

Squamish Pirates Swim Club

Team Travel, Expense & Chaperone Policy



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Effective: June 9, 2026

In this document, “The Club” refers to the Squamish Pirates Swim Club (the “Pirates”).

1. Purpose & Scope

The purpose of this policy is to provide clear, consistent, and Safe Sport–aligned expectations for all travel conducted under the Squamish Pirates Swim Club, including travel to swim meets, training camps, team activities, and other Club-sanctioned events, and for all participants involved in that travel.

This policy establishes standards for:

1. Coach travel, accommodations, and reimbursement
2. Chaperone roles, qualifications, and conduct
3. Swimmer expectations and behaviour during travel
4. Safety, supervision, and Rule of Two compliance
5. Travel planning and timelines
6. Financial processes related to travel

This policy applies to:

1. All coaches (head, assistant & junior)
2. All swimmers (minors and adults)
3. All chaperones and trip volunteers
4. Parents/guardians where applicable
5. Any Participant engaged in Club travel activities

1.1 Values Alignment:

This policy is designed to support the Squamish Pirates’ mission of empowering athletes to thrive within a cohesive, respectful, and development-focused aquatic community. All travel, training camps, and supervision decisions are guided by the Club’s core values: athletes first, collective support, smart growth, long-term impact, and the balance of fun and excellence.

2. Guiding Principles

The Club is committed to providing safe, inclusive, and developmentally supportive travel opportunities that promote performance, team culture, and athlete well-being.

All travel activities must reflect the Club’s values:

1. Safety and protection of minors
2. Respectful conduct and integrity
3. Positive role modelling by Persons in Authority
4. Fairness, equity, and inclusion
5. Responsible financial stewardship

All participants must:

1. Comply with Safe Sport requirements, including the Rule of Two
2. Follow the Club's Code of Conduct & Ethics
3. Uphold respectful behaviour free from abuse, harassment, bullying, and discrimination
4. Maintain professional boundaries and be mindful of power imbalances
5. Ensure all interactions with minors are observable and interruptible

All expectations in this policy must be interpreted alongside the Club's Code of Conduct & Ethics and Safe Sport principles. Where overlap exists, the stricter standard applies.

2.1 Accessibility & Proportionality:

Training camps and extended travel opportunities must be designed to balance performance benefit with accessibility for families. When planning camps, the Club will consider cost, duration, timing within the season, and the potential impact on broad participation to ensure travel opportunities remain aligned with the Club's commitment to equity, inclusion, and long-term athlete development.

2.2 Environmental Responsibility:

The Club recognizes the environmental impact of travel and is committed to making thoughtful, responsible decisions to minimize its carbon footprint where reasonably possible. Travel planning will consider environmental impact alongside safety, athlete development, accessibility, and cost, consistent with the Club's commitment to smart growth and long-term impact.

3. Definitions

1. *Team Travel* – Any Club-sanctioned travel involving swimmers, coaches, or chaperones for meets, camps, or Club activities.
2. *Person in Authority* – Any coach, chaperone, volunteer, or supervisor who holds a position involving power, responsibility, or trust over athletes.
3. *Minor* – Any Participant under 19 years of age.
4. *Chaperone* – A screened and Club-approved adult volunteer responsible for supervising swimmers during travel.
5. *Participant* – Any individual engaged in Club programs or activities, including coaches, swimmers, parents, volunteers, officials, staff, and board members.
6. *Rule of Two* – A Safe Sport standard ensuring no minor is alone with a coach or adult volunteer. Interactions must be observable and interruptible, or include two screened adults (coach or chaperone). The Rule of Two applies to all Club activities, including training, travel, meetings, transportation, accommodations, and electronic communication.
7. *Travel Plan* – The annual plan submitted by the Head Coach identifying meet attendance, coach coverage, expected travel requirements, camp timelines, and budget considerations.
8. *Risk Plan* – A safety-focused document identifying potential risks for a trip or camp and detailing the supervision strategies, emergency procedures, and mitigation measures the Club will use to protect participants.
9. *Parent Information Meeting* – A meeting to review logistics, supervision plan, costs, expectations, and safety procedures for an upcoming trip.
10. *Trip Lead* – The designated adult responsible for coordinating logistics, documentation, communication, and emergency readiness for a specific trip. The Trip Lead may be a coach, Team Manager, or Board-approved volunteer.
11. *Athlete-Centred Approach* – A decision-making approach that prioritizes athlete safety, development, well-being, and long-term engagement while balancing individual needs with team goals.
12. *Accommodation* – Hotel or lodging used during travel to meets or training activities.

13. *Distinction Between Meet Travel and Training Camps* - For the purposes of this policy, meet travel and training camps are treated as distinct activities with different planning, supervision, and compensation considerations.

4. Coach Travel & Expense Policy

4.1 Per Diem:

Per diem eligibility, rates, and exclusions are a discretionary Club benefit governed by this policy and do not constitute wages, salary, or guaranteed compensation.

1. **Eligible Coaches Only:** Per diem is provided only to coaches eligible under Section 4.8 while attending out-of-town meets or participating in Club-required travel outside of Squamish, including same-day travel. Per diem does not apply to home meets hosted in Squamish or to local events conducted within Squamish.
2. **Rate:** The per diem rate is \$75 per day and is intended to cover food and incidental travel expenses.
3. **Eligible Days:** Per diem applies to meet or competition days and to full travel days associated with championship meets outside the Lower Mainland. Any other travel-only days require prior Board approval.
4. **Payment Timing:** Per diem is paid in the first regular pay period following the meet or travel, not in advance.
5. **Training Camps:** Training camps are not eligible for per diem, unless explicitly approved in advance by the Board.
6. **Reasonable meal and incidental expenses** incurred by coaches while supervising approved club training camps may be reimbursed upon submission of receipts and approval in accordance with Club policies.
7. **Receipts:** Receipts are not required for per diem use.
8. **Covered Expenses:** Per diem covers meals, local transportation, parking, and incidental costs. Additional or extraordinary daily expenses require prior Board approval.

4.2 Accommodation:

The Club will cover accommodation for the following Club-approved coaches, according to the standards below:

- Salaried coaches
- Non-salaried Swim BC registered coaches
- Head Coach of Summer
- Any other coaches or team personnel approved in advance by the Board.

4.2.1 Greater Vancouver Meets (80km & beyond from Squamish):

- Two-day meet: Up to one (1) night of accommodation.
- Three-day meet: Up to two (2) nights of accommodation.

4.2.2 Vancouver Island Meets:

- Two-day meet: Up to two (2) nights of accommodation.
- Three-day meet: Up to three (3) nights of accommodation.

4.2.3 Additional Requirements and Conditions:

1. Coaches may determine which nights are most appropriate based on ferry schedules, early start times, or other logistical considerations.
2. Assistant Coaches are required to share accommodation with another Assistant Coach of the same gender.

3. Hotel rooms with rates exceeding \$250 per night must receive prior Board approval.
4. When accommodation rates are unusually high, the Club may adjust coaching travel arrangements to manage costs (ie., commuting, alternative lodging, shared rooms, or day-trip staffing), subject to Board approval. Overnight accommodation is not guaranteed when costs are unreasonable or disproportionate to program objectives.

4.2.4 Coaches & Safe Sport:

Coaches, as Persons in Authority, must comply with Safe Sport accommodation standards, including:

1. Coaches and athletes have separate rooms
2. Interactions must be observable and interruptible
3. Coaches must follow the Rule of Two as defined in Section 3, including maintaining observable and interruptible interactions and never entering athlete rooms alone unless required for immediate safety.

4.3 Regular Out-of-Town Training:

For practices held outside Squamish:

1. Mileage reimbursement of \$0.68/km applies for training-related travel beyond Whistler or Chilliwack boundaries
2. Recurring out-of-town training must be included in the annual Travel Plan and approved by the Board to be eligible for reimbursement.

4.4 Transportation, Mileage & Ferry Costs:

1. Ferry costs for coaches are fully reimbursed with valid receipts.
2. When a parent drives a coach to a meet, the Club will reimburse 50% of the ferry cost.
3. Mileage reimbursement is provided only for trips that extend past the Whistler or Chilliwack boundary. For those eligible trips, mileage is reimbursed based on the full distance traveled from Squamish.
4. Flights required for coaching purposes, including one checked bag, will be fully covered by the Club.
5. Travel costs charged to a Club credit card must comply with the Club Credit Card Usage Policy, including authorized purchases, receipt submission, and documentation requirements.

4.5 Rental Vehicles:

1. Pre-Approval Required: Rental vehicles must be approved in advance by the Treasurer or President, based on the Travel Plan, meet or camp-specific needs.
2. Driver Eligibility: Only Club-approved coaches or chaperones age 25+ with a valid Class 5 licence may operate rental vehicles. Drivers must be listed on the rental agreement.
3. Insurance Requirements: Collision Damage Waiver (CDW) and liability insurance must be purchased unless equivalent coverage is confirmed through the Club's insurance policy.
4. Vehicle Restrictions:
 - a. 15-passenger vans are prohibited.
 - b. Vehicles must have appropriate seatbelts for all occupants, and all occupants must wear seatbelts.
 - c. Rule of Two supervision practices apply whenever feasible.
5. Usage Limits: Rental vehicles are for Club-related transportation only. No personal use, side trips, or non-Club passengers.
6. Fuel & Expenses: Fuel for rental vehicles should be paid using a Club credit card where reasonably possible. When a Club credit card is not available, the chaperone or coach may pay for fuel and submit receipts for reimbursement. Fuel costs are not considered part of per diem and will be reimbursed separately.

7. Responsibility for Damages: Drivers must immediately report any accidents, damage, or fines to the Head Coach, President and Treasurer.
8. For international or higher-risk destinations, at least two approved adult drivers must be assigned to ensure backup coverage in case of illness, fatigue, or unexpected circumstances.
9. Where local road safety, traffic norms, or insurance limitations create elevated risk, the Club may require the use of licensed shuttles or pre-arranged transportation instead of volunteer-driven vehicles.

4.6 Booking Expectations:

1. Coaches are responsible for booking their own hotels and transportation unless otherwise arranged.
2. Receipts must be submitted promptly to the Treasurer.
3. Coaches must exercise reasonable judgment when selecting hotels, considering safety, proximity, and cost.
4. If a Club credit card is used, all reconciliation and documentation requirements must be followed.

4.7 Travel Plan Requirements:

The Head Coach must submit an annual Travel Plan by September 15 (following the August approval of the annual meet calendar), and the Summer program Head Coach by May 15.

The Submitted Travel Plans must include:

1. Meet schedule with proposed coaching assignments
2. Anticipated accommodation and transportation needs
3. Out-of-town training plans
4. Preliminary cost estimates
5. Training camp details aligned with section 8.2

Changes to coaching assignments must be submitted 7 days in advance to the President and Treasurer for budget alignment.

4.8 Coach Wages During Meets/Travel:

Coach compensation during meets reflects differences in role, responsibility, and contractual expectations. Compensation structures are intended to be clear, predictable, and consistent across seasons.

4.8.1 Salaried Coaches:

1. Travel associated with meets, training camps, and Club-sanctioned activities is considered a core responsibility of salaried coaching roles.
2. Time in lieu is not permitted for meet hours, travel time, or related duties.
3. Salaried coaches are eligible for per diem during meets and travel in accordance with the terms and conditions outlined in Section 4.1 of this policy.
4. In exceptional circumstances involving extraordinary or extended travel demands, the Board may approve additional compensation or adjusted duties in advance and documented in writing. No retroactive compensation will be granted.

4.8.2 Non-Salaried Swim BC Program Coaches:

Swim BC Coaches who are not salaried are compensated using an approved flat daily meet rate, unless otherwise specified in contract.

1. The flat daily rate covers all meet-related duties, including supervision, on-deck responsibilities, warm-ups, cool-downs, athlete support, and reasonable travel time within the meet day.

2. Non-salaried Swim BC coaches are eligible for per diem during meets and travel in accordance with the terms and conditions outlined in Section 4.1 of this policy.

4.8.3 BCSSA Summer Program Coaches:

1. Summer Program Coaches are compensated according to their seasonal contracts and approved flat daily meet rates.
2. The Summer Head Coach is eligible for per diem during meets and travel.
3. Assistant Coaches supporting summer programs are eligible for per diem only if outlined in their contract or designated in advance by the Head Coach and approved by the Board.
4. Junior Coaches are not eligible for per diem.
5. Travel-related costs (ferry, accommodation, shared transportation) may only be reimbursed when pre-approved.

4.9 Conduct Requirements for Coaches During Travel

Coaches must:

1. Comply with Code of Conduct & Ethics
2. Demonstrate professional conduct, leadership, and respectful communication
3. Avoid abuse, harassment, bullying, or discrimination
4. Maintain professional boundaries with athletes
5. Follow Safe Sport principles and Rule of Two
6. Not consume cannabis or alcohol while supervising minors or during training/competition
7. Comply with all international, federal, provincial, and municipal laws while traveling

5. Chaperone Policy

5.1 Chaperone Role & Purpose:

Chaperones play a critical role in ensuring safe, organized, and positive travel experiences. They support coaches by supervising swimmers, enforcing behavioural expectations, and maintaining a safe environment consistent with Safe Sport, the Code of Conduct & Ethics and the Club's athlete-centred approach.

Chaperones are considered Persons in Authority and must uphold the highest standards of behaviour, integrity, and professionalism.

5.2 Chaperone Eligibility & Selection Criteria:

Chaperones must:

1. Be members in good standing with the Club.
2. Complete a Criminal Record Check through the BC Criminal Records Review Program (CRRP) and meet all Club screening requirements.
3. Complete Safe Sport Training, NCCP Emergency Action Plan training, and Rule of Two training (via coach.ca), or equivalent modules recognized by Swim BC. Demonstrate reliability, maturity, and sound judgment
4. Adhere to the Club's Code of Conduct & Ethics, including:
 - a. Respectful conduct
 - b. Prevention of abuse, harassment, bullying, and discrimination
 - c. Responsible use of authority
 - d. Prohibited substance use
5. Be able to enforce behavioural expectations consistently and calmly

6. Participate in pre-travel briefings as required
7. Preference given to individuals with prior positive volunteer performance or relevant experience

5.3 Additional Requirements for Chaperones Transporting Swimmers:

Chaperones who will be transporting swimmers must:

1. Provide the Club with a current Driver's Abstract.
2. Provide proof of valid driver's licence and insurance.
3. Follow all applicable traffic and driving laws in the jurisdiction where the vehicle is being operated, including distracted driving laws.
4. Ensure all swimmers use seatbelts.
5. Follow the approved transportation plan and timelines.

5.4 General Chaperone Responsibilities:

Chaperones must:

1. Maintain a professional, approachable, and respectful demeanour
2. Communicate frequently and collaboratively with coaches and other chaperones
3. Ensure adherence to schedules, curfews, athlete whereabouts, and team expectations
4. Supervise swimmers during:
 - a. Travel
 - b. Meals
 - c. Downtime
 - d. Accommodation stays
 - e. Team activities
5. Assist coaches in planning meals, reservations, dietary accommodations, and cost management
6. Supervise meal periods, encourage good table manners, and ensure phones are not used during meals
7. Maintain a calm, orderly environment in hotel rooms and hallways
8. Ensure swimmers adhere to curfews and remain in assigned rooms overnight.
9. Enforce mixed-gender room visit rules (door open; no visits after quiet time)
10. Monitor swimmer use of hotel amenities (pools, gyms) safely
11. Conduct room checks in pairs (Rule of Two)
12. Proactively identify, address, and report concerns or emerging issues.
13. Immediately report incidents or safety concerns to coaching staff.
14. Know the location of first aid supplies, emergency exits, and local medical facilities.
15. Maintain access to emergency contacts and medical information for all swimmers.
16. Follow Safe Sport and the Rule of Two as defined in Section 3 at all times.
17. Model responsible behaviour consistent with the Club's Code of Conduct & Ethics.
18. Chaperones support but do not replace coaching roles. Coaches retain full responsibility for athlete training and technical preparation during travel.

5.5 Drugs, Alcohol, Cannabis, and Tobacco Prohibition:

1. No chaperone may consume alcohol or cannabis during travel or at any time they are supervising swimmers.
2. The use of illegal substances is strictly prohibited.
3. Any violation may result in immediate removal and further action under the Code of Conduct & Ethics.

5.6 Safety & Emergency Preparedness:

Chaperones must be familiar with basic emergency procedures and be prepared to respond in coordination with the Trip Lead and Head Coach.

5.7 Chaperone Financial Responsibilities:

1. Assist coaches or Team Manager in preparing preliminary trip budgets when requested.
2. Track expenses using the Club's required format.
3. Submit receipts and reports promptly.
4. Remain within approved budget parameters.

5.8 Failure to Meet Chaperone Expectations:

Non-compliance may result in removal from the trip, future ineligibility for chaperone roles, and/or referral to the Discipline and Complaints Policy. Chaperones are expected to comply with these standards at all times and to report any concerns or incidents in accordance with Sections 7.7 and 7.8 of this policy.

5.9 Chaperone-to-Swimmer Ratios:

The Club will determine chaperone staffing levels based on swimmer age, maturity, and group composition. While Swim BC does not mandate specific ratios, the following standards apply:

1. Younger age groups (12&U): Additional chaperones should be assigned due to higher supervision needs.
2. Mixed gender groups: When groups include mixed-gender swimmers, the Club will aim to include screened adults of different genders where feasible. When this is not practical, the Club will use Safe Sport-aligned supervision practices such as visible hallway monitoring, open-door rules, and paired room checks.
3. General guideline: The Club will aim for supervision levels that allow safe oversight during transportation, meals, downtime, and hotel periods. Ratios may be adjusted upward based on:
 - Group size
 - Athlete medical or behavioural needs
 - Facility layout (multiple pools, hotel floors, etc.)
 - Travel complexity

Final ratios will be determined jointly by the President and Head Coach based on the Team Travel Plan.

6. Swimmer Travel Expectations & Conduct

All swimmers represent the Club while traveling and are expected to demonstrate maturity, respect, and responsible behaviour at all times. Swimmers must:

1. Comply with the Code of Conduct & Ethics and all Club policies
2. Demonstrate respect toward teammates, coaches, chaperones, officials, hotel staff, and the public
3. Follow instructions from coaches and chaperones promptly
4. Maintain a positive, inclusive, and team-focused attitude
5. Keep personal belongings organized and maintain cleanliness in shared spaces
6. Use respectful language and behaviour free from harassment, bullying, discrimination, or intimidation

6.1 Curfews, Rooming & Supervision:

Swimmers must:

1. Abide by team-set curfews, quiet hours, and schedules.
2. Stay in assigned rooms and never switch rooms without coach or chaperone permission.

3. Remain in their rooms after curfew except for emergencies.
4. Keep doors open during mixed-gender room visits and follow time limits set by coaches and chaperones.
5. Respect hotel property and immediately report damage or safety issues.
6. Refrain from using hotel pools, gyms, or amenities without supervision and permission.

6.2 Technology & Phone Use:

1. Phones should not be used during meals, transporting to events, team meetings, or competition periods unless for urgent contact.
2. Use of electronics must not interfere with sleep, curfews, or team expectations.
3. Social media use must be respectful and align with the Code of Conduct & Ethics Policy, and should avoid personal room numbers / locations etc.

6.3 Meals & Nutrition:

Swimmers are expected to:

1. Attend all team meals unless excused.
2. Practice good table manners and maintain respectful behaviour.
3. Make reasonable nutritional choices to support performance.
4. Respect dietary guidelines provided by coaches (e.g., hydration and fueling expectations).

6.4 Safety Expectations:

Swimmers must:

1. Stay with the group during travel unless given explicit permission.
2. Inform a chaperone or coach before leaving a designated area.
3. Follow all safety instructions during transportation.
4. Never leave hotels or venues without coach permission.
5. Report any unsafe behaviour or concerns immediately.

6.5 Prohibited Behaviour:

The following behaviours are strictly prohibited and may result in removal from the trip and further disciplinary action:

1. Possession or use of alcohol, cannabis, tobacco, vaping products, or illegal drugs
2. Theft, vandalism, or deliberate damage to property
3. Bullying, harassment, discrimination, or verbal/physical aggression
4. Sexualized behaviour of any kind
5. Leaving team areas or accommodations without permission
6. Violating curfews or rooming expectations
7. Any behaviour that violates international, federal, provincial, or municipal law

6.6 Discipline Procedures During Travel:

If expectations are violated:

1. Coaches and chaperones may issue warnings, restrict privileges, or assign consequences
2. Serious misconduct may result in:
 - Immediate removal from competition
 - Being sent home at family expense

- Temporary or permanent suspension from future travel
- 3. All incidents will be documented and reported to the Board for follow-up under the Discipline & Complaints Policy.

7. Safety, Supervision & Risk Management

7.1 Commitment to Safety:

The Club is committed to providing a safe, structured, and developmentally appropriate environment for all minors during travel. All participants must follow Safe Sport, the Rule of Two, and the Code of Conduct & Ethics at all times. Safety is the shared responsibility of coaches, chaperones, Team Managers, swimmers, and families.

7.2 Rule of Two & Safe Sport Compliance:

All supervision must comply with the Rule of Two as defined in Section 3.

1. No adult may be alone with a minor unless the interaction is observable and interruptible.
2. Chaperones and coaches must conduct:
 - Room checks in pairs
 - Transport duties with at least two screened adults, when possible
3. One-on-one conversations must occur in open, visible areas.
4. Coaches and chaperones may only enter athlete rooms for safety purposes, and never alone.
5. Coaches and chaperones must not engage in private or one-on-one electronic communication with swimmers during travel.
6. Mixed-gender interactions must follow Safe Sport guidelines and respect privacy at all times.
7. When groups include mixed-gender swimmers, the Club will aim to include screened adults of different genders where feasible. When this is not practicable, the Club will use Safe Sport-aligned supervision practices such as visible hallway monitoring, open-door rules, and paired room checks.

7.3 Supervision Standards:

1. Coaches and chaperones share responsibility for supervising swimmers during:
 - a. Travel
 - b. Accommodations
 - c. Meals
 - d. Warm-ups, cool-downs, and competition blocks
 - e. Downtime and team activities
2. Club supervision begins when swimmers board Club-organized transportation.
3. Swimmer whereabouts must be known at all times.
4. Curfews and room assignments must be strictly followed and enforced.
5. Athletes may not leave designated areas without permission.
6. Supervising adults must be present and visible in hallways during curfew checks and quiet hours.
7. Supervision levels will be set to ensure adequate oversight and Safe Sport compliance throughout travel, including transportation, accommodations, meals, training, and downtime, based on swimmer age, group size, group composition, travel complexity, facility layout, and the ability to maintain Rule of Two and other Safe Sport-aligned practices.
8. Chaperone roles must be confirmed and documented no later than booking.
9. Coaches are responsible for training & safety; chaperones support supervision, logistics, and group management.

7.4 Transportation Safety:

1. All transportation must comply with Safe Sport and legal requirements.

2. When adults transport swimmers in personal vehicles:
 - a. Drivers must have a valid licence, safe vehicle, and adequate insurance.
 - b. The Rule of Two must be followed wherever possible.
3. Seatbelts must be worn at all times.
4. Weather, road closures, and ferry delays must be monitored, with safety prioritized over schedule adherence.

7.5 Hotel & Accommodation Safety:

1. Coaches and swimmers must have separate rooms.
2. Room assignments must respect gender identity, personal comfort, and safety.
3. Chaperones must:
 - Monitor hallways during transition periods and curfew
 - Enforce “doors open” rules for mixed-gender visits.
 - Ensure swimmers remain in their assigned rooms after curfew, with room checks conducted according to the supervision plan.
4. Swimmers must not use hotel pools, gyms, or amenities without supervision and approval.
5. Any damage, unsafe condition, or misconduct must be immediately reported to the Head Coach or Chaperone.
6. For shared rental homes (i.e., Airbnb), the Club must confirm adequate sleeping separation between adults and minors, private change areas, and Safe Sport–compliant supervision zones prior to booking.

7.6 Health, Wellness & Injury Management:

1. Swimmers must report injuries or illness to a coach or chaperone promptly.
2. Supervising adults must monitor signs of dehydration, fatigue, emotional distress, or overheating.
3. Parents must provide accurate, up-to-date medical information prior to travel.
4. Medication:
 - Chaperones do not administer medication except in emergencies
 - Chaperones do not store or transport athlete medication unless explicitly authorized by parents in writing and approved by the Head Coach.
 - Swimmers must manage prescription medications independently unless alternative arrangements are approved.
5. Emergency medical care will be sought when required, with families notified immediately.
6. For international trips, coaches and chaperones must monitor hydration, sun/heat exposure, and travel-fatigue impacts, adjusting training loads accordingly.

7.7 Emergency Response & Critical Incidents:

Coaches and chaperones must be prepared to respond to:

- Medical emergencies
- Missing swimmers
- Injury or illness
- Hotel evacuations
- Transportation delays or breakdowns
- Behavioural or safety threats
- Incidents involving drugs, alcohol, or misconduct

Response expectations:

1. Ensure immediate safety of all participants
2. Contact emergency services when needed

3. Notify the Head Coach and Team Manager
4. Notify parents as soon as reasonably possible
5. Document the incident using the Club's approved form
6. Escalate serious matters to Club leadership and the Board, as appropriate, in accordance with the Discipline & Complaints Policy.
7. Trip Leads must maintain printed and digital copies of passports, insurance details, and emergency contacts for all participants.

7.8 Duty to Report & Safe Sport Escalations:

All coaches, chaperones, Trip Leads, and other Persons in Authority have a duty to report safety concerns, misconduct, or policy violations observed or disclosed during Club travel.

1. Immediate safety concerns must be addressed first in accordance with Section 7.7.
2. Any incidents, disclosures, or concerns involving Safe Sport matters, misconduct, or boundary violations must be reported as soon as reasonably possible to the Head Coach and President (or designate).
3. Concerns involving the Head Coach must be reported directly to the President or Vice President.
4. All reports will be documented and managed in accordance with the Club's Discipline & Complaints Policy and applicable Safe Sport requirements.

7.9 Insurance Requirements:

7.9.1 General Coverage

The Club maintains General Liability (CGL) insurance through Swim BC for sanctioned Club activities and other approved Club travel as determined by the Board, subject to policy terms, exclusions, and limitations. CGL coverage does not automatically extend outside Canada. For international travel, Swim BC sanctioning and any required coverage extensions must be confirmed prior to departure.

7.9.2 Travel Medical Insurance

The Club does not provide emergency travel medical insurance as a standard benefit. All athletes, coaches, and chaperones must carry emergency travel medical insurance for any travel outside British Columbia and for all international travel. Proof of coverage may be required prior to departure.

On a trip-by-trip basis, the Club may determine, as determined by the Board or its designate, whether a group travel medical insurance policy will be arranged or whether participants will be required to secure and provide evidence of their own coverage prior to departure.

7.9.3 Participant Accident Insurance

Participant Accident insurance is provided through Swim BC and applies only within Canada. This coverage is secondary to provincial health insurance and any extended health benefits. All participants must be enrolled in a provincial health insurance plan to be eligible for Participant Accident coverage.

This coverage does not apply outside Canada, participants must ensure appropriate international coverage.

7.9.4 Rental Vehicle Insurance

The Club's Commercial General Liability insurance does not cover rental vehicles. When rental vehicles are used for Club travel, Collision Damage Waiver (CDW) and liability insurance must be purchased through the rental agency unless equivalent coverage is confirmed in writing by the Board prior to travel.

Only Club-approved drivers may operate rental vehicles in accordance with Section 4.5 of this policy.

7.9.5 Personal Property and Responsibilities

The Club does not provide insurance for personal property, luggage, or equipment belonging to participants, coaches, or chaperones. Participants are responsible for arranging their own coverage for personal belongings.

The Trip Lead, in coordination with the Head Coach, is responsible for confirming required insurance documentation prior to travel. Failure to meet insurance requirements may result in exclusion from travel or participation.

8. Team Travel Planning & Timelines

Section 8 establishes the minimum planning timelines and documentation required to ensure safe, predictable, and cost-effective team travel.

8.1 Minimum Requirements for All Overnight Travel

These minimum standards apply to all overnight travel, regardless of destination or length:

1. Hotel bookings must be completed at least 30 days before travel.
2. Travel itinerary (transportation, schedule, emergency contacts) must be distributed at least 14 days before departure.
3. A parent information meeting must be held at least 10 days before departure.
4. Changes to itinerary, staffing, or costs must be communicated to families as soon as reasonably possible.

8.2 Training Camp Planning Timelines:

To ensure strong communication, equitable access for families, and effective budgeting, all multi-day training camps must follow the planning milestones below. In planning travel and training opportunities, the Club will consider cost, timing, duration, and participation impact to support broad athlete engagement and long-term retention. Timelines are expressed relative to the camp's departure date, regardless of the time of year the camp occurs.

Required Milestones (Measured Backward from Departure):

1. Camp Announcement: 10-11 months before departure – The Club announces the camp, expected dates, location, purpose, and estimated cost range.
2. Trip Plan & Risk Plan Development:
 - a. 7–8 months before departure: Preliminary Trip Plan + Preliminary Risk Assessment drafted, including destination-specific risks, supervision considerations, and preliminary emergency procedures.
 - b. 5 months before departure: Final Trip Plan + Final Risk Plan submitted to the Board, including finalized supervision plan, emergency procedures, contingency plans, and updated budget assumptions.
3. Parent Information Meeting: 6–7 months before departure – A detailed parent meeting is held to review the Trip Plan and Risk Plan. This meeting satisfies the minimum meeting requirement in Section 8.1.
4. Deposit & Commitment Form: 6 months before departure – Families submit the required deposit and commitment form to secure participation.
5. Bookings & Major Payments: 5 months before departure – Key bookings (accommodation, transportation, facility rentals) and major vendor payments must be completed to finalize budgeting.
6. Family Payment Plan: 5 months to 1 month before departure – The Club provides a clear payment schedule that distributes costs evenly and transparently for participating families.

8.2.1 Flexibility Clause:

If a camp opportunity arises that does not allow these minimum timelines, the Club may adjust the schedule as needed, provided Board approval and families receive timely notice and transparent cost expectations before committing.

8.3 Training Camp Evaluation Considerations:

When proposing or approving a training camp, the Club will consider the following factors in addition to planning timelines:

1. *Athlete Readiness*: Age, maturity, training history, and physical preparedness of the targeted swimmers
2. *Season Timing*: Alignment with competition schedules, recovery periods, and taper phases
3. *Duration & Environment*: Whether the length, climate, and daily training load are developmentally appropriate for the intended athletes
4. *Cost & Accessibility*: Total expected cost relative to typical annual travel expenses and the potential impact on family participation
5. *Developmental Value*: Whether the camp provides clear training, educational, or team-building benefits that justify its cost and demands
6. *Travel Complexity & Fatigue*: The length, complexity, and cumulative burden of travel (including total transit time, number of connections, border crossings, time zone changes, and likelihood of delays), and the potential impact on athlete safety, recovery, readiness to train, and overall camp effectiveness.
7. *Environmental Impact*: Consideration of travel distance, transportation mode, and overall carbon footprint, including whether comparable developmental benefits could be achieved through closer-to-home or lower-impact alternatives.
8. *Alternative Options*: Consideration of whether similar performance benefits could be achieved through lower-cost or local alternatives

These considerations support informed decision-making and do not guarantee approval of any proposed camp

Participation in team training camps is optional. Attendance or non-attendance will not be used as the basis for preferential treatment, access to training opportunities, or other advantages within the program. Coaching staff are expected to present camp opportunities in a balanced manner and avoid creating real or perceived pressure for participation.

8.4 International Travel Requirements:

All requirements in Section 8.2 apply to international travel, including Trip Plan and Risk Plan development. The following additional requirements apply specifically to international destinations:

1. A dedicated International Trip Plan must be approved by the Board before any bookings are made.
2. Trip Plans must include: destination-specific risks, supervision plan, flight and accommodation details, emergency procedures, and contingency plans.
3. All participants must carry valid passports, required visas, and proof of medical insurance. Families are responsible for ensuring passports meet the entry requirements of the destination country (commonly six months beyond return date).
4. The Club must ensure sufficient medical coverage, including out-of-country emergency medical insurance, medical evacuation coverage, and liability insurance.
5. A medical response plan must be in place, including nearest hospitals/clinics, communication protocols, and responsibilities of coaches/chaperones.
6. Chaperones must be trained on emergency procedures before departure.
7. Direct flights or single-stop itineraries are preferred. Red-eye flights must be justified from a safety & recovery perspective.

8. Trip budgets must include contingencies for currency fluctuations, food access issues, emergency lodging changes, and alternative transportation.
9. Age, maturity, and readiness criteria for participation must be communicated to families as early as possible, and by the parent meeting 6-7 months before departure at the very latest.
10. Local norms regarding privacy, supervision, and rooming must be assessed to ensure Safe Sport compliance regardless of local customs.
11. For international trips, all ground transportation must be pre-booked, insured, and driven only by pre-approved licensed adults
12. For international trips, athletes travelling without all legal guardians should consider carrying a Consent Letter for Children Travelling Outside Canada letter, and carried by the accompanying adult.
13. For higher-risk or international camps:
 1. Swimmers will be required to meet age, maturity, attendance, and training readiness criteria as set the Head Coach and Board
 2. Final participant lists must be approved by the Head Coach and the Board.

8.5 Adjustments or Late Additions:

1. Last-minute meet opportunities or coach-driven additions must be approved by the Head Coach and the Board for budget alignment.
2. Any significant increases in expected cost (accommodation, transportation, staffing) must be approved by the Treasurer or Board prior to booking.

8.6 Coordination & Responsibilities:

1. The Head Coach oversees meet selection, coaching assignments, and general travel logistics.
2. The Team Manager or designated Trip Lead assists with rooming lists, communication, and documentation.
3. Coaches and/or chaperones may be assigned specific planning tasks (e.g., meal planning, seat assignments, itinerary preparation).
4. All planning must consider:
 - Safe Sport and Rule of Two
 - Budget constraints
 - Age and developmental needs
 - Equity and transparent costs for families

9. Financial Procedures

9.1 Coach Reimbursements

Mileage, ferry fares, flights, and approved hotel costs for coaches will be reimbursed with valid receipts in accordance with their employment contract and Section 4 of this policy.

9.2 Chaperone Reimbursements

1. Chaperones must track expenses as requested by the Club.
2. Only pre-approved expenses will be reimbursed.
3. Receipts must be submitted within 14 days post-travel.

9.3 Non-Reimbursable Expenses

Examples include:

- Alcohol, cannabis, or tobacco

- Personal travel upgrades
- Late checkout fees (unless pre-approved)
- Entertainment expenses (unless pre-approved)

9.4 Use of Club Credit Cards During Travel

1. Any use of a Club credit card for travel-related expenses must comply with the Club Credit Card Usage Policy.
2. All card purchases must be pre-approved by the Treasurer (or President/Vice President when applicable).
3. All receipts must be submitted to the Treasurer for reconciliation.
4. Personal spending, personal fuel, entertainment, or any prohibited expenses listed in the Credit Card Usage Policy are not reimbursable and must be repaid immediately.
5. Failure to comply may result in card revocation and disciplinary action.

10. Enforcement, Violations & Consequences

All participants must comply with this policy and with the Code of Conduct & Ethics Policy.

Violations may result in:

1. Removal from travel
2. Suspension from future travel opportunities
3. Role termination (for coaches or chaperones)
4. Referral to Discipline and Complaints Policy
5. Additional sanctions deemed appropriate by the Board

11. Policy Review

This policy will be reviewed annually by the President, Vice President, Treasurer, and Board to ensure it remains aligned with Club needs and priorities. All material changes will be approved by the Board of Directors to ensure the policy remains current, transparent, and aligned with the Club's operations, budget needs, and nonprofit governance practices. As part of this annual review, the Board may consider opportunities to better understand and reduce the environmental impact of Club travel over time.