

Terrace Blueback Swim Club Travel Policy

In this document “Organization” refers to Terrace Blueback Swim Club

1. Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, vehicles and hotel rooms – is less structured and less familiar.

The purpose of this Policy is to inform athletes, parents, and coaches travelling to events of their responsibilities and the expectations of the Organization.

2. 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

3. 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 as Appendix A.

4. General Policy

- a) It is recommended that athletes under the age of 12 stay in hotel rooms with their parents/ guardians.
- b) If there are situations where athletes under the age of 12 do not have a parent/guardian available for travel, consider grouping these athletes together with older athletes.
- c) Always aim to ensure that people are roomed with those with whom they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable.
- d) Coaches and/or athletic staff are not permitted to share rooms with athletes.
- e) Interactions between athletes and adult chaperones, coaches, and/or athletic staff follow a rule of two. The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant.
- f) Screened adult chaperones or those deemed directly responsible for athletes during travel are placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel.
- g) Upon consultation with the approved chaperone(s) or those deemed directly responsible for athletes during travel, the maximum ratio of athletes to chaperone is twelve, but could be as low as five.
- h) There will be a minimum of one female and one male chaperone or those deemed directly responsible for athletes, during travel.
- i) Room assignments will ensure same gender occupancy.

5. Responsibilities

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 prior to the start of travel
- b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
- c) Punctual drop off and pick up of their children at times and places indicated by coaches
- d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- e) Adhere to coach requests for athlete curfew times
- f) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
- g) Report any athlete illness or injury to the coach either verbally or electronically.
- h) Report any incident likely to bring discredit to the Organization
- i) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
- j) If travelling outside of Canada, ensure that all passports are valid and not expired

6. 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
- d) Pay all event fees prior to the start of travel
- e) Provide the child with enough funds to pay for food and incidentals
- f) If travelling outside of Canada, ensure that all passports are valid and not expired

7. Chaperones have the following responsibilities:

- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
- 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
- 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 to the athlete's parent (s) and coach. A written report should also be forwarded to the Organization to be saved by the board to the Organization's records.
- g) Report any incident likely to bring discredit to the Organization
- h) Inspect hotel rooms rented for damage before check-in and after check-out.
Report any damage to the coach
- i) Approve visitors to the athlete accommodations, at their discretion
- j) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

8. Coaches have the following responsibilities:

- a) Arrange all team meetings and training sessions
- b) Determine curfew times
- c) Work in close co-operation with the chaperones on all non-sport matters
- d) Report to the Organization any incident likely to bring discredit to the Organization
- 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 Organization for further disciplinary action, if applicable, under the Discipline and Complaints Policy
- f) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

9. 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) Represent the Organization to the best of their abilities at all times
- d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
- 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
- g) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

Appendix A - Travel Consent Form

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 also associated with the Organization:

My / our child was born on _____ at the location of _____ .

If required, my / our child's passport number is _____. *(only required for out of country travel)*

My/ our child's medical services plan number is _____.

My/ our child's family doctor name and phone 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 _____ which is 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 addresses _____.

I/ we acknowledge that we have read the Terrace Blueback Swim Club's code of Ethics and have reviewed these expectations with my/our child.

Sincerely,
Signed, _____
Dated, _____