



SPARTAN SWIM CLUB - Travel Policy

Approved by: SPARTAN SWIM CLUB Board of Directors

Date of Approval: August 3, 2022

In this document "Organization" refers to Spartan Swim Club

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 Organization.

Application of this Policy

2. Specific individuals have responsibilities when teams travel. 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 athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). Spartan Swim Club Team Travel Consent Letter.

Responsibilities

4. 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. 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 (swimming, 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
5. Parents not traveling with the athlete have the following responsibilities:
 - a) Provide the chaperone with a Travel Consent Form

- b) Provide the chaperone with emergency contact information
- c) Provide the chaperone with any necessary medical information
- d) Pay all event fees prior to the start of travel
- e) Provide the child with enough funds to pay for food and incidentals
- f) If travelling outside of Canada, ensure that all passports are valid and not expired

6. 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 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
- j) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

7. 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 any 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 *Discipline and Complaints Policy*
- f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

8. Team/Event Managers have the following responsibilities:

- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
- b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations
- c) 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
- d) Coordinate and collect all travel expenses from parents

9. 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*

Spartan Swim Club Team Travel Consent Letter

To whom it may concern,
I / We,

Address:

full name(s) of parent(s) / person(s) / organization giving consent

street address, city

province/state, country

Telephone and email:

telephone

email

am / are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:

Information about travelling child

Name:

child's full name

Date and place of birth:

dd/mm/yyyy

city, province/territory

Number and date of issue of passport (if available):

number

dd/mm/yyyy

Issuing authority of passport (if available):

country where passport was issued

Birth certificate registration number

number

Issuing authority of birth certificate

province / territory where birth certificate was issued

Information about accompanying person (leave blank if child is travelling alone)

This child has my / our consent to travel alone ☐ **or** This child has my / our consent to travel with

Name:

full name of accompanying person

Relationship to child:

mother, father, grandparent, sister, brother, relative, friend, other

Name of Competition:

Contact information during trip

I / We give our consent for this child to travel to:

Destination(s):

name of destination country / countries

Travel dates:

date of departure to date of return

to stay with / at (if applicable)

name of person with whom child will be staying / hotel or other accommodation

at the following address(es)

street address(es), city (cities)

province(s)/state(s), country (countries)

Telephone and email

spartans@spartanswimclub.com

*This letter may be signed before a witness who has attained the age of majority (18 or 19, depending on the province or territory of residence) **OR** before a notary public (recommended).*

Signature(s) of person(s) giving consent

signature(s) of person(s) giving consent

dd/mm/yyyy

Signature of witness

full name of witness

signature of witness

dd/mm/yyyy *city, province/territory*

Questions regarding information in this consent letter should be directed to the person(s) or organization giving consent.

Medical: Alerts/Allergies/Dietary Restrictions:

