



# KAMLOOPS CLASSIC SWIMMING

## Travel Policy

Date of approval: Sept 2021

Approved by: Chris Cameron (President)

**“Organization” refers to: Kamloops Classic Swimming**

## Purpose

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

## Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the province. 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 attached provided at the end of this Policy.

## 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 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 (go-karting, shopping, etc.)



## KAMLOOPS CLASSIC SWIMMING

- 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) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
  - b) Provide the chaperone with a Travel Consent Form
  - c) Provide the chaperone with emergency contact information
  - d) Provide the chaperone with any necessary medical information
  - e) Pay all event fees prior to the start of travel
  - 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 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 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 Organization's *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



## KAMLOOPS CLASSIC SWIMMING

- 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*

### **KCS Team Travel COVID Policy – October 2021**

Chaperoned team travel will be available for KCS swimmers 13 & over to Penticton for the KISU Pentathlon. In addition to the pre-existing KCS Team Travel Code of Conduct (must be signed off by athlete prior to meet), the following COVID safety plan will be in place:

Team travel will be limited to athletes 13 years and older. All athletes participating in team travel, as well as all coaches, chaperones and team officials, must provide proof of double vaccination - completed prior to October 1, 2021. Masks will be mandatory on team transportation; masks may be removed to eat and drink. Hand sanitizer will be provided on the bus. Athletes will be sharing hotel rooms in configurations that will be decided by coaches and chaperones. Team meals may occur in venues that require proof of vaccination; all participants must carry proof of vaccination with them and be ready to produce it.

Should an athlete become ill during the course of team travel, the athlete will be safely isolated from the remainder of the team with appropriate adult supervision. Any additional costs incurred through this will be borne equally by KCS and the parent. It will then be required of the parent to drive to Penticton to pick up their athlete and take them home promptly. Should emergency medical attention need to be given to the athlete in the absence of the parent, a chaperone, team official or coach will be designated to escort the athlete to the necessary facility.



# KAMLOOPS CLASSIC SWIMMING

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# KAMLOOPS CLASSIC SWIMMING

## Travel Consent Form

To whom it may concern,

I / we, the parent(s)/guardian(s) of \_\_\_\_\_ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My / our child was born on \_\_\_\_\_ at the location of \_\_\_\_\_. If required, my / our child's passport number is \_\_\_\_\_. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a \_\_\_\_\_ which is located in \_\_\_\_\_. Barring extenuating circumstances the event should last for a duration of \_\_\_\_\_ days between the dates of \_\_\_\_\_ and \_\_\_\_\_.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) \_\_\_\_\_ and the following email addresses \_\_\_\_\_.

Sincerely,

Signed, \_\_\_\_\_

Dated, \_\_\_\_\_



# KAMLOOPS CLASSIC SWIMMING

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