

Team Travel

Red Deer Catalina Swim Club recognizes that team travel is an integral component of the training and technical curriculum of competitive swimming. Team travel offers swimmers supervised opportunities to learn and practice independence. Travel opportunities may include but are not limited to: international, national, out of province or in province swim meets, training camps and club sponsored recreational activities. Red Deer Catalina Swim Club has developed this policy to guide in the planning and execution of team travel.

RDCSC- shall mean Red Deer Catalina swim Club

Types of Team Travel

1) Mandatory Team Travel

- a. Some events may be designated by the head coach as “mandatory team travel events”.
- b. In order to attend these events swimmers must travel and stay with the team, except as may be otherwise approved by the Head Coach in extenuating circumstances, and then, only where the swimmer's family arranges the approved alternate arrangements and bears the cost of same, in addition to a full share of team travel expenses.

2) Optional Team Travel

- a. Some events may be designated “optional team travel” and swimmers may travel with the team or opt-out of team travel & accommodation
- b. Only those swimmers who have opted to travel with and stay in team accommodation will pay an equal share of the costs associated with the swimmer's travel, hotel accommodations and meals as well as chaperone & coaches costs where applicable
- c. Swimmers who elect to travel with the team must pay “their share” of all incurred expenses whether they stay with the team for the entire duration of the event or only part of the time
- d. Swimmers who have opted to make their own accommodation arrangements will not be charged for team travel/accommodation expenses and will not be eligible to participate in team provided food and meals offered before, during or after the event.
- e. Swimmers who choose not to travel with the team may be charged their portion of coaching expenses when not covered by the club

Team Travel Coordinator

- The team travel coordinator is responsible for making arrangements for transportation and accommodation for all out of town meets, swim camps or events designated as team travel events.
- This includes renting buses, buying plane tickets, reserving hotel rooms & organizing transportation between the hotel and pool / other locations

- The team travel coordinator may be in charge of organizing meals/snacks typically in conjunction with the chaperone(s)
- The team travel coordinator may also be in charge of organizing activities as directed by the coaching staff
- The team travel coordinator will organize & collect all necessary documents for attending swimmers including parent consents & proof of medical insurance for out of country events. This information will be passed on to the chaperone prior to the event.
- The team travel coordinator will also organize and collect all other necessary documentation for the chaperone(s) & attending coaches including vulnerable sector record checks, drivers abstract if needed and proof of insurance for out of country travel

Team Transportation

- When travel is via ground transportation, the drop off and pick up point will typically be in Red Deer although RDCSC reserves the right to organize drop of/pick up in another location if deemed appropriate
 - Parents are responsible to get their swimmers to the drop off location and pick up their swimmers at the arrival location at the designated time
- When travel is via air, the drop off and pick up location will typically be at the airport in either Edmonton or Calgary although travel from Red Deer is possible.
 - Parents are responsible to get their swimmers to the airport as early as requested by the Team Travel Coordinator and are responsible to pick up their swimmer from the airport at the designated time
- The chaperone(s) will stay with swimmers until they are picked up by a parent/guardian or designated person (if communicated to the chaperone by the parent/guardian)
- Any significant delay in arrival time or alternate arrival location will be communicated to all parents with swimmers on the trip by the team travel coordinator, chaperone or other club designate

1. Bus travel

- a. Certified, professional or designated drivers in coach type buses shall be used when transporting swimmers more than 100km whenever possible
 - i. Coach type buses may be used to transport RDCSC swimmers less than 100km when deemed the most reasonable option as decided by the travel coordinator and coaching staff
- b. For events that have been designated as mandatory team travel, all swimmers must travel with the team on the bus to the event
- c. All swimmers participating will share equally in the round-trip cost of the bus and any other expenses occurred by the bus driver (hotel room/daily expense etc.).
 - i. Parents who elect to drive their swimmer home at the end of the event or to the event will still pay the “round trip” costs for the bus
- d. The RDCSC coaches and chaperones will ensure that all movies shown or music played on the main bus system or through an external speaker/screen are age and content appropriate.
 - i. The Chaperone or coaching staff may stop a movie/turn off music if they deem it inappropriate.

2. Ground Transportation

- a. When deemed by the Board to be safe, reasonable and cost effective, the use of taxis, ride-sharing, rental vehicles, personal vehicles or public transit may be used to transport RDCSC swimmers and staff to and from events that RDCSC attends.
- b. Chaperones and coaching staff with an appropriate driver's license, an acceptable driving abstract (if asked) and a current police /vulnerable sector record check may be authorized to drive swimmers in rental vehicles.
- c. Chaperones and coaching staff will not transport swimmers in personal vehicles unless approved by the RDCSC Board of Directors and agreed to by the chaperone and coach.
- d. Non-chaperoning parents who are attending an event may not drive swimmers other than their own children in their personal vehicles unless parental consent is obtained from the parents or legal guardians of the swimmer being transported. RDCSC will not monitor privately arranged ride sharing and transportation arrangements.
- e. RDCSC swimmers shall not drive rental vehicles or the personal vehicles of coaches or chaperones. Exceptions may be considered on a case by case basis, as required.

3. Air travel

- a. Each swimmer participating in a team travel event will share proportionately in the total cost of the airline ticket for chaperone and coach when applicable
- b. RDCSC will not organize flights for individuals using personal points or arrange flights to coordinate with swimmer's family members travel plans
- c. It is expected that the swimmer will travel with the team under the supervision of the team chaperone on flights and transportation organized by the team.
 - i. For optional team travel events swimmers who do not travel with the team are responsible for their own personal travel arrangements and supervision
 - ii. The team travel coordinator will not assist in any way swimmers who choose to travel apart from the team for a team travel event.
 - iii. RDCSC takes no responsibility for swimmers using individually arranged travel or accommodation plans
- d. RDCSC coaches and chaperones will travel on the same flights as the swimmers unless prior notification has been provided
- e. In the case of multiple team flights, a RDCSC chaperone or member of the coaching staff will accompany each group of swimmers.

Team Accommodation

1. Billeting Meets

- a. At meets where swimmers will billet with a host club family the Swim Alberta Billeting policy will be followed
- b. Unless already organized prior the start of the meet, upon arrival at the meet during the first evening, the chaperone will help the host club billet chairperson match up swimmers with billet families.
- c. Unless absolutely necessary there will be no changes made in billeting arrangements.
- d. If desired a small gift may be given to the billet family.

2. Hotel accommodations

- a. Rooming lists will be made up in advance but may not be provided until swimmers arrive at the hotel. Rooming lists will be usually made up by the coach(es)
- b. Requests to change rooming lists is at the coach's/chaperone's discretion. There may be specific reasons why swimmers have been assigned to certain rooms.
- c. Total cost of the hotel rooms is split by the number of swimmers participating in team travel unless special exceptions have been made for individual swimmers
- d. Cost of the chaperone(s) and coach(es) room when applicable is covered by the swimmers and will be split equally by the number of swimmers participating in team travel.
- e. Whenever feasible non chaperoning parents/family are asked to stay at a different hotel then the team

3. VRBO/Group Housing

- a. Group housing/ VRBO may be used for some travel events instead of hotels at the discretion of the team travel coordinator
- b. The total cost of the rental will be split by the swimmers staying in the house and will include the chaperones and coaches share when applicable

Food & Beverage

- The team travel coordinator, travel food coordinator and/ or chaperone will organize all food and beverage including meals and snacks while the team is traveling unless otherwise stated
- The team travel coordinator and/or chaperone will accommodate allergies/preferences to the best of their abilities
 - In extreme circumstances that would limit food options or significantly increase the food costs for all, the swimmer may be required to either bring their own food or pay extra for their own food requirement.

Coach & Chaperone Travel & Accommodation Costs

- For swim meets, all coaching costs are covered by RDCSC
- For all other team travel events, coaching costs are covered by the swimmers attending the team travel event including swimmers who opt out of team travel but attend on their own.
- All swimmers entered/participating in an event will share equally in the costs incurred by the chaperones and coaches when applicable
- Coaches and chaperones shall be reimbursed by RDCSC for all approved costs incurred during RDCSC travel events
- Coaches and chaperones shall submit an expense reimbursement form with all receipts attached to the RDCSC office within 14 business days at the end of the trip unless alternate arrangements have been agreed upon.

Sick or Injured Swimmers

- Medical attention shall be sought for sick or injured swimmers as required.
- Sick swimmers who are unable to compete/train will be isolated from other swimmers.
 - In such cases, a sick or injured swimmer requiring observation for medical purposes may sleep in a separate bed in the room of a same gender chaperone if the chaperone and the RDCSC coaching staff deem it necessary.
 - In such cases, all reasonable attempts will be made to notify the swimmers parents.
- In exceptional/extreme cases a sick or injured swimmer may be sent home early from the event. The chaperone will be responsible for contacting the swimmers' parents in such cases
- RDCSC does not require chaperones to administer medication of any kind whether it be over the counter or prescription medication. In agreeing to administer medication, the chaperone shall personally assume all risks.
- Communication with the parents in regards to the swimmer's illness or injury is the responsibility of the coaching staff and/or chaperone .

Liability and Insurance Coverage

- If a swimmer is sent home for any reason including but not limited to illness, legal requirement, family emergency or for disciplinary reasons it is the family's responsibility to pay any extra expenses incurred in the change of travel plans.
- If RDCSC is called upon to pay anything out of pocket to either treat a medical situation or send a swimmer home separate from the team, the family account will be charged the equivalent amount.
- Swimmers, coaches and volunteers are covered under the Swim Alberta Insurance Policy. The **Swim Alberta Sport Accident Insurance Program** is designed to pay accidental benefits related to injuries arising from participation in or transportation to and from a sanctioned swimming activity.

- Out of province Events: Swim Alberta will be notified when RDCSC participates in out of province activities. Separate insurance forms shall be filled out and sent in to Swim Alberta.
- Coverage: All RDCSC swimmers, coaches, volunteers, directors and employees are covered under the Swim Alberta Liability Policy for liability for bodily injury or property damage during activities sanctioned by Swim Alberta. Coverage is extended to chaperones and parent volunteers who “are acting in an official capacity” so long as these persons have provided the necessary documentation. This includes but may not be limited to a criminal record check, Safe sport and a drivers abstract if driving during the team travel event
- Non RDCSC support staff: Support staff such as, but not limited to massage therapists, dieticians, sports psychologist, strength and conditioning coaches, will not be covered under the Swim Alberta policy. These individuals must have and provide proof of their own professional certification, current police and vulnerable sector background checks and insurance coverage
- TRAVEL INSURANCE: Neither RDCSC nor Swim Alberta has an insurance policy containing travel medical insurance coverage. Accordingly, prior to being allowed to participate in any RDCSC team travel events outside of Canada, all swimmers, chaperones and other volunteers shall at their own expense obtain travel medical insurance coverage if not already covered. Satisfactory proof of coverage shall be provided to RDCSC at least 2 weeks prior to the scheduled date of departure for any team travel event taking place outside of Canada.
 - Travel insurance for coaches attending the team travel event will be purchased by RDCSC if necessary.

Code of Conduct and Discipline Responsibilities

- RDCSC coaches shall be responsible for all RDCSC swimmers on deck regardless of accommodation choices.
- RDCSC Athlete, Parent and Volunteer Code of Conduct and Ethics and RDCSC Discipline, Complaints and Appeals Policy as well as any other relevant policies which include but are not limited to those of RDCSC, Swim Alberta and Swimming Canada, will apply to members and staff participating at RDCSC sponsored trips and events
- All swimmers and chaperones must sign they have read & agree to this Team Travel policy prior to being allowed to participate in a RDCSC team travel event
- Discipline issues and code of conduct violations will be dealt with as per RDCSC Athlete, Parent and Volunteer Code of Conduct and Ethics and RDCSC Discipline, Complaints and Appeals Policy
- As per RDCSC policy, the expenses incurred in sending a swimmer home early due to violations of the RDCSC Athlete, Parent and Volunteer Code of Conduct and Ethics shall be the sole responsibility of the swimmer’s parents if the swimmers is under the age of 18 or the swimmer if the swimmers is 18 years of age or older. The charges incurred will be charged to the swimmer’s family account.
- Additional sanctions may be applied in accordance with RDCSC Athlete, Parent and Volunteer Code of Conduct and Ethics and RDCSC Discipline, Complaints and Appeals Policy

CHAPERONES

Mandatory Chaperone Requirements for RDCSC Team Travel and Events

- Chaperones shall be required for RDCSC Team travel and events when :
 - Any of the participating RDCSC team members are under 18 years of age
 - The group of participating RDCSC swimmers is greater than 10 swimmers
 - Travel away is more than one day and involves an overnight stay
 - The attending coach is unwilling or unable to accept and take on all chaperone duties and responsibilities
- Every effort will be made to adhere to these guidelines but exceptions may apply. In such cases, parental consent must be given for any deviation of the above criteria.

Chaperone to Swimmer Ratio

- Chaperone to swimmer ratio should take into consideration the age of the swimmers participating in the event and the complexity of the travel. Events with a number of swimmers 14 years of age and younger who are not experienced with team travel may require more chaperones or a lower chaperone to swimmer ratio.
- RDCSC will strive to ensure that during any travel event, the swimmer to chaperone ratio does not exceed 10:1. Note that coaches may be considered as “chaperones” in many circumstances.
- It is advisable to have at least 2 adults present with every group so that in the event of an emergency the group will not be left unsupervised.
- Extra chaperones may be warranted in some circumstances: trips with complicated air travel, international travel, young swimmers, high level meets with demanding swimmer needs etc.

Chaperone Candidates

1. Chaperones shall be RDCSC members in good standing
2. Chaperones shall not have any sanctions from any sporting community
3. Chaperones should preferably be parent(s) of swimmers attending the travel function
4. Chaperones shall be at least 25 years of age
5. Chaperones shall have a current (to the season) police and vulnerable sector background check in accordance with Swim Alberta policies
6. Chaperones shall have an acceptable drivers abstract (if asked) if required to drive swimmers in a rental vehicle

Chaperone Conduct

1. Chaperones shall travel with the team to and from the event destination and Red Deer (if bus travel) or Edmonton/Calgary if airline travel, unless other arrangements have been approved.

2. Chaperones shall reside in separate hotel rooms from athletes, including their own children unless prior approval from RDCSC Board of Directors and the Head Coach has been given .
3. Chaperones should not meet alone with an athlete in a closed-door room, nor drive in a vehicle with only one swimmer. Should there be a need for a one-on-one meeting it should be done with an open door in view of others, in a public place or behind a glass window or door open and observable to others. Disciplinary discussions other than a verbal warning shall include a second adult who is a member of the coaching staff.
4. Chaperones shall not officiate nor work or volunteer at a team travel swim meet in any capacity other than as a RDCSC chaperone.
5. Non chaperoning spouses, other adults and non-participating children shall not stay in the same hotel room as the chaperone and shall stay in a different hotel for team travel events, unless otherwise approved by the Board of Directors.
6. Chaperones shall not use tobacco or vaping products in the presence of swimmers during team travel events or activities.
7. Chaperones shall not take over the counter or prescription drugs during team travel events that cause drowsiness or other adverse side effects that may impact their ability to chaperone.
8. Chaperones shall not consume narcotics, alcohol or Cannabis at any time during RDCSC team travel events or activities.
9. Chaperones shall not consume, nor possess illicit drugs at any time during team travel events.