

Model Travel Policy

The following is a model travel policy, provided to assist Swimming Canada member clubs in developing their own policies. It is strongly recommended that all registered Swimming Canada Clubs and PSOs have a travel policy in place and that the policy is signed and agreed to by all athletes, parents, coaches and other athletes traveling with the club or PSO. *Each club has the responsibility for approval and implementation of a set of travel policies.*

“Organization” refers to: _____

Purpose

This section should contain the reasoning behind the creation of the policy. Example:

1. 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.

Application of this Policy

This section should describe the scope of the policy; who it applies to, who is bound by it, and who it may affect. Examples include:

2. This policy applies to all individuals participating in Team Travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or PSO.

Specific individuals have responsibilities during Team Travel. These individuals include:

- a) Coaches
- b) Team Managers
- c) Chaperons
- d) Athletes
- e) Parents
- f) Support Staff

* Note that a person may fall into more than one group of individuals. For example, a coach may also be the team manager and/or a parent.

Travel Consent Form

We encourage clubs to include this section to ensure all minors have the proper travel documents with them at all times.

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian).

General Policies

This section should include the minimum expectations and requirements of your club while traveling. Examples include:

4.
 - a) Club travel policies and club code of conduct must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
 - a) Team managers and chaperons must complete a police background check according to their Provincial regulations.
 - b) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
 - c) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Chaperones and/or team leaders should stay on the same floor as the athletes.

- d) When only one athlete and one coach travel to a competition, the athlete must have his/her/their parents' (or legal guardian's) written permission in advance to travel alone with the coach. Every effort should also be made to establish a "buddy" club to associate with during the competition and when away from the venue.
- e) During team travel, when doing room checks, attending team meetings and/or other activities, open and observable should be maintained.
- f) Every effort should be made so that athletes do not ride alone in an adult's (coach, chaperone, team manager, etc.) vehicle without another adult present, unless prior parental permission is obtained.

Responsibilities

This section should describe the responsibilities of each party involved in the travel of the team. Example responsibilities include:

- 5. 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 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 Organization's *[Relevant Policy Name]*.
 - f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct*
- 6. Team/Event Managers have the following responsibilities:
 - a) Ensure an reasonable and manageable chaperone-to-athlete, *[optional: insert club standard and/or requirement]*
 - b) Organize appropriate accommodations (ex. interior entrances) and inform parents and chaperones how to register and pay for accommodations
 - c) Ensure rooming rules are meet and followed
 - d) Coordinate and collect all travel expenses from parents
- 7. Chaperones have the following responsibilities:
 - a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information, including Medical Consent or Authorization to Treat forms
 - 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
 - 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
- 8. 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*

9. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
- Pay all event fees as per club policy
 - 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
 - Punctual drop off and pick up of their children at times and places indicated by coaches
 - Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - Adhere to coach requests for athlete curfew times
 - Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.)
 - Report any athlete illness or injury
 - Report any incident likely to bring discredit to the Organization
 - Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
 - If travelling outside of Canada, ensure that all passports are valid and not expired
10. Parents not traveling with the athlete have the following responsibilities:
- If the child is not traveling as part of team travel, assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
 - Provide the chaperone with a Travel Consent Form
 - Provide the chaperone with emergency contact information
 - Provide the chaperone with any necessary medical information
 - Pay all event fees as per club policy
 - Provide the child with enough funds to pay for food and incidentals
 - If travelling outside of Canada, ensure that all passports are valid and not expired
 - Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
11. Support Staff have the following responsibilities:
- Provide support as laid out by the coach and/or team manager
 - Perform duties as outlined in job description

Other Considerations

The following, organized by topic, is a bullet-point list of additional travel policies to consider. This is not a stand alone section of the policy. Teams and PSOs may want to utilize some of these in the general policy and/or the responsibilities sections based on their individual preferences and needs.

Safety

- Supervised team room provided for relaxation and recreation
- Only use hotel rooms with interior entrances
- Must wear seat belts and remain seated in vehicles
- Avoid the use of 15 passenger vans

Behaviour

- Be quiet and respect the rights of teammates and others in the hotel
- Develop cell phone usage guidelines
- Develop computer use guidelines including social media
- Establish travel dress code
- Establish two different curfews – in own rooms and lights out
- Needs and wellbeing of the team come first
- Must stay in assigned hotel room

Financial

- No room service without permission
- Swimmers responsible for all incidental charges

- Swimmers responsible for any damages or thievery at hotel
- Must participate in contracted group meals

General

- Establish fair trip eligibility requirements
- Establish age guidelines for travel trips
- Requirements for families attending "Team Travel Meets"

Companion Documents

Swimming Canada strongly encourages teams and PSOs to create a Code of Conduct, Travel Consent Form, Vehicle Travel Consent Form as a companion documents to the team travel policies, samples of which can be found Appendix A, B and C.