



Kelowna Aquajets Team Travel Policy
Approved September 21, 2022
Appendix A Approved May 17, 2023

Purpose

1. The purpose of this Policy is to inform athletes, parents, coaches and chaperones travelling to competitions or camp of their responsibilities and the expectations of the Kelowna Aquajets

Application of this Policy

2. Specific individuals have responsibilities when teams travel. These individuals include:
 - a) Parent/Guardian
 - b) Chaperones
 - c) Coaches
 - d) Team Managers
 - e) Athletes

Code of Conduct/ Consent Form

3. Minor athletes travelling with individuals other than their parent/guardian must provide a Travel Consent Form signed by their parent/guardian to the Team Manager prior to travel. A Travel Consent Form is provided as **Appendix A**.
4. Athletes participating in team travel must sign the Team Travel Code of Conduct prior to travel. A Team Travel Code of Conduct Form is provided as **Appendix B**.

Responsibilities

5. Parent/Guardian of athlete travelling have the following responsibilities:
 - a) Provide the Team Manager with a Travel Consent Form
 - b) Provide the Team Manager with emergency contact information
 - c) Provide the Team Manager with any necessary medical information
 - d) Provide the child with enough funds to pay for food and incidentals
 - e) If travelling outside of Canada, ensure that all passports are valid for at least 9 months after the date of travel.
6. Chaperones have the following responsibilities:

- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information provided by the Team Manager.
- b) Punctual drop off and pick up of the swimmers at times and places indicated by coaches
- c) Adhere to coach or manager requests for 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 to the coach in charge and/or Head Coach any incident likely to bring discredit to Kelowna Aquajets
- 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) Responsible for meal planning and the general care and welfare of the athlete
- k) Adhere to Kelowna Aquajets 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 any incident likely to bring discredit to the Kelowna Aquajets
- 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 Head Coach and board of directors for further disciplinary action, if applicable, under the *Discipline and Complaints Policy*
- f) Adhere to Kelowna Aquajets policies and procedures, particularly the *Code of Conduct and Ethics*

8. Team Manager has the following responsibilities:

- a) Ensure an appropriate chaperone-to-athlete ratio, approximately 10 to 15 athletes per chaperone depending on the level/age of the athletes travelling
- b) Inform Head Coach and coaches travelling of all communication with athletes
- c) Ensure Chaperones have a current criminal record check with Swim BC as per the Criminal Record Check Policy
- d) Organize accommodations and inform parents and chaperones how to register and pay for accommodations

- e) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes
- f) Prepare in advance travelling binder with all necessary documents and travel information for the coach and/or chaperone

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*



Appendix A - Travel Consent Form

KAJ Swimmer Team Travel Medical Form

Function:_____

Team Travel Dates:_____

Chaperone/s:_____

Coach/s:_____

Swimmers Name:_____

Date of Birth:_____ BC Core Card #: _____

Address:_____

Swimmers Cell # _____

1.Parent/ Guardian Name:_____

Relation to Swimmer:_____ Phone #:_____

2.Parent/Guardian Name:_____

Relation to Swimmer:_____ Phone #:_____

3.Emergency Contact:_____

Relation to Swimmer:_____ Phone #:_____

Physician:_____ Phone #:_____

Dietary Concerns:_____

Medical Diagnosis:_____

Allergies:_____

Prescribed Medications:_____

Other Medications:_____

In the event that reasonable attempts to contact me/us are unsuccessful,
I/we give consent to any
treatment deemed necessary by the physician named above or by another
licensed physician, and for
the transfer of the swimmer to any hospital reasonably accessible.

Parent/

Guardian Signature:_____ Date:_____



Appendix B - Swimmer Code of Conduct Form

I understand that participating in team travel is a privilege. As a member of the Kelowna AquaJets Swim Club I agree that:

- I will respect coaches, chaperones, and team mates.
- I will conduct myself in a safe and responsible manner at all times and be an excellent ambassador for the Kelowna AquaJets swim club.
- I will not be in possession of any illegal substances, alcohol, or tobacco.
- I will follow the rules of curfew as set down by the coach and/or chaperone.
- I will remain with the team at all times unless otherwise directed by chaperone or coach.
- I will respect property and any wilful damage that I have caused will be the responsibility of my family to pay for.
- I will be polite and not behave in any way that may cause harm, humiliation or embarrassment to another individual.
- I understand that the Hotel rooms are designated for boys and girls separately and boys and girls are not allowed in each others' rooms at any time. When visiting, the door of the room must remain fully open.
- I understand that the Kelowna AquaJets general swimmer code of conduct applies to team travel as well.
- I understand that failure to comply with the above expectations can result in possible disciplinary action including being sent home at my family's expense, and not being able to participate in future team travel opportunities.

Parent/Guardian signature

Swimmers' signature

Date