

Winskill Dolphins Swim Club (WDSC) Travel Policy

WDSC Values: Integrity, Respect, Commitment and Passion

WDSC Mission: Provide opportunities that are focused on nurturing the growth and development of swimmers, coaches and volunteers so that all of our members have the highest possibility of belonging and success.

WDSC Vision: Fun, Fitness and Excellence

Definitions

1. "Local Meets" (Lower Mainland) Parents/Guardians are responsible for transportation of their swimmers.
2. "Away Meets" For meets outside of the Lower Mainland, coaches, with consideration to cost and team building, will determine if an away meet will be either FAMILY or TEAM travel.
3. "Family Travel" Parents will be responsible for the transportation, room & board and supervision of their swimmers.
4. "Team Travel" All National and International meets will be team travel with the exception of qualified swimmers aged 11 and under. Swimmers under 12 require a parent to attend the meet and will stay with their child.

Purpose

1. 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 WDSC.
2. Purpose of Team Travel
Swimmers team travel to build team collegiality. They bond with and support one another. They lead and guide and learn from one another. They develop strength and routine in competition strategies, self-identity and build a basis for bigger, more intense meets under the guidance of their coaches and older swimmers. While swimming is essentially an individual sport, swim meets are excellent opportunities to foster the team aspects of the sport and team travel enhances this opportunity.

As a bonus for families whose swimmers compete in many meets, being able to participate in team travel saves money as parents do not have to take time off work and the swimmers share the expenses of lodging rather than individual families shouldering it themselves. If a family chooses to follow their swimmer to a team travel meet, however, the costs could potentially be MORE.

Application of this Policy

1. Specific individuals have responsibilities when teams travel. These individuals include:
 - a. **Parents traveling with the athlete** are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - i. Pay all event fees prior to the start of travel (or when WDSC processes the fees)
 - ii. Register for event accommodations in a timely manner. Accommodations outside of those arranged by WDSC (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
 - iii. Punctual drop off and pick up of their children at times and places indicated by coaches

- iv. Adhere to coach requests for parent meetings, team meetings, or team functions and be punctual to such events
- v. Adhere to coach requests for athlete curfew times
- vi. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
- vii. Report any athlete illness or injury
- viii. Report any incident likely to bring discredit to the WDSC
- ix. Adhere to the WDSC's policies and procedures, particularly the *Code of Conduct and Ethics*
- x. If travelling outside of Canada, ensure that all passports are valid and not expired

b. **Parents not traveling with the athlete** have the following responsibilities:

- i. Provide the chaperone with a Travel Consent Form. Minor athletes traveling with individuals other than their parent/guardian must submit a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided as **Appendix A**.
- ii. Provide the chaperone with emergency contact information
- iii. Provide the chaperone with any necessary medical information
- iv. Pay all event fees prior to the start of travel (or when WDSC processes the fees)
- v. Provide the child with enough funds to pay for food and incidentals
- vi. If travelling outside of Canada, ensure that all passports are valid and not expired

c. **Chaperones**

Chaperones attend team travel meets to facilitate driving, meals and care for swimmers. Chaperones may get some time to watch the meet, but often shuttle swimmers and prepare meals during sessions. Chaperones support coaches in overseeing swimmer needs and behaviours, making sure rules and expectations are adhered to. It is not an easy job, but it is a worthy job as chaperones get to fully experience how hard swimmers and coaches work and how committed they are to one another and their sport. Specific responsibilities include:

- i. Complete a Criminal Records Check (CRC) for the WDSC well in advance of travel ([see SwimBC's CRC policy here](#))
- ii. Obtain and carry any Travel Consent Forms, emergency contact information, and medical information. Minor athletes traveling with individuals other than their parent/guardian must submit a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided as **Appendix A**.
- iii. Punctual drop off and pick up of the children under their care at times and places indicated by coaches
- iv. Adhere to coach requests for parent meetings, team meetings, or team functions and be punctual to such events
- v. Adhere to coach requests for athlete curfew times
- vi. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
- vii. Report any athlete illness or injury
- viii. Report any incident likely to bring discredit to the WDSC
- ix. Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach
- x. Approve visitors to the athlete accommodations, at their discretion
- xi. Adhere to the WDSC's policies and procedures, particularly the *Code of Conduct and Ethics*

d. **Head Coach** has the following responsibilities:

- i. Organize (with support from WDSC/a designated travel coordinator) accommodations and inform parents and chaperones how to register and pay for accommodations
 - ii. 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
 - iii. Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
 - iv. Arrange all team meetings and training sessions, including determining curfew times
 - v. Mentor and supervise other attending coaches
 - vi. Work in close co-operation with the chaperones on all non-sport matters
 - vii. Report to the WDSC any incident likely to bring discredit to the WDSC
 - viii. 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 WDSC for further disciplinary action, if applicable, under the *Discipline and Complaints Policy*
 - ix. Adhere to the WDSC's policies and procedures, particularly the *Code of Conduct and Ethics*
- e. **Athletes** have the following responsibilities:
- i. Minor athletes traveling with individuals other than their parent/guardian must submit a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided as **Appendix A**.
 - ii. Arrive at each event ready to participate
 - iii. Make any visitor requests to chaperones before the visit is expected
 - iv. Represent the WDSC to the best of their abilities at all times
 - v. Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
 - vi. Check in with the chaperone when leaving their rooms
 - vii. Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
 - viii. Adhere to the WDSC's policies and procedures, particularly the *Code of Conduct and Ethics*

Exceptions with Team Travel

1. Although families may sometimes choose to visit their swimmer at a team travel meet, it is expected that all swimmers registered in a meet *designated as team travel* will remain under the care of the coaches and chaperones throughout the meet. If your child has extenuating circumstances and is not ready to be independent from your care, you are welcome to join the group as a chaperone (and priority will be given to you to be the chaperone) or to discuss the situation and other solutions with the Head Coach.

Please note all swimmers entered in a team travel meet will share the costs of the meet equally - regardless of what families choose to do outside of the team travel protocol.

2. A mandatory parent and swimmer meeting will be held before the first travel meet of the season. This meeting will outline specific expectations for all parties involved. Parents and swimmers will be required to review, sign and adhere to the *Code of Conduct and Ethics* agreement prior to being permitted to travel with the team.

Fees

1. The cost of transporting, housing and feeding the coaches, and transporting and housing the chaperones (when applicable) will be borne by the swimmers attending the meet and is referred to as the management fee. This can be off-set by WDSC fundraising initiatives.
2. For any out of town events/meets anticipated to cost greater than \$100/swimmer, a cost estimate will be emailed to the family by the travel coordinator or Head Coach prior to the event. Once swimmers have confirmed attendance to a meet, the non-refundable management fee will be assessed and be payable.
3. Swimmers will not be permitted to travel unless all deposits are submitted and accounts current on or before the due date. Travel costs in advance of the meet are estimates, and the balance will be billed upon meet and end-of-month billing reconciliation.
4. Penalties and fees resulting from unauthorized charges or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer/family account.

Appendix A - Travel Consent Form

WDSC Consent for Team Travel

Purpose

Team travel to _____

When

The meet runs from _____ and will be held at the _____ pool in _____.

Summary of travel departure plan.

Summary of travel return plan.

Lodings

address

Emergency Contact Information

Head Coach: *phone*

Chaperone 1: *phone*

Chaperone 2 (if any): *phone*

Estimated Itinerary for the Meet

Daily plans and routines

Estimated Cost per Swimmer for X days Travel

Item	Total	Per Individual
Hotel		
Food		
Transportation		

High estimate per child for the travel is - _____

Liability, Insurance and Indemnification

The Family hereby:

1. Acknowledges that there are risks, dangers and hazards inherent in competition as well as in training and preparing for, and travel to and from such competitions. These risks include, but are not limited to, that of severe or fatal injury to the Athlete and to other persons. The Athlete acknowledges that he or she will be undertaking all

activities pursuant to this Agreement at his or her own risk and agrees to assume all risks associated with, and incidental to, the Athlete's participation in WDSC team travel, training and competition.

2. Acknowledges that WDSC team carries only limited insurance to protect its members in the event of death, injury, damage, loss of income, medical expenses or travel claims. WDSC team is not responsible for any medical costs, including billing charges over and above provincial medical health plan benefits. The Athlete acknowledges that it is the sole responsibility of the Athlete to realistically evaluate his or her insurance requirements in light of the activities to be undertaken by the Athlete and to purchase and subscribe, at the Athlete's sole expense, all additional insurance coverage deemed necessary.

3. Acknowledges that WDSC team shall not be liable to the Athlete for any loss or damage to any property of the Athlete, however caused. Furthermore, WDSC team shall not be liable to the Athlete or any other party, including the personal representatives and assigns of the Athlete in the event of the Athlete's death, for any loss or damage arising from an injury to or death of the Athlete or any other person resulting from any activity undertaken by the Athlete.

4. Agrees to indemnify and hold harmless WDSC team and its directors, officers, employees, contractors, volunteers and agents from and against any and all liability, claims, losses, damages, and expenses, which WDSC team may suffer or incur as a result, directly or indirectly, of the Athlete's breach of any provision of this Agreement, or as a result of any activity undertaken by the Athlete pursuant to this Agreement, except to the extent arising out of or resulting from WDSC team's breach of any covenants, agreements, representations or warranties made herein, or WDSC team's own negligence or misconduct. This indemnification shall survive any termination or expiration of this Agreement.

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 WDSC:

Head Coach: _____

Chaperone 1: _____

Chaperone 2 (if any): _____

My / our child was born on _____ in _____. If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

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 have read and understood the details and release above. *I have also reviewed the WDSC Code of Conduct and Ethics with my attending athlete and they agree to and understand the expectations.*

I give permission for _____ to participate in this team travel.

Parent Name Printed

Phone Number

Parent Signature

Date

Student Medical/Emergency Information

Swimmer's Name and Age:
Medical Concerns and/or Needs
Family Emergency Contact Information (name, number and relationship to swimmer) 1. 2. 3.
Doctor's Name and Number
Care Card Number

Consent to Support Services and Medical Treatment

In case of illness or injury occurring to a swimmer while under the supervision of WDSC coach or chaperone or when participating in a WDSC team program activity, WDSC coach or chaperone shall make all reasonable efforts to contact the Athlete's family, custodial and/or non-custodial parent(s)/legal guardian(s) who signs this Consent as an emergency contact, to obtain such consent.

If such efforts are unsuccessful, or if in the opinion of a duly qualified medical practitioner immediate medical treatment is urgently required, the custodial parent, non-custodial parent or legal guardian who has signed this Consent similarly agrees, that WDSC coach and chaperone are authorized to consent to such medical treatment or procedures which in the opinion of a duly qualified medical practitioner may be necessary to administer to the Athlete, as a result of illness or injury.

Parent Name Printed

Phone Number

Parent Signature

Date

Meal Planning Assistance for Chaperones

Please help us keep your child well nourished and happy by filling this out so we can better plan our menus.

Swimmer's Name:
Favourite Snacks
Favourite Meals
Dislikes
Allergies
Anything else we should know about your child to better support them during this meet?