



Travel Policy

"Organization" refers to Steinbach Skimmers Competitive Swim Club

Purpose

1. 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

2. This policy applies to all individuals participating in Team Travel. Team Travel is defined as travel to a swim meet or other team activity. Specific individuals have responsibilities during Team Travel. These individuals include: a) Coaches b) Team Managers c) Chaperons d) Athletes e) Parents *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

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

General Policies

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

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.
- f) Adhere to the Organization's policies and procedures, particularly the Code of Conduct

6. Team/Event Managers have the following responsibilities:

- a) Ensure a reasonable and manageable chaperone-to-athlete]
- b) Organize appropriate accommodations (ex. interior entrances) and inform parents and chaperones how to register and pay for accommodations
- c) Ensure rooming rules are met 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 Report any athlete illness or injury
- 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:

- a) Pay all event fees as per club policy
- 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 (go-karting, shopping, etc.)
- g) Report any athlete illness or injury

- 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

10. Parents not traveling with the athlete have the following responsibilities:

- a) Provide a chaperone for their child. The chaperone may not be a team coach, assistant coach, or manager
- b) Provide the chaperone with a Travel Consent Form
- c) Provide the chaperone with emergency contact information
- d) Provide the chaperone with any necessary medical information
- e) Pay all event fees as per club policy
- f) Provide the child with enough funds to pay for food and incidentals
- g) If travelling outside of Canada, ensure that all passports are valid and not expired
- j) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

STEINBACH SKIMMERS

SWIM CLUB

Appendix A

Travel Consent Form

I / We, _____, the parent(s)/legal guardian(s) of _____ (child's full name) give our consent for our/my minor child to travel with _____ (full name of chaperone). I / We give our consent for this child to travel to: _____ (name of destination) for a _____ event. The event should last _____ days, from _____ (date of departure) to _____ (date of return). If applicable, we have attached all necessary medical information along with my child's passport number and all additional information and permissions necessary for travelling abroad. I/We can be reached at the following phone number(s) _____.

Signature(s) of person(s) giving consent _____

Date Signed _____ (dd/mm/yyyy)

Steinbach Skimmers Competitive Swim Club

BOD Approval Date: September 15, 2025.