



## **Collingwood Clippers Swim Club (CCSC)**

# **Team Travel Policy**

Date Effective: January 1, 2024

Date Last Reviewed: January 1, 2024

### **SCOPE:**

This policy and procedure applies to swimmers, parents or legal guardians, members, and staff of the Collingwood Clippers Swim Club (CCSC) participating in team travel and chaperoned swim meets.

### **POLICY STATEMENT:**

The CCSC recognizes the benefits of team travel and will designate certain championship level swim meets and/or high performance training throughout the season as team travel events. The benefits of team travel events include team building and enhancing team spirit, optimizing team performance, and providing developmental and experiential opportunities for swimmers.

This policy describes the guiding principles surrounding team travel. Athletes are most vulnerable to misconduct during travel, particularly overnight stays, including the risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks or in unfamiliar settings which may be less structured than those they are accustomed to. This may include, but is not limited to: new changing areas, training facilities, automobiles, and temporary (hotel/dorm) accommodations

The CCSC shall make every attempt to preplan team travel events and provide members with timely communication regarding these events.

The costs associated with team travel are calculated from the total cost of the meet, including but not limited to: transportation, lodging, meals, and coaching costs. Every attempt will be made to provide an estimate of these costs prior to the team travel registration deadline, however, estimates may vary depending on late acceptance or declining of team travel events by swimmers.

It is the policy of CCSC that all swimmers, parents or legal guardians, members, and staff shall adhere to the principles outlined in the policy. This policy is consistent with CCSC values; members are reminded that when competing in meets, participating in team travel and attending other meet-related functions, they are representing both themselves and the club.

All swimmers, parents/legal guardians, members and staff shall abide by the CCSC code of conduct while participating in team travel and complete the team travel pledge and submit this to their coach.

### **DEFINITIONS:**

**Team travel:** Individual, group and/or overnight excursions to a swim meet or other activity which is planned and supervised by the CCSC

### **GUIDING PRINCIPLES:**

This policy has been established based on the following principles:

1. Ensuring that the safety and well-being of participating athletes, staff, and support members is paramount
2. Travel planning and execution shall be conducted to optimize athlete performance while balancing fiscal responsibility and accountability.
3. Establishing clear communication to swimmers, parents/guardians, members, and staff with respect to event planning, team status throughout the event, and cost estimations.

### **PROCEDURE:**

1. Events designated as team travel may only be attended as part of the CCSC participant group, and not treated as an individual event.
2. Club travel policies must be signed and agreed to by all athletes, parents, staff and other adults traveling with the club prior to the meet or activity.
3. All athletes have reviewed and agreed to abide by the CCSC Code of Conduct Policy.
4. CCSC staff and chaperones shall carry a signed medical consent or authorization to treat form for each participating athlete
5. All CCSC staff and chaperones must submit a completed and valid vulnerable sector screen that is no more than 3 years in age.
6. The minimum ratio of chaperones to swimmers shall be at minimum 1:8 for swimmers aged 12 and under and 1:10 for swimmers aged 13 and over.

7. Without written consent from a parent or guardian, a coach shall not share a hotel room or other sleeping arrangements with a swimmer. Exceptions can be made where the coach is a parent, sibling, or spouse of a swimmer.
8. When only one athlete and one coach are participating in team travel, written permission must be obtained from the participating swimmer's parent or legal guardian to travel alone with the coach.
9. When only one athlete and one coach participate in team travel, every attempt will be made to arrange for a chaperone of the same gender as the participating swimmer to accompany the athlete.
10. Athletes shall not ride in a coach's vehicle without another adult present who is the same gender as the participating swimmer unless prior written parent/guardian permission has been obtained.
11. Staff and chaperones shall work in pairs when performing room checks, attending team meetings, and during any other event activities. These activities shall be performed in open and observable environments.
12. During overnight travel, athletes shall be paired with other participants of the same gender and of similar age.
  - (a) Where athletes are age 13 or over, chaperones and/or CCSC staff shall stay in nearby rooms
  - (b) Where athletes are age 12 and under, chaperones and/or team manager may stay with the athletes. In the instance where chaperones/staff are staying in a room with athletes, they shall be the same gender as the participating swimmer(s) and written consent shall be obtained by the athlete's parent or legal guardian.
13. To ensure the propriety of the athletes and to protect CCSC staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.
14. Athletes shall use changeroom facilities for dressing and bathing and are not permitted to change while on the pool deck.
15. Curfews shall be established by chaperones or CCSC staff and communicated to the participating swimmers each day of the event.
16. Team members and staff traveling with the team shall attend all team functions including but not limited to: meetings, practices, meals, and meet sessions unless otherwise excused or instructed by the head coach or his/her designee.
17. The direction and decisions of the coaches and chaperones are final.
18. Swimmers are expected to remain with the team at all times during team travel. Swimmers are not to leave the competition venue, accommodations, restaurant, or any other location where the team has gathered without the knowledge and permission of the head coach and/or chaperone(s).
19. When visiting public places such as shopping malls, movie theatres, etc., swimmers shall stay in groups of no fewer than three persons. Athletes aged 12 and under shall be accompanied by a chaperone or CCSC staff member.

20. The head coach or his/her designee shall document team travel policy or code of conduct violations. These shall be communicated to the swimmer(s) and their parent or legal guardian.
21. Team members shall display respect and sportsmanship towards coaches, officials, administrators, teammates, fellow competitors, and the public at all times.
22. Athletes and staff shall refrain from any illegal or inappropriate behaviour.
23. The possession or use of alcohol or tobacco products by athletes, staff, and members during team travel is prohibited.
24. The possession, use, sale, or distribution of any controlled or illegal substance or any type of weapon by athletes, staff, and members is strictly prohibited.

**Honour and Behaviours:**

- (a) The needs and well-being of the team come first
- (b) Athletes shall be quiet and respectful of teammates and others in the hotel or team travel accommodations
- (c) Athletes, members and staff shall be on time during team travel events
- (d) Cell phone usage:
  - (i) not to be used during meetings
  - (ii) not to be used after curfew
- (e) Athletes, staff and members shall respect travel vehicles
- (f) Team travel dress code shall consist of the CCSC team uniform and/or apparel
- (g) Athletes, staff and members shall abide by the CCSC code of conduct at all times during team travel.
- (h) Athletes must stay in assigned lodging during team travel
- (i) All participants must participate in pre-arranged group meals except where dietary requirements or restrictions cannot be sufficiently met
- (j) No room service shall be ordered without permission of the head coach and chaperones
- (k) Swimmers and their parents/guardians are responsible for all incidental accommodation charges
- (l) Swimmers and their parents/guardians are responsible for any accommodation damage or thievery
- (m) Parents or legal guardians are responsible for ensuring swimmers arrive at stated departure and return points.

**Disciplinary Action:**

Failure to comply with the CCSC travel policy shall result in disciplinary action, which may include dismissal from the team travel event and immediate return home at the athlete's expense.

## APPENDICES:

### Appendix I: Team Travel Pledge



Collingwood Clippers Swim Club (CCSC)

## Team Travel Pledge

The Team Travel Policy encompasses all swimmers, parents/legal guardians, staff and membership of the Collingwood Clippers Swim Club (CCSC) during team travel events.

**I acknowledge that I have read Collingwood Clipper Swim Team Travel Policy. I fully understand and agree to the content of this policy as a member of the CCSC.**

**Athlete Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

