Team Travel.

Responsibilities

Head Coach

Coaches

Parents/Guardians

Swimmers

Team Travel Policy

FAST arranges for several travel trips a year for various competitive groups within the Club. Younger swimmers travel in order to prepare them for the exciting world that awaits them in the upper age groups. These trips teach the younger swimmers how to compete in different environments with different eating habits and schedules, and also serve as enjoyable team bonding experiences.

The senior level swimmers travel to compete in regional, provincial and national level competitions such as out of province meets, Canada Cup, Nationals and Olympic Trials.

FAST travel trips are designed to be fun and safe and should be enjoyable for all in attendance.

Meets designated as “Team Travel” are defined as meets where the coaching staff and designated team of chaperones (see “FAST Policy - Chaperone”) transport and supervise the swimmers for the duration of the trip.

One of our goals with Team Travel is to foster greater opportunity for team bonding and development of individual responsibility while in the safety of the team environment. To accomplish this, we believe it's important for the swimmers to remain with the team at all times, independent of any friends/family who may be attending the meet as spectators. If parents/family choose to attend a Team Travel meet, we ask that you arrange independent lodging and meals, and respect the swimmers' opportunity to gain life long skills under the care of our coaches and chaperones.

The Head Coach and staff make all decisions regarding travel to swim meets; according to all Club guidelines and policies.

To be eligible for Team Travel at different levels, swimmers must demonstrate dedication to their swimming and the team in a number of different ways.



- Minimum practice attendance requirement is 60%. This requirement is set to ensure swimmers will be in peak performance shape for the Team Travel Meet or Training Trip. They also represent what we believe is the minimum level of dedication necessary to attend these meets. Please note, this is the minimum requirement. Swimmers should strive to attend 100% of all practices offered at all times. Practice attendance percentages are always taken from the first day of the season in September, unless otherwise stipulated by the coaching staff. There are no excused absences for anything (travel, illness, schoolwork, etc.) All missed practices are considered equal.
- The coaching staff reserves the right to alter attendance requirements for any meet deemed Team Travel with proper prior notice.
- Each swimmer must sign the Team Travel Code of Conduct prior to the travel date.
- Once a swimmer has confirmed attendance by the deadline given by the Head Coach, they are responsible for 100% of their costs associated with that trip/camp. To further clarify this responsibility, a signed Letter of Understanding with respect to the fees is required to be signed prior to travel.

Regardless of gender, a coach or chaperone shall not share a hotel room or sleeping arrangement with an athlete (unless the coach is a parent, guardian, sibling, or spouse of that particular athlete).

When only one athlete and one coach travel together, the athlete must have his/her parent/guardian's written permission in advance to travel alone with the coach.

Athletes will not ride in a coach's or Chaperone's vehicle without another adult present, unless prior written parental permission is obtained.

During overnight team travel, swimmers will be assigned to share hotel rooms based on their gender identity, with a recognition that any swimmer who needs extra privacy should be accommodated whenever possible. Athletes paired with other athletes shall be of similar age. Chaperones and/or Coaches will ideally stay in nearby rooms. All directions & decisions of coaches/chaperones are final.

Athletes are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without permission/knowledge of coach(es) or chaperone(s).

When travelling to and from the hotel and competition venue, younger swimmers will stay in small groups or pairs as directed by the coach(es) or chaperone(s).

Medicine is the responsibility of the athlete, and must be stored and administered by the swimmer. Parents are to provide swimmer's medical information, including instructions in case of illness or injury, which will be kept confidentially by the coaches and chaperones.



Reporting of incidents to parents or guardians: any incidents, such as serious medical, injury, or social incident (ie: requiring medical attention or intervention, or as qualified by the most senior coach) will be communicated to a parent or guardian by a Coach or Chaperone. The Coach or Chaperone will contact the parent once the immediate urgency of the incident has been addressed.

Related documents:

- Fast Policy - Chaperone
- Fast Policy - Team Travel Code of Conduct