

HTAC Team Travel Policy

This policy is intended to establish the principles upon which team travel will be based, and to ensure there is fiscal responsibility and transparency in the pricing and allocation of team travel expenses.

Participation

1. Qualified swimmers and their families (the Swim Family) will be required to provide written commitment of their agreement to participate in team travel a minimum of six (6) weeks prior to the departure date via email to their respective group coach. Late Qualifiers are permitted to be added to the Team Travel Package after the six-week deadline, up to the last qualifying opportunity, provided space is available in the team travel package. By committing, the Swim Family agrees to accept the Team Travel Package in its entirety. If a Team Travel opportunity is announced after the start of the season will include the timeline for commitment for the event.
2. Qualified swimmers / Swim Families who do not confirm participation by the HTAC deadline will not be allowed to participate.
3. Swim Families who decide not to commit to the Team Travel Package will not be allowed to participate at the meet unless an alternative arrangement has been established in advance with the family at the discretion of the Head Coach, in-line with the best interests of the team. If the Head Coach agrees to an alternative Team Travel arrangement, a waiver signed by the athlete's parents will be required. The Team Travel Package and Team Manager ratio is based on the number of swimmers committed to the Team Travel Package only.

Travel Costs

1. Parents will be provided a cost estimate (the Travel Estimate) for each away meet a minimum of eight (8) weeks prior to the travel date based on the number of eligible athletes committed to attending the meet at that point in time. The Travel Estimate will be determined based on the aggregate costs of travel, food, accommodation, transportation and sundries divided by the number of swimmers attending the meet (the Team Travel Package). In the event that an away meet is identified by the Head Coach less than 10 weeks prior to the meet, the Travel Estimate will be provided prior to the commitment deadline.
2. The travel costs of coaches for selected meets are paid for by HTAC, (i.e. not included in the costs paid by a swimmer attending the meet). Once the annually approved travel budget is exhausted, coaching and chaperone travel costs will be included in the Travel Estimate on a cost recovery basis.
3. The travel costs of Team Managers or Chaperones are paid for by the Team Travel group, (i.e. included in the costs paid by a swimmer attending the meet). In the event

that only one coach is traveling, one Team Manager or Chaperone will be paid for by HTAC and not included in the Travel Estimate.

4. Team travel costs are allocated equally amongst swimmers, coaches and Team Managers, with Team Manager costs allocated to the Team Travel Group. If there are late qualifiers to a competition and there is a flight cost increase or decrease from the original team booking, or changes to other fees including accommodation, travel and food, this differential will be allocated equally as well.
5. Swim Families that have committed to the Team Travel Package must ensure full payment of the Travel Estimate is made to the HTAC office by the date set out in the travel estimate communication.
6. Once committed to the Team Travel Package, the Swim Family remains responsible for the full cost of the Team Travel Package, even if their swimmer does not attend. If there is a last minute cancellation due to illness or family emergency, every effort will be made to obtain a partial refund (e.g. meals, etc.) of the cancelling swimmer's travel expenses.
7. In addition, all costs associated with cancelling a swimmers' participation, (e.g. meet fees, flight cancellation charges, etc.) shall be the full responsibility of the Swim Family.
8. A detail of travel plans (e.g. flights, hotels, contact details, timelines, etc.), will be sent to all those committed to the Team Travel Package at least two (2) weeks prior to the departure date.
9. Within four (4) weeks of completion of a meet, the HTAC office will forward to all Swim Families committed to the Team Travel Package for that particular meet, a full accounting of all expenses that will be applied to the Swim Family's account. HTAC reserves the right to amend the final invoice if required, within the swim season.
10. Any credit will be held in the account until the end of the swim season. Any balance owing is payable within thirty (30) days of the invoice.

Safe Sport

1. Team Travel will include a minimum of two adults per SafeSport policy and guidelines. The intent of this requirement is to ensure compliance with the Rule of Two.
2. All participants of the Team Travel (coaches, chaperones and athletes) will be asked to sign a Team Travel code of conduct pledge that reflects their role.
3. Any Swimmer participating in Team Travel who experiences a medical emergency will be cared for by Team Managers until they are able to contact a Swimmer parent or guardian

and make arrangements for care. Any costs associated with a Swimmer returning home early due to medical emergency are shared across the Team Travel Group.

4. In the event that a Swimmer violates the Code of Conduct and is sent home early, the Team Manager will work with the Swim Family to ensure the safe return of the Swimmer. However, any costs associated with the early return will be the sole responsibility of the Swim Family.

Accommodations

1. The Team Travel Package shall be developed, where appropriate, based on a ratio of two (2) swimmers per room and accommodations in close proximity to the meet venue so as to minimize commute times and maximize the swimmers' opportunity for preparation, performance and recovery during the meets.
2. Room assignments will be the responsibility of the Head Coach. Changes will only be considered in the event of specific safety concerns.

Team Travel Cooperation with other Swim Teams

It may be advantageous to swim teams to work together to organize team travel, especially for events with only a few swimmers attending. However, it is important to clarify responsibilities in advance of the planning of the meet.

1. The Head Coach will communicate with local team head coaches at the beginning of the season to see if they would like to be included in HTAC team travel plans.
2. Any request to participate after the start of the season or after initial hotel room and/or airfare bookings have begun will be at the discretion of the Head Coach and the Travel Coordinator. In no case will the late request of another team be considered over the inclusion of eligible HTAC swimmers.
3. The Travel Coordinator will provide a Team Travel Estimate to the participating swim team Head Coach. The estimate will include coach travel costs and an estimate of the per swimmer costs. The Travel Coordinator will not be required to negotiate with individual parents. Payment will be made from the participating swim team to HTAC directly.
4. With prior arrangement with the Head Coach, HTAC will provide team travel services to swimmers and coaches from other teams who are participating in the full team travel plan. They will not organize only chaperone services, only travel, only accommodation or only food for any other swim team group.
5. The portion of chaperone services and coaching costs paid for by HTAC which is being delivered to swimmers from other teams must be included in their team estimate.

6. Any chaperones provided by the participating swim team must be approved by HTAC and comply with their screening requirements. The Travel Coordinator and Head Coach will determine if the Chaperone is eligible for HTAC funding (per #5) or not.
7. Any chaperones, swimmers or coaches from other teams participating will be required to follow the terms of the HTAC Code of Conduct.

Any questions with respect to this policy as a result of team travel, should be directed to the Head Coach.