

## Calgary Patriots Swim Club

### Travel Policy

The travel policy has been established by the Calgary Patriots Swim Club in order to provide information to ensure clear and consistent understanding of travel policy and guidelines to the membership; to ensure parents understand fiscal commitment when going on trips; and to ensure that swimmers and coaches are adequately covered from an insurance perspective in event of an accident while on club travel.

Participation in swim meets will depend on coaches and parents interest. Depending on the swim meet some swimmers may have to miss school to participate, this is a decision the parents and swimmer will have to make. Swimmers who are traveling with their families will not be included in team accommodation, transportation, meals or correspondence and will be required to arrange and pay for their own travel. Swim meets are not mandatory. Coaches and Chaperones will accompany swimmers on away trips. One Chaperone per 10 - 15 swimmers who are under the age of majority is required; for small meets there may only be one Chaperone, parents of swimmers attending the meet may be asked to assist.

Letters of authorization for travel internationally will be provided to all parents for completion prior to any trips outside of Canada. All Calgary Patriots athletes travelling outside of Canada need to have a valid passport.

Please note – swimmers' travel accounts must be up to date to be considered "in good standing" in order to attend swim meets. Any accounts in arrears must be brought to a level of good standing prior to meet registration in order for your child to attend.

#### Travel Guidelines

#### **Team Policy**

To promote unity and to emphasize the need to focus on competition and minimize distraction when a swim meet has been designated as "team travel":

- All swimmers are invited to travel together as a team. This helps to unify the team and to ensure that if there are any schedule changes or last minute meetings, the athletes will be readily available.

If making separate travel plans, It is important to note that parents will assume full responsibility for all travel plans associated with travel bookings, accommodation and transportation to the point that the child can meet up with the team. Chaperones will not be responsible for making special arrangements to pick-up children who are coming in at different times traveling separately from the group.

All swimmers participating in 'team travel'

- Swimmers will room with designated roommates as assigned by the Office Manager.
- Swimmers will eat meals and travel to and from the pool as a team. While there will be occasions when the team will have free time, it will be at the coaches' discretion and activities will be conducted as a team. If parents attend the tournament they should not plan on eating with their children or taking them on excursions.

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### Conduct

Athletes are expected to behave appropriately at swim meets and follow the rules laid out by the Head Coach and Chaperones. All swimmers must adhere to the Code of Conduct in order to participate and travel with the team. Violations of this code may result in the swimmer being sent home at the parents' expense.

### Budget

The Calgary Patriots Executive, Head Coach, and Club Administrator work very hard to keep the costs associated with travel to a minimum. The Club Administrator will establish a budget for each trip in advance of a swim meet and has created a sample budget that can be found at the end of this policy. The budget amount calculated takes into account the estimated number of attendees, which is then divided into the total estimated trip costs. The following items are considered when arriving at the cost of the trip:

- Swim meet fees;
- Airfares and hotel costs for swimmers, coaches, and chaperones;
- Vehicle rentals, insurance, and gas;
- Daily per diems for coaches; and
- Medical insurance coverage (outside of Canada only).

Following the trip a reconciliation of actual expenses incurred to the budget will be completed by the Office Manager, and made available to the membership upon request. Full payment must be made within 30 days after receipt of Travel Statement.

### Timeline and Due Dates

In order to obtain the best possible rates on airlines, rental vehicles and accommodation, travel arrangements are required to be made in advance. A deposit may be required by the cancellation deadline date.

This is a non-refundable deposit, however refunds will be considered based on medical reasons at the discretion of the Head Coach and Office Manager. In the event an athlete does not attend the swim meet they will incur all non-refundable costs. Any exceptions would be on the rare occasion that a swimmer has been hurt while swimming. A doctor's note will be mandatory, and subject to Executive approval.

### Flight Cancellation Insurance

The Calgary Patriots does not purchase travel insurance for airfares. If you would like travel insurance applied to your child's airline ticket, parents must contact the Club Administrator PRIOR to airfares being booked to obtain specific flight numbers for which parents can then purchase the applicable travel insurance for their children - Individuals can bank flight dollars if a flight is cancelled.

### Luggage

Hand luggage – when travelling by air each swimmer should ensure that they have essential items such as medications, bathing suit, towel, goggles, etc. in their carry-on luggage.

Checked luggage – each swimmer can bring one (1) checked luggage. The minimum should be packed and the smallest suitcase or soft-sided bag available should be used. Athletes will not need to pack excessive amounts of clothes. There is limited space in each bus, van or car for luggage when carrying a full load of passengers.

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### International Travel

Travel documents and Letters of Consent to travel must be provided to the Club Administrator one week prior to departure. The documents will be held by the Chaperone. **For travel outside of Canada, SwimAlberta Out of Country insurance will be purchased for all those attending the event. All athletes may wish to purchase extra insurance.**

### Ground Transportation

The Club will ensure that all rental vehicles used for transporting athletes, coaches and chaperones will be properly insured with the appropriate level of coverage.

### Accommodation

Hotel accommodations will be reserved for the team, coaches and chaperones in advance. Consideration will be given to booking a hotel that will include a breakfast in the price, is within a reasonable distance from the event facilitating driving back and forth during the day if necessary, in a safe neighbourhood, close to amenities if possible.

Rooms with two (2) beds double or queen will be booked with the expectation that there are four (4) swimmers to a room.

### Meals

Meals will be paid for by club credit card with the possible exception of a stop while on the bus or in a van.

### Phone and Miscellaneous charges

Swimmers rooms will not have access to long distance phone calls therefore swimmers will need to be provided with calling cards or personal cell phones for this purpose. In the event a call is made from an athlete room, parents will assume financial responsibility for payment.

### Insurance

#### **Personal Vehicles used to transport athletes**

When local team travel is required and athlete families volunteer to transport non-family members on Calgary Patriots business all drivers must:

- Have a current valid Canadian driver's license; and
- Provide a copy of their declaration of liability insurance cover prior to the commencement of the trip.

### Out of Province Emergency Medical Care

<http://www.health.alberta.ca/AHCIP/outside-coverage.html>

Most clinics and hospitals in other Canadian provinces and territories (except Quebec) will bill your Alberta Health Care Insurance Plan (AHCIP) for services provided if presented with a valid AB Healthcare Card number. The provinces recover the funding monthly between each other. When travelling in Quebec or outside of Canada, athletes will probably be required to pay for their medical services and seek reimbursement later from AHCIP. Note when travelling to other Canadian provinces, parents may want to purchase additional coverage to cover the cost of services not included in the reciprocal agreement between provinces.

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