



Travel and Chaperone Policy Policy 8

1.0 DEFINITIONS

1. The following terms have these meanings in this policy:
 - a) "Organization" – Okotoks Mavericks Swimming
 - b) "Team Travel Meet" – a swim meet for which travel and accommodation for the meet will be arranged by the team.

2.0 PURPOSE

2. Team travel is an important part of swim culture and the Head Coach will determine which swim meets will be deemed a "team travel meet" in order to promote:
 - a) A cohesive team culture that is only built through travelling together
 - b) Individual swimmer independence and the ability to manage varying conditions while attending meets
 - c) A team presence when arriving at certain meets
3. The MAVS board of directors reserves the right to add/delete meets from the list of team travel meets for any reason during the season to the benefit of the swim club as a whole.

3.0 APPLICATION OF THIS POLICY

4. Swimmers are encouraged to attend team travel meets and training camps. If a swimmer is qualified and would like to attend a designated team travel meet or training camp, then the follow shall apply:
 - a) If a bus is the selected mode of transportation, then all swimmers must travel with the team on the bus. Exceptions will be for swimmers age 10 and under (also see Exceptions below)
 - b) If flying is the mode of travel, families will have 2 options:
 - i. **OPTION 1:** will be to arrange and pay for your swimmer's flight to be on the same flight as the coach and/or chaperone(s). The parent obligation with Option 1 will be to have their swimmer at the Calgary airport at a pre-determined time and arrange to have their swimmer picked up from the Calgary airport as coordinated with the coach/chaperone. The responsibility of MAVS and chaperones begins and ends at the Calgary airport for Option 1.
 - ii. **OPTION 2:** is to arrange and pay for your swimmer's flight which are different than the coach and/or chaperone's flights. For the trip from Calgary to the swim meet, the parent obligation will be to arrange and have their swimmer arrive at the destination hotel to be received by MAVS coach or

chaperone. For the trip from the swim meet back to Calgary, the parent obligation will be to arrange the swimmer's departing flight be within 90 minutes of their coach and/or chaperone's departure flight time. The responsibility of MAVS and chaperones begins at the destination hotel and ends at the destination airport where the swim meet is occurring. MAVS takes no responsibility and accepts no liability for the swimmer's initial travel to the hotel nor once the swimmer leaves the care of the coach/chaperone at the destination airport for their return flight.

5. There will be a designated meal plan for the meet (breakfast, snacks, lunch, and dinner) that each swimmer is required to participate in. Chaperones, within reasonable and practical limits as agreed to by the chaperone, will attempt to address specific food allergies for a swimmer and try to accommodate the need
6. A swimmer must have achieved all of the required time standards/qualifications set out for the meet & hold an account "in good standing" to be eligible to attend
7. The swimmer will be required to stay with the team in the designated hotel and assigned to a room with other swimmers. Room assignment will be done by the coaching staff (also see Exceptions below)
8. Varsity Swimmers have two options when traveling with the team:
 - a) All-in, meaning the swimmer travels with the team and are responsible for an equal portion of all associated costs such as travel, accommodations, meals, chaperone, coach expenses, etc.
 - b) All-out, meaning the swimmer makes their own arrangements for accommodations, meals and travel, and pay their portion of the coaching and meet costs

4.0 COSTS

9. All required costs (bus, meals, and accommodation (also see Note 1 below) for a designated team travel meet or training camp will be divided equally among participating swimmers. Airfare costs will be arranged for and paid by the parent of each swimmer
10. Pending available space, family members of swimmers can travel on the bus for free. Requests must be made to the Head Coach after the meet package has been emailed out and seats will be filled as requests are made.
11. Families are encouraged to fundraise in advance of the event to help offset the costs. Fundraising initiatives need to be approved by the MAVS fundraising director.
12. If surplus budget funds are available from the previous swim season, MAVS board of directors may allocate funds to subsidize meets (i.e.. cover coach/chaperone fees, meet or travel fees etc.).

5.0 EXCEPTIONS

13. The Head Coach and MAVS board of directors reserves the right to make exceptions for swimmers upon evidence of extenuating circumstances. The final decision will be with the Head Coach and MAVS board.



14. A parent may choose to have a 10-and-under swimmer stay with them in a separate hotel room and not be in the same rooms as the rest of the swim team. This also means that the swimmer is excluded from the group catering / meal planning. However, the coordination and booking of the family room will be the full responsibility of the parent. All other team travel prorated costs (bus, chaperone, coach expenses, etc.) are mandatory and will be charged to the swimmer's family account.
15. At no time can a swimmer, who is staying with their parent in a separate room, be allowed in any other swimmers' hotel room or vice versa. There will be a sign-in and sign-out procedure that must be strictly followed when coming and leaving the swimming facility so the coaching staff and the chaperones know who has the custody of swimmers who are staying in the parent's hotel room. This becomes extremely important when swimmers go back to the hotel room to rest between preliminary and final sessions. Any violation of this will be an immediate scratch from the remainder of the meet.

6.0 CHAPERONES

16. Chaperones are determined on a meet by meet basis depending on the number of swimmers attending the meet. In general, chaperones are selected for team travel meets and training camps where the event is 3 or more days in duration and there are 4 or more swimmers attending.
17. Chaperones are selected by the head coach. The selection process will attempt to select one female and one male chaperone if two chaperones are required. MAVS head coach and board of directors reserves the right to fill chaperone positions to best support the needs of the swimmers attending the meet. All chaperones are required to undergo screening as identified in the *Organizations Screening Policy*.
18. The individual chaperone selection will be based on the following priorities, in order of precedence:
 - a) Parents of swimmers who are attending the event and
 - a. Have completed a Vulnerable Sector Check and Screening Disclosure form
 - b. Have provided a drivers abstract (if driving a rental vehicle is required)
 - c. Have completed and signed the Chaperone form acknowledging understand of the Chaperone Policy, and;
 - d. Have been approved by the Screening Committee and Head Coach
 - b) If the required chaperones cannot be attained by the parents of the attending swimmers, then the next priority will be to a MAVS coach.
 - c) The third priority goes to parents of swimmers who are not attending the event but who:
 - a. Have completed a Vulnerable Sector Check and Screening Disclosure form
 - b. Have provided a drivers abstract (if driving a rental vehicle is required)
 - c. Have completed and signed the Chaperone form acknowledging understand of the Chaperone Policy, and;
 - d. Have been approved by the Screening Committee and Head Coach

7.0 HAVE BEEN APPROVED BY THE SCREENING COMMITTEE AND HEAD COACHATHLETE RESPONSIBILITY RELEASE REQUESTS

19. Ensure the athlete's parents/guardians have complete an appropriately prepared *Okotoks Mavericks Travel & Medical Information* waiver and returned it to their athletes coach.
20. The safety of our athletes is our priority. When travelling, it is essential that we have clear and appropriate measures to ensure that our athletes are protected, especially as we are opens travelling with numerous minors in our care. As set out in the Policy, a key aspect of the Policy is ensuring that we know who has custody of the athletes. We have a strict practice on this point, such as the requirements at paragraphs 4.b.ii and 15 of the Policy.
21. Unfortunately, we are unable accept that any swimmer be released from the coach and chaperone's responsibility without a clear process in place. We have developed the following plan which includes reasonable measures that align with our Policy for athletes while travelling with the team. The measures are:
 - a. At least 72 hours prior to the planned Team travel departure, where the athlete's care becomes that of the coaches and/or assigned chaperone(s) under the Policy, a letter with the following information must be provided to the Head Coach or member of the executive committee of the Okotoks Mavericks Board of Directors (President, Vice President, or Treasurer):
 - i. Start/Finish Time of Release.
 - ii. Name and phone number of the responsible adult(s) who will assume care of the athlete to transport and accompany them to and from chaperone custody.
 - iii. In the event the responsible adult(s) is not a known member of Okotoks Mavericks Swimming, a copy of a photo ID must be provided so chaperone(s) can identify the individual(s).
 - b. A pick-up/drop-off plan that will not interfere, disrupt, or change with planned activities and schedule of the other athletes attending the team travel event, including the chaperone(s) or coach(es).
 - c. If any athlete fails to follow the requirements set out above, we will have to revoke the release accommodation request for the athletes safety and the safety of all our athletes.