



# Prince George Barracuda Swim Club (PGBSC) Travel Policy

## Purpose

The purpose of this Policy is to inform athletes, parents, and coaches travelling to competitions or camps of their responsibilities and the expectations of the Prince George Barracuda Swim Club.

## Application of This Policy

Specific individuals have responsibilities when teams travel. 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

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 provided by the Prince George Barracuda Swim Club.

## The "Rule of Two"

This policy adheres to the "Rule of Two" as a fundamental principle of Safe Sport. The **"Rule of Two"** aims to ensure all interactions and communications between a Person in Authority (coach, chaperone, team manager, or other adult in a position of trust) and an athlete (especially a minor athlete) are open, observable, and justifiable. This means that a Person in Authority should never be alone one-on-one with an athlete in a non-observable, non-emergency situation.

For the purposes of this policy, a "responsible adult" as the second adult in the "Rule of Two" means a screened and appropriately trained individual (e.g., another coach, screened chaperone, or parent/guardian volunteer) as per Swim BC and Swimming Canada requirements.



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## Responsibilities

### 1. Parents Traveling with a Minor Athlete

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.
- 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. **\*\*Where possible, these meetings should adhere to the Rule of Two.\*\***
- 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 **\*\*Prince George Barracuda Swim Club\*\***, or any suspected maltreatment.
- h. Adhere to the Prince George Barracuda Swim Club's policies and procedures, particularly the Code of Conduct and Ethics.
- i. If travelling outside of Canada, ensure that all passports are valid and not expired.

### 2. Parents Not Traveling with the Athlete

Parents not traveling with the athlete have the following responsibilities:

- a. Provide the chaperone with a Travel Consent Form.
- b. Provide the chaperone with emergency contact information.
- c. Provide the chaperone with any necessary medical information and a **\*\*Medical Authorization to Treat form\*\***.
- d. Pay all event fees. In an event of any cancellation, all non-refundable expenses related to travel remain the responsibility of the participant.
- e. Provide the child with enough funds to pay for food if food is not supplied, and incidentals.
- f. If travelling outside of Canada, provide photocopies of all travel documents and ensure that all passports are valid and not expired.



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## 3. Chaperones

Chaperones have the following responsibilities:

- a. Obtain and carry all Travel Consent Forms, emergency contact information, and medical information for their assigned athletes.
- 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. Where possible, these meetings should adhere to the "Rule of Two".
- 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 PGBSC Head Coach and/or PGBSC Board of Directors, or any suspected maltreatment, following established club reporting procedures.
- h. Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach and/or head chaperone. Room or bed checks for athletes during overnight stays must be conducted by two screened Persons in Authority, adhering to the "Rule of Two."
- i. Approve visitors to the athlete accommodations, at their discretion. Any interactions with visitors in athlete accommodations must adhere to the "Rule of Two".
- j. Adhere to the Prince George Barracuda Swim Club's policies and procedures, particularly the Code of Conduct and Ethics.
- k. Chaperones must be screened and have completed mandatory Safe Sport training as required by Swim BC and Swimming Canada and must have a current and valid criminal record check.

## 4. Coaches

Coaches have the following responsibilities:

- a. Arrange all team meetings and training sessions. All interactions with athletes, including individual discussions, must adhere to the "Rule of Two", ensuring they are open, observable, and justifiable.
- b. Determine curfew times.



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- c. Work in close co-operation with the chaperones on all non-sport matters.
- d. Report to the PGBSC Board of Directors any incident likely to bring discredit to the Prince George Barracuda Swim Club, or any suspected maltreatment, following established club reporting procedures.
- 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 **\*\*PGBSC Board of Directors\*\*** for further disciplinary action, if applicable, under the Discipline and Complaints Policy. Any disciplinary discussions with individual athletes must adhere to the Rule of Two.
- f. Adhere to the Prince George Barracuda Swim Club's policies and procedures, particularly the Code of Conduct and Ethics.
- g. Coaches must be screened and have completed mandatory Safe Sport training as required by Swim BC and Swimming Canada.

## 5. Team/Event Managers

Team/Event Managers have the following responsibilities:

- a. Ensure an appropriate chaperone-to-athlete ratio that does not exceed ten athletes per chaperone. If there are fewer than three swimmers, alternate arrangements can be made with a discussion involving the parents, head coach, and PGBSC Board of Directors, with the "Rule of Two" always being a primary consideration for athlete safety.
- b. Organize accommodations and inform parents and chaperones how to register and pay for accommodations.
- 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. This is a direct application of the Rule of Two for overnight accommodations.
- d. All travel expenses will be billed to the members' account.
- e. Team/Event Managers must be screened and have completed mandatory Safe Sport training as required by Swim BC and Swimming Canada.
- f. Ensure that any vehicle travel arranged by the club for athletes adheres to the Rule of Two, meaning at least two screened adults should be present with athletes in a vehicle. If this is not feasible, specific parental permission must be obtained, and the interaction must be transparent. **\*\***



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## 6. Athletes

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. Always Represent the Prince George Barracuda Swim Club to the best of their abilities.
- d. Communicate any problems or concerns to the coaches and chaperone just as they would their own parents. Athletes are encouraged to speak up without fear of reprisal and are aware they can approach any responsible adult in charge.
- 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.
  - i. Athletes are encouraged to use a buddy system when moving within the hotel or competition venue.
- g. Adhere to the Prince George Barracuda Swim Club's policies and procedures.