

RICHMOND RAPIDS TRAVEL POLICY

“Swim Club” refers to: Richmond Rapids Swim Club

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Metro Vancouver Area of their responsibilities and the expectations of the Swim Club.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the province. 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). A Travel Consent Form is provided before each travel competition.

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) Provide all required deposit payments before the competition as required by the Swim Club.
 - 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 (go-karting, shopping, etc.).
 - g) Report any athlete illness or injury.
 - h) Report any incident likely to bring discredit to the Swim Club.
 - i) Adhere to the Swim Club’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) Understand that chaperones will be selected by the team manager or coach from other parents that have volunteered. The chaperone may not be a team coach, assistant coach, or manager.
 - b) Discuss prior to travel that their child must adhere to all rules set by the chaperones, team manager and coaches that are in compliance with the Swim Club’s travel policy and Code of Conduct and Ethics.
 - c) Provide the team manager with a Travel Consent Form
 - d) Provide the chaperone & team manager with emergency contact information.
 - e) Provide the chaperone & team manager with any necessary medical information.
 - f) Pay all required deposit fees prior to travel.
 - g) Provide the child with enough funds to pay for food and incidentals.
 - h) 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 the 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 Swim Club.
- 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 Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*
- k) Follow all other procedures as outlined in the Richmond Rapids Parent Handbook and determined in the pre-trip chaperone & team manager meeting.

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 Director of Swimming any incident likely to bring discredit to the Swim Club.
- 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 Swim Club for further disciplinary action, if applicable, under the Swim Club's *Discipline and Complaints Policy*
- f) Adhere to the Swim Club'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 ten athletes per chaperone.
- b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations.
- c) Organize transportation for athletes and inform parents and chaperones how to register and pay for transportation.
- d) 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.
- e) 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 Swim 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 Swim Club's policies and procedures, particularly the *Code of Conduct and Ethics*

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 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, _____