



APPENDIX I: TRAVEL POLICY (INDIVIDUAL TRAVEL)

In this document, “Organization” refers to Olympians Swimming.

This Travel Policy requires members and/or families to arrange their own travel needs. For Team Travel please refer to the Travel Policy: Team Travel.

Parents may choose to collaborate on transportation and accommodation arrangements at their discretion. The Organization does not participate in this process but encourages families to work together to make swim meet travel more affordable.

Prior to each competition, swimmers will be given specific arrival and departure times and will be required to be at the swim meet at these designated days and times.

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches of their responsibilities and the Organization's expectations when traveling to events.

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. Coaches
 - d. Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must carry a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided at the end of this Policy.

Responsibilities

Parents Traveling with a Minor Athlete

4. Parents traveling with a minor athlete are responsible for their child throughout the event and must:
 - a. Pay all event fees prior to the start of travel.
 - b. Punctually drop off and pick up their children at times and places indicated by coaches.
 - c. Adhere to coach requests for parent meetings, team meetings, or team functions and be punctual.



- d. Adhere to coach requests for athlete curfew times.
- e. Adhere to coach requests for limiting outside activities (e.g., sightseeing, shopping).
- f. Report any athlete illness or injury.
- g. Report any incident likely to bring discredit to the Organization.
- h. Adhere to the Organization's policies, including the ***Code of Conduct and Ethics Policy***.
- i. Ensure that all passports are valid and not expired when traveling outside of Canada.
- j. Procure travel insurance.

Parents Not Traveling with the Athlete

5. Parents not traveling with the athlete must:
 - a. Assign their child to a Volunteer Parent from among the other parents in attendance. The Volunteer Parent may not be a team coach, assistant coach, or manager.
 - b. Provide the Volunteer Parent with a ***Travel Consent Form***.
 - c. Provide the Volunteer Parent with emergency contact information.
 - d. Provide the Volunteer Parent with any necessary medical information.
 - e. Pay all event fees prior to the start of travel.
 - f. Provide the child with enough funds for food and incidentals.
 - g. Ensure that all passports are valid and not expired and have valid travel insurance when traveling outside of Canada.

Volunteer Parents

6. Volunteer Parents must:
 - a. Obtain and carry any Travel Consent Forms, emergency contact information, and medical information.
 - b. Punctually drop off and pick up the 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.
 - d. Adhere to coach requests for athlete curfew times.
 - e. Adhere to coach requests for limiting outside activities (e.g., sightseeing, shopping).
 - f. Report any athlete illness or injury.
 - g. Report any incident likely to bring discredit to the Organization.
 - h. Inspect hotel rooms for damage before check-in and after check-out. Report any damage to the coach.
 - i. Approve visitors to athlete accommodations at their discretion.



- j. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics.

Coaches

7. Coaches must:

- a. Arrange all team meetings and training sessions.
- b. Determine curfew times.
- c. Work in close cooperation with the Volunteer Parents on all non-sport matters.
- d. Report any incident likely to bring discredit to the Organization.
- e. Decide temporary disciplinary actions with Volunteer Parents at the scene of an incident, reporting such incidents and actions to the parents and 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.

Athletes

8. Athletes must:

- a. Arrive at each event ready to participate.
- b. Make any visitor requests to Volunteer Parents before the visit.
- c. Represent the Organization to the best of their abilities at all times.
- d. Communicate any problems or concerns to the coaches and chaperones.
- e. Check in with the chaperone when leaving their rooms.
- f. Not leave the hotel alone or without the permission of the coach/Volunteer Parent and must check in when returning.
- g. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics.



OLYMPIANS SWIMMING
TRAVEL CONSENT FORM - INDIVIDUAL TRAVEL

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 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 _____, 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 address(es) _____.

Name of Parent/Guardian if a Minor: _____

Signature: _____

Date: _____