

# Travel Policy



**Approved by the Board of Directors**

**Calgary Patriots Swim Club**

Last Updated: May 12, 2026

Reviewed For: 2026–2027 Season

Board Approved: May 12, 2026

Reviewed By: R. Thompson, K. Coulman, S. Bolitho

Next Review Date: Annually, or as required due to updates to Swim Alberta policies

## **1. Purpose**

The Calgary Patriots Swim Club (the “Club”) Travel Policy establishes clear and consistent guidelines for all travel activities involving Club swimmers, coaches, and chaperones. This policy outlines:

- The obligations of parents and guardians,
- The expectations of swimmers, and
- The responsibilities of the Club when organizing or participating in Travel Meets.

## **2. Definition of Travel Meets**

A Travel Meet refers to any swim meet or training camp held outside of Calgary and its surrounding area. The nearest Travel Meet typically attended by the Club is in Canmore, Alberta.

Travel Meets fall under two categories:

### **a. Non-Team Travel**

- Families arrange all logistics independently, including transportation, accommodations, and meals.
- The Club may provide a booking code or hotel block for convenience.

### **b. Team Travel**

- The Club coordinates all travel logistics on behalf of participants.
- This includes transportation, accommodation, chaperoning, and meals.
- Details are provided in advance for each Team Travel event.

Except for Provincial, National, or International sanctioned meets, coach and chaperone expenses are shared proportionally among all participating swimmers.

## **3. Team Travel Overview**

For designated Team Travel events, the Club will coordinate and oversee:

- Transportation for swimmers to and from the meet;
- Hotel accommodations during the event;
- Appointment of chaperones to supervise swimmers from departure until return, in accordance with the Club’s [Chaperone Policy](#) and [Swim Alberta’s Athlete and Minor Protection Policy](#); and
- Meal arrangements for swimmers.

#### **4. Team Travel Classifications**

Team Travel meets are classified as follows:

<b>Classification</b>	<b>Description</b>	<b>Cost Responsibility</b>
Optional	Participation is optional. Coaches' expenses are shared among all Club swimmers attending the meet.	Shared coach expenses only.
Mandatory Bus	Participation in Team Travel is optional; however, transportation costs (e.g., bus) are shared among all attending swimmers, regardless of participation in Team Travel.	Shared coach and transportation expenses.
Non-Optional	Participation in Team Travel is mandatory for eligible swimmers.	All costs shared proportionally among participants.

#### **5. Non-Participation in Team Travel**

Swimmers who opt out of Optional or Mandatory Bus Team Travel:

- Will not be included in team accommodations, transportation, or meals unless approved by a Club coach;
- Must arrange and pay for their own travel and accommodation; and
- Must arrive on time for all required team sessions and events.

Coaches and chaperones will not make special arrangements for swimmers traveling separately.

#### **6. Swimmer Expectations During Team Travel**

Swimmers participating in Team Travel must:

- Room with assigned teammates as designated.
- Eat and travel as a team unless otherwise authorized by a coach.
- Follow all instructions from coaches and chaperones and comply with:
  - The [Swim Alberta Code of Conduct and Ethics](#), and
  - The Club's behavioural expectations.
- Maintain good account standing with the Club (all fees paid).
- Pay for personal expenses, including room service or incidental charges.
  - If responsibility cannot be determined, charges will be divided among roommates.

Travel Packing Guidelines

- Carry-on: Medications, swimsuits, towels, goggles, swim caps, and other essentials.
- Checked baggage: One small suitcase or soft-sided bag per swimmer (space is limited).

## **7. Parent Considerations**

Parents of swimmers participating in Team Travel should note:

- Parents attending the meet cannot join team meals or activities unless authorized by a Club coach, and must pay for any associated costs.
- For international travel, each swimmer must hold a valid passport.
  - Parents must complete a Letter of Consent for international travel and submit it to the Club Administrator at least one (1) week before departure.
  - Chaperones will hold all passports and consent letters during the trip.
- The Club does not purchase flight cancellation insurance.
  - Parents wishing to insure flights must do so independently.
- For out-of-province travel, families may wish to purchase additional health coverage to supplement inter-provincial medical agreements.
  - See: [Alberta Health Care – Coverage in Canada](#).

## **8. International Travel Requirements**

In accordance with [Swim Alberta's Insurance Program](#) and this Policy:

- All international travel must be reported to Swim Alberta via the [International Travel Reporting Form](#) before departure. This ensures the event is sanctioned and insurance coverage is confirmed.
- The Club shall obtain travel medical and emergency insurance for all coaches, chaperones, and swimmers.
- Insurance premium costs will be shared proportionally among participants and included in the meet's cost recovery.
- No individual may travel internationally under the Club's name until these requirements are met.

## **9. Deposits, Withdrawals, and Refunds**

- A deposit may be required to confirm participation by a specified deadline.
- Withdrawals after the deadline may result in the forfeiture of the deposit.
- Swimmers who withdraw after committing may be responsible for all non-refundable expenses.
- Refunds are granted only for medical reasons, at the discretion of the Head Coach or Board of Directors and must be supported by a doctor's note.

## **10. Club Responsibilities**

The Club is responsible for ensuring the safety, organization, and oversight of all Team Travel events, including:

- Assessing interest before committing to expenses;
- Prioritizing participant safety and well-being;
- Coordinating travel, accommodation, and meals;

- Maintaining clear and transparent communication;
- Ensuring policy compliance and financial accountability.

The Club reserves the right to amend or cancel a meet's Team Travel designation or classification as needed.

### **11. Supervision Standards**

- All Team Travel events must be accompanied by duly appointed coaches and chaperones.
- The minimum supervision ratio is 1 screened adult per 15 swimmers.
- If both male and female swimmers participate, supervision must include at least one screened adult of each gender.
- Parents in attendance may be asked to assist, subject to [Swim Alberta's Screening Policy](#) compliance.

### **12. Transportation**

When rental vehicles are used for transporting swimmers:

- Only authorized, screened coaches or chaperones (25 years or older) may drive.
- All drivers must hold a valid Canadian driver's license.
- The Club will ensure compliance with [Swim Alberta's Insurance Program](#).
- Drivers must operate responsibly; any fines or liabilities beyond insurance coverage are the driver's personal responsibility.

### **13. Accommodation and Meals**

The Club will ensure:

- Hotels are selected based on cost, safety, proximity, and convenience;
- Rooms typically house four swimmers per room, two double beds minimum;
- Coaches and chaperones are provided individual rooms where possible; however, where constraints necessitate shared accommodations, such arrangements will be limited to same-sex individuals and communicated in advance;
- Meals are prearranged and, where possible, prepaid using the Club credit card;
- Unplanned or incidental meal costs will be the responsibility of swimmers.

### **14. Financial Management**

Prior to each Team Travel event:

- An itemized cost estimate per swimmer will be shared, outlining expected coach, transport, hotel, and insurance costs.
- Foreign currency expenses will be converted to Canadian dollars, with exchange rates documented.
- After the meet, a detailed Travel Statement will be issued to families and full payment due within 30 days.

## **15. Cancellations**

The Club may cancel Team Travel at its sole discretion due to:

- Force majeure (e.g., severe weather, natural disasters);
- Labour disruptions;
- Safety or facility access issues;
- Coach or chaperone shortages;
- Government restrictions; or
- Financial or logistical infeasibility.

## **16. Governance and Enforcement**

- Failure by the Club, coach, chaperone, or swimmer to adhere to this Policy may result in:
  - Suspension of travel authorization,
  - Reimbursement requirements,
  - Disciplinary action, or
  - Reporting to Swim Alberta.
- The Board of Directors retains final authority to enforce compliance and ensure the integrity and safety of all travel activities.
- The Club reserves the right to amend or revoke this Policy as necessary to align with Swim Alberta regulations and Safe Sport best practices.
- Non-compliance with this Policy or any related Club or Swim Alberta policy may result in disciplinary action, including removal from duty or ineligibility for future Travel Meets.