

Team Travel Policy of Richmond Hill Aquatic Club

Team Travel is defined as overnight travel to a swim meet, training camp or other team activity that is planned and supervised by Richmond Hill Aquatic Club (RHAC).

Purpose: To make the Team Travel event safe, organized and efficient for the athletes, coaches and chaperones.

Club Commitments and Responsibilities:

1. Club travel policies must be agreed to and signed by all coaches and other adults traveling on behalf of the club.
2. Meets and their corresponding dates for away travel to be established by the Head Coach and posted early in the swim season – preferably in September. Team Travel meets will be designated at this time as will any Christmas, March Break or Summer training camps.
3. RHAC Travel Coordinator to commence Team Travel/Camp planning together with Head Coach and/or other coaches and designated chaperone(s) upon posting of meet/travel schedule.
4. Swimmers/families must commit to Team Travel/Camps by the deadlines provided by the Head Coach and Travel Coordinator. Deposits will be collected for each event based on an established and published schedule. Those members who choose not to follow the required deadlines forfeit their opportunity and privilege to participate in these events. Required consent forms also need to be completed and handed in according to the established deadlines.
5. Pool locations to be established and accommodations (block of rooms) to be booked, based on estimated participation, according to best available proximity and cost considerations. Hotel cancellation policies to be noted at this time. Necessary deposits to be paid as per requirements.
6. Food/Restaurant options to be established to ensure nutritious and timely availability of meals at breakfast, lunch and dinner. Inquiries to be made regarding availability of special diets due to health or religious restrictions ie. Vegetarian or Allergy sensitive. Per person costs to be established and cancellation policies to be acquired and noted at this time. Necessary deposits to be paid.
7. Travel requirements to be established – flight, bus, van depending on location of meet and number of participants to be traveling. Costs will be established and

transportation booked by travel coordinator based on *confirmed* participation for flights and estimated participation for bus, van etc.

8. Once accommodations, food and travel costs have been established, a draft itinerary and cost estimate will be provided to RHAC members for each meet. Ideally, this information will be available approximately three months prior but no later than one month prior to travel.
9. In addition to the head coach, RHAC will provide a Chaperone for every 10 swimmers who participate in the meet. Note: Chaperones have their travel, hotel (shared) and reasonable meal expenses covered for the duration of the trip. Receipts are required for reimbursement of expenses. Also, Team Travel will be cancelled if and when there are insufficient volunteer Chaperones.
10. Chaperones will be responsible for ensuring that the necessary consent forms are completed and collected and that swimmers have the necessary documentation (ie. Passports, birth certificates and health cards) prior to departure. As well chaperones will ensure that travel schedules are kept and that swimmers are able to get to and from accommodations/pools in time for scheduled warm-ups and regular events. Chaperones will follow the travel schedule organized together with the Travel Coordinator and/or Coach(es) regarding transportation, accommodations and food. Chaperones and Coaches are also responsible for medical issues that arise with swimmers during team travel events. This could require consultation with parents and/or seeking professional medical assistance depending on the given circumstances.
11. The Travel Coordinator will arrange for payment of meals, accommodations and transportation. Any expenses incurred during the trip by a Chaperone and/or Coach will be reimbursed by RHAC. Receipts are required for reimbursement of expenses.
12. 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).
13. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
14. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

15. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
16. Curfews shall be established by the team each day of the trip.
17. Coaches may not provide transportation to swimmers except where vans are required for close distance (ie. hotel to pool or restaurant) transportation.
18. Chaperones/Parents may not provide transportation to swimmers for Team Travel events. Trains, planes or a van/bus with a professional driver must be utilized. As above, Chaperones and parents may drive swimmers for close distance (ie hotel to pool or restaurant) transportation.
19. Where a meet is designated to be Team Travel, all qualified swimmers must participate in the Team Travel and share equally in the expenses. A swimmer will ONLY be eligible for High Performance Fund money as an active, willing and full participant in the Team Travel experience.
20. Team Travel attire will be provided to those swimmers who have met the required time standards (where relevant) and who represent RHAC by attending the Team Travel event.
21. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the Executive Board and the parent or legal guardian of any affected minor athlete.

Swimmer/Parent/Family Responsibilities:

1. Club travel policies must be agreed to and signed by all athletes, parents and other adults traveling with the club.
2. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
3. Swimmers and parents must check the RHAC website on a regular and timely basis and be aware which meets require Team Travel.
4. Once the travel itineraries and cost estimates have been posted, families will need to confirm participation with their respective RHAC coaches and provide a pre-determined deposit according to the schedule and deadlines required. Deposit amount to be calculated based on overall estimated cost of the event in question. Usually a 50% deposit is requested. The remainder of the cost of the Team Travel will be invoiced upon completion of the trip once actual costs are

calculated. Relevant consent forms must also be completed and handed in by the required deadlines.

5. Once the deadline passed and the 50% deposit has been paid, the swimmer/family committed to fulfill its obligation to pay the full cost of the trip even if the swimmer/family pulls out for any reason.
6. Swimmers may be added to the traveling team after the deadline but cannot join the team after the Swim Meet Entry Deadline has passed.
7. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
8. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
9. Parents may travel separately to a Swim Meet when swimmers travel with the team, but should not interfere with the team's schedule at any time.
10. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons.
11. Swimmers are expected to behave in a respectful and appropriate manner; required behavior includes good sportsmanship, cooperation with Coaches, Chaperones and peers, honesty and integrity. Swimmers/family members must follow RHAC's Code of Conduct expectations at all times. Swimmers who fail to follow RHAC's Code of Conduct will be sent home at the expense of the respective families.
12. Any damages incurred as a result of inappropriate behavior will be charged to the respective families.
13. Team Travel/Camps can only operate if sufficient chaperones are available. RHAC families of qualified swimmers need to be prepared to chaperone for at least one Team Travel/Camp event over the course of their child's tenure to ensure that these events can continue.

Swimmer Signature: _____

Parent/Guardian Signature: _____

Date: _____

Code of Conduct

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
5. No “deck changes” are permitted. Athletes are expected to use available change facilities.
6. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the RHAC. Athlete behavior must positively reflect the high standards of the club.
7. Swimmers are to refrain from inappropriate physical contact at team activities and events.
8. Swimmers are to refrain from use of inappropriate language.
9. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team;

Swimmer Signature: _____

Parent/Guardian Signature: _____

Date: _____