

West Coast Wind Swim Club

Travel Policy

“Club” refers to the: West Coast Wind Swim Club / West Coast Winter Club

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches traveling to events outside of the city of Powell River/ qathet, British Columbia of their responsibilities and the expectations of the club.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the Powell River with the team. 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

Travel Consent Form

3. Minor (16 years old and younger)) 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 attached/ provided at the end of this Policy.

Team Travel Age Limitations (2 or fewer athletes)

- 4a. Athletes 16 years old and older *can* Team Travel with a coach or adult (19+) Club member so long as a travel consent form has been completed by a parent and they are of like-gender. In this scenario it is advised to have a 2:1 ratio of either 2 athletes and 1 adult OR 2 adults and one athlete. If there are athletes of differing genders with the adult, there must be a 2:1 ratio of either 2 athletes and 1 adult OR 2 adults and one athlete along with travel consent forms. Coaches, and Club administration always have the final say to decide whether or not they are comfortable transporting and accommodating with an athlete.

Team Travel Age Limitations (2 or more athletes)

- 4b. Athletes regardless of their age *can* Team Travel with one or more coaches or adult Club members but, if they are younger than 16 years old then there must be a minimum of 2 athletes with the adult and they *cannot* accommodate overnight. In this scenario it is advised to have a 2:1 ratio of either 2 athletes and 1 adult OR 2 adults and one athlete. If there are a group of athletes/families that want to accommodate together then they can do so and it can be arranged amongst families. Coaches, and Club administration always have the final say to decide whether or not they are comfortable transporting and accommodating with an athlete.

Responsibilities

5. 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.
 - 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, etc.)
- g) Report any athlete illness or injury
- h) Report any incident likely to bring discredit to the club
- i) Adhere to the club's policies and procedures, particularly the *Code of Conduct and Ethics*.
- j) If traveling outside of Canada, ensure that all passports are valid and not expired

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

- a) Assign to their child a chaperone from among the other parents in attendance.
- 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 prior to the start of travel
- f) Provide the child with enough funds to pay for food and incidentals
- g) If traveling 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 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, etc.)
- g) Report any athlete illness or injury
- h) Report any incident likely to bring discredit to the club
- i) Adhere to the club's policies and procedures, particularly the *Code of Conduct and Ethics*.
- j) If traveling outside of Canada, ensure that all passports are valid and not expired
- k) Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach
- l) Approve visitors to the athlete accommodations, at their discretion
- m) The chaperone is not responsible for more than 5 athletes *unless* they are all family members

8. Coaches have the following responsibilities:

- a) Arrange all team meetings and training sessions
- b) Work in close cooperation with the chaperones on all non-sport matters
- c) Report to the club incident likely to bring discredit to the club
- d) 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 club for further disciplinary action, if applicable, under the Club's *Discipline and Complaints Policy*
- e) Adhere to the club's policies and procedures, particularly the *Code of Conduct and Ethics*

9. Team/Event Managers have the following responsibilities:

- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
- b) 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
- c) Coordinate and collect all travel expenses from parents

10. 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 club 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 club's policies and procedures, particularly the *Code of Conduct and Ethics*

West Coast Wind Swim Club
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 **Club** (West Coast Wind Swim Club):

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

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.

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 _____ .

Sincerely,

Signed, _____

Dated, _____