



Campbell River Killer Whales Travel Policy

In this document "Organization" refers to CRKW

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) Travel Coordinators
 - 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 as **Appendix A**.

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 including emergency contact information.
 - b) Provide the chaperones with any necessary medical information
 - c) Pay all event fees prior to the start of travel
 - d) Provide the child with enough funds to pay for food and incidentals
 - e) 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 activities outside of competition.
 - 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) Monitor swimmers at all times while they are off deck or not swimming.
 - j) Conduct room checks at accommodation sites and enforce curfew
 - k) Approve visitors to the athlete accommodations, at their discretion
 - l) Provide for the care of the swimmers as expected of a reasonable parent including: provide snacks and meals, check in with swimmers, provide guidance and reminders to swimmers and curfew checks for each swimmer.
 - m) 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. Travel Coordinators have the following responsibilities:
 - a) Ensure an appropriate chaperone-to-athlete ratio that of a minimum of 1 chaperone to 9 swimmers (1:9) plus coaches.
 - 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*



Appendix A - Travel Consent Form

All parents must complete a medical and travel form which includes a consent to travel with chaperones form.

Please see digital form provided by President.