

Kitimat Marlin Swim Club

Policy: Team Travel

Adopted: 4 December 2024

Last Amended: N/A



In this document "Organization" refers to Kitimat Marlin Swim Club.

Purpose

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

Application of this Policy

2. Specific individuals have responsibilities when teams travel. These individuals include:
 - a) Parents or guardians traveling with athlete(s)
 - b) Chaperones
 - c) Coaches
 - d) Team Managers
 - e) Athletes

Responsibilities when team accommodations are provided

3. This section applies when the Organization facilitates team transport and/or lodging with designated chaperones. This section does not apply when the team is responsible for their own travel.
4. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian) during team travel when team accommodations are provided. A Travel Consent Form is provided as **Appendix A**.
5. Parents traveling with a minor athlete are responsible for the minors during the entirety of the event and have the following additional responsibilities:
 - a) When the Team Manager or designate organizes team accommodations, parents must book at the designated lodging. Alternative arrangements must be approved by the Team Manager or designate.
 - b) Punctual drop off and pick up of their children at times and places indicated by coaches
 - c) Adhere to Coach or Team 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 to the Team Manager or designate
 - g) Report any incident likely to bring discredit to the Organization
6. Chaperones have the following responsibilities in addition to responsibilities under Section 5:
 - a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
 - b) Report any incident likely to bring discredit to the Organization
 - c) Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the Team Manager or designate
 - d) Approve visitors to the athlete accommodations, at their discretion
 - e) Have a current Criminal Record Check with SwimBC

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 Team Manager and/or chaperones on all non-sport matters
 - d) Report to the Organization any incident likely to bring discredit to the Organization
 - e) Together with the Team Manager and/or 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*
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
 - 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) When staying in team accommodations:
 - a. Make any visitor requests to chaperones before the visit is expected
 - b. Represent the Organization to the best of their abilities at all times
 - c. Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - d. Check in with the chaperone when leaving their rooms
 - e. Not leave the hotel alone or without permission of the chaperone and check-in when returning
10. In instances where billets are used, the Organization will never have athletes billet without another athlete from the Organization. Athletes eligible to billet must be 12 years old or older.

Responsibilities when team accommodations are not provided

11. This section applies when athletes travel and/or stay with their families or designated adult during a competition.
12. Travel Arrangements:
 - a) If hotels are being used, the Team Manager will arrange a block of rooms at a specific hotel, but parents are responsible to reserve those rooms on personal credit cards by a certain date assigned by the Team Manager. The Organization may require all athletes to stay at a particular hotel.
 - b) Transportation is the responsibility of the parents and/or guardians.
 - c) Team Manager is not responsible for any arrangements for parents traveling with their swimmer to Provincial or higher meets.

Coach Attendance

13. The Organization shall endeavor to have a coach attending each swim meet. In the instance where a Coach is not available, the region's designated coach or another familiar Coach shall be considered for coaching at the discretion of the Team Manager and Coach.
14. The number of coached that attend a regional meet should be determined under the following ratio:
 - a) 1 to 18 swimmers - 1 coach
 - b) 19 to 35 swimmers - 2 coaches

- c) 36 to 55 swimmers - 3 coaches
- d) 55+ swimmers - 4 coaches

Financial Responsibilities

15. Parents and Athletes

- a) Athletes who do not attend a meet after the deadline communicated by the Team Manager will be responsible for paying all fee's incurred for the athlete. Exceptions may be granted on a case-by-case basis by the President and Coach.

16. Chaperones

- a) Chaperones whenever possible will be male and female. The Organization will cover the cost of one (1) room per night ONLY for the chaperone.

17. Coaching Staff

- a) Coaches and Assistant Coach's hotel and food expenses will be paid according to the Organization per diem.
- b) The Coach will be paid for mileage. If an Assistant Coach also attends the meet, they are expected to travel with the Head Coach. If assistant coach does not want to travel with head coach, then they will have to cover their own travel costs.
- c) Whenever possible coach(s) will share accommodations to reduce costs.
- d) A minimum of four (4) competing athletes is quired for a coach to receive compensation. Exceptions may be granted at the discretion of the Executive.

Appendix A - 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:

Kitimat Marlin Swim Club
400 City Centre
Kitimat, BC V8C 1T6

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 the _____ 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 _____.

Sincerely,

Signed: _____

Name: _____ (please print)

Dated: _____