



Hollyburn Hurricanes Travel Policy

In this document “Organization” refers to Hollyburn Hurricanes

Purpose

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

Application of this Policy

2. Specific individuals have responsibilities when teams travel. These individuals include:
 - a) Parents traveling with the athlete
 - b) Parents not traveling with the athlete
 - c) Chaperones
 - d) Coaches
 - e) Team Managers
 - f) Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided as **Appendix A**.

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Pay all required 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 Organization
 - i) Adhere to the Organization’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
5. Parents not traveling with the athlete have the following responsibilities:
 - a) Provide the chaperone with a Travel Consent Form
 - b) Provide the chaperone with emergency contact information
 - c) Provide the chaperone with any necessary medical information
 - d) Pay all event fees required prior to the start of travel
 - e) Provide the child with enough funds to pay for food and incidentals
 - f) If travelling outside of Canada, ensure that all passports are valid and not expired
6. Chaperones have the following responsibilities:



- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
 - b) Punctual drop off and pick up of their children at times and places indicated by coaches
 - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - d) Adhere to coach requests for athlete curfew times
 - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - f) Report any athlete illness or injury
 - g) Report any incident likely to bring discredit to the Organization
 - h) Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach
 - i) Approve visitors to the athlete accommodations, at their discretion
 - j) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
7. Coaches have the following responsibilities:
- a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the chaperones on all non-sport matters
 - d) Report to the Organization any incident likely to bring discredit to the Organization
 - e) Together with the chaperones, 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 *Discipline and Complaints Policy*
 - f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
8. Team/Event Managers have the following responsibilities:
- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
 - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations
 - c) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
 - d) Coordinate and collect all travel expenses from parents
9. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate
 - b) Make any visitor requests to chaperones before the visit is expected
 - c) Represent the Organization to the best of their abilities at all times
 - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - e) Check in with the chaperone when leaving their rooms
 - f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
 - g) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*



Hollyburn Hurricanes Team Travel Policy and Waiver

All Hollyburn Hurricanes swimmers and parents must read and sign the Team Travel Policy and Waiver document in order to participate in competitions. Swimmers are representing the Hollyburn Hurricanes Swim Team when they are competing in meets, participating on trips and/or attending other team functions. Athlete behaviour must positively reflect the high standards of the club.

Travel Meets

Hollyburn Hurricanes travel meets are defined as competitions where the travel and accommodations are provided by the team. Participating swimmers must travel and eat their meals with the team and stay with the team at the hotel for the duration of the completion. The swimmers are supervised by the coaching staff and the designated chaperones. Swimmers must stay and travel with the team, the coaches and the chaperones at all times unless special permission has been granted by the head coach prior to the meet.

Parents

Parents are welcome to attend the meet as spectators, but must provide their own transportation, lodging and meals. Parents are asked to keep a distance from their children for the duration of the trip so that they may have a chance to interact and bond with their teammates and coaches at the meet. When only one athlete and one coach travels to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

Curfews

Curfews shall be established by the coaching/chaperone staff each day of the trip. There may be one curfew for swimmers to be assigned to their rooms and another for lights-out and quiet. No team member may be out of their room after the room curfew and the 'no noise' policy must be respected. Permission must be obtained from the coach or chaperone to leave the room past this time. Cell phones and computers must be turned off after 'lights-out' has been established. If this rule is not respected, the cell phone or computer may be confiscated for the evening and will be returned the next morning.

Hotel

Any damages, excessive mess or thievery incurred at the hotel will be at the expense of the swimmers assigned to that room and further disciplinary action may be taken. No loud or boisterous behaviour will be tolerated in the hallways or public areas. Hotel rooms should be kept neat, with garbage removed regularly and maid service accepted daily. Hotel room doors must be propped open if anyone not on that specific rooming list is in the room.

General

Attendance: Team members traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the coach or chaperone.

Punctuality for meetings, meals, practices and meet sessions is required.

Public Places: When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than two persons with a contact number. Athletes 12 and under will be accompanied by a chaperone.

Restaurants: All team members will be polite and quiet in restaurants. Swimmers must not disturb the other patrons of the restaurant. Leave an appropriate tip (15% minimum) if it hasn't been arranged by the chaperones. If there has been a problem with the service, see the coach or chaperone.

Uniform: All swimmers must be wearing Hollyburn Swim Team gear at all times when on deck at the meet. Swimmers are encouraged to wear team track jackets and hoodies at other team functions.

Sportsmanship: Team members (swimmers, coaches and parents) will display proper respect and sportsmanship towards coaches, officials, administrators, teammates, fellow competitors and the public at all



times. Swimmers are to refrain from use of inappropriate language and inappropriate physical contact at all team activities.

Drugs and Alcohol: The consumption or possession of alcohol, tobacco, or any other illegal drug/substance of any kind will not be tolerated. In addition, any team member found to be in the presence of others partaking in any of the above activities could be subject to the same punishments and possible expulsion from the team.

Disciplinary Action

Failure to comply with the Hollyburn Hurricanes Team Travel Policy may result in disciplinary action.

Warnings will be given to the athletes in the following fashion:

1. Verbal warning describing the infraction by the chaperone or coach.
2. Verbal warning by a coach and instructing the swimmers what the possible disciplinary actions might be. Swimmers will be shown the team travel policy signed by their parents.
3. Coach will contact the parents (or legal guardians) to discuss the situation.

Discipline may include, but may not be limited to:

1. New room assignments.
2. Scratch one or more events from the competition.
3. Disqualification from future team travel meets.
4. Financial penalties.
5. Suspension or dismissal from the team. (Serious infraction)
6. Dismissal from the team trip and immediate return home at the athlete’s expense. Parents may be asked to pick up their child from the competition. (Serious infraction)

The directions and the decisions of the coaches regarding rules and disciplinary actions while on the trip are final.

Cancellation Policy

Swimmers opting in to a travel meet by the designated deadline are responsible to cover all transportation, hotel, chaperone and coach costs set out before the meet. Late additions will incur any extra costs. If there is a last minute cancellation due to injury or a family emergency, every effort will be given to obtain a partial refund provided notification is given prior to departure. All other cancellations are considered non-refundable.

Name and date of competition: _____

I agree to abide by all terms of the Hollyburn Hurricanes Team Travel Policy

Name of Swimmer (please print)

Signature

My swimmer and I have read and understood the agreement and agree to abide by the Hollyburn Hurricanes Team Travel Policy.

Signature of Parent/Guardian