



## TRAVEL POLICY

VPSC Swimmers are expected to swim at competitions throughout the year. Depending on the meet and level of competition, some meets may require travel. In regards to travel, meets for our club have the following designations:

### Local Meets

A local meet is a meet that is located within a reasonable distance to Vancouver and has not been deemed a team travel meet by the coaching staff. Parents are responsible for all travel arrangements.

### Team Travel Meets

Team travel helps to build strong team spirit. It gives all team members a better opportunity to get to know their team mates and to develop a stronger sense of what it means to be part of a team. These events are excellent growth and learning opportunities for our swimmers. Swimmers are strongly encouraged to travel and stay with the team for all designated out-of-town, travel meets. When there are circumstances where swimmers should not team travel; such as sleepwalking, bedwetting, and anxiety, parents should inform the coach and Director of Swimming. VPSC coaches and staff will be responsible for all travel arrangements. In the case of 10 & under swimmers, they must travel, stay, and dine with their parents although it is encouraged that they stay in the same hotel as the rest of the team.

The club will communicate to the relevant groups, information about team travel meets a minimum of 60 days prior to the event. A preliminary budget for the travel event will also be available 60 days prior to the event and parents will be informed of any updates as they occur. The final cost of the travel meet will be calculated and posted to the members account 30 days after the end of the event.

## FEES AND PENALTIES

1. Penalties and fees that result from changed or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer/member's account.
2. All swimmers attending out of town meets are responsible for all management fees. (Coach & chaperones' transportation, accommodation, food, per diem)
3. Swimmers scratched from a swim meet past the meet cancellation deadline due to poor training attendance or discipline reasons will be charged full travel, management fee and/or entry expenses.
4. The estimated cost of participating in a meet (both in-town and out-of-town) will be sent to the family via email one month prior to the meet and two weeks prior to the event cancellation date. Meets over \$1,000.00 will require a 50% deposit and will be charged to the members account two weeks prior to the event.
5. Upon reconciliation of the total costs incurred from a travel swim meet, further expenses or credits may be applied to the members account. These charges will be applied within four weeks of the meet end date.
6. Some travel meets/camps will require an advanced deposit and the deposit will be posted to the members account prior to swimmers' participation in the meet/camp once attendance has been confirmed and after the cancellation cut-off date.



## TEAM TRANSPORTATION

### Supervision During Transportation:

On arrival at home in Vancouver whether at the bus drop off point or at the airport, the chaperone shall stay with swimmers until they are picked up by a parent, guardian, or designated adult as communicated by the parent or guardian to the coaches in advance of the meet. Swimmers should call their parents for exact arrival time of busses/vans enroute from the competition.

Swimmers that need to make alternate travel arrangements to or from the meet MUST inform the coach coordinator prior to the meet.

Departure and estimated arrival times for all trips will be provided in the information sheet and posted on the website for each trip and distributed to those swimmers attending.

### Bus Travel:

All swimmers entered and participating in out-of-town travel meets must travel with the team on the bus, unless prior permission has been granted by the organizing coach. All swimmers entered/ participating in an out-of-town meet, unless prior permission by the organizing coach has been granted to organize their own travel, will share equally in the round trip cost of the bus and any other expenses incurred by the bus driver. It is expected that all swimmers will travel to the meet on the team bus. Parents who elect to drive their swimmers either to the meet or home at the conclusion of the meet will still pay "round trip" costs for the bus. The VPSC coaching staff and chaperones travelling on the bus shall ensure that all movies shown and music played on the main bus system are age and content appropriate.

### Ground Transportation & Rental Vehicles:

1. Certified, professional or designated drivers in coach type buses or rental vehicles shall be used when transporting swimmers more than 100km.
2. Coach type buses with professional drivers may be used to transport VPSC swimmers, chaperones and staff when the distance is less than 100km or when the group is large enough to make it the most reasonable option as determined by the club staff.
3. When deemed safe and reasonable the use of taxis, rental vehicles or public transit may be used to transport VPSC swimmers and staff at club sponsored events.
4. VPSC staff, chaperones and non-chaperoning parents who are attending the event shall not drive swimmers other than their own children in their personal vehicles unless they have volunteer registration and approval forms in place with the club and on their person. In addition, parents through their registration will be deemed to have given written consent for their swimmer to travel in approved parent's vehicles unless they indicate non consent.
5. Chaperones and VPSC staff with an appropriate valid driver's licence and a current police records check may be authorized to drive VPSC swimmers in rental vehicles only.
6. VPSC swimmers shall not drive rental vehicles or the personal vehicles of coaches or chaperones.

### Air Travel:

1. Each swimmer entered/ participating in an out-of-town meet will pay the cost of their own airline ticket. Swimmers may use points for air travel however if they are on team travel they need to be on the same flight as the rest of the team. It is important that they ask the coach for the flight dates and times and inform him or her that they are booking their flight separately using points.



2. If traveling on their own and on a different flights than the team, it is the responsibility of the swimmer to meet the team at the pool at the specified time.
3. Penalties and fees that result from changing or cancelling travel arrangements will be charged to the individual member's account. This includes swimmers who are pulled or scratched from a meet.
4. The Vancouver Pacific Swim Club will not arrange flights for individuals using personal points, or arrange flights to co-ordinate with member family travel plans.
5. VPSC coaches and chaperones shall travel on the same flights with the team unless prior notification has been provided.
6. In the case of multiple team flights, a VPSC chaperone or member of the VPSC coaching staff shall accompany each group of swimmers.

#### Food & Beverages during Meets & Team Travel

All entered/ participating swimmers will be able to partake in the team food and beverages offered during the swim meet sessions and while travelling to and from the out-of-town swim meets.

A strong effort will be made to ensure adequate, high quality, healthy foods are prepared and offered at all times to the swimmers throughout the out-of-town meets. A suite, with cooking facilities, will be booked by the club for all team travel meets for the chaperones unless the hotel is providing all of the meals.

#### Coach, Staff and Chaperone Travel & Accommodation Costs

1. All swimmers entered/ participating in a meet, whether on team travel or not, will share equally in the costs incurred by the coaches and chaperones.
2. Coaches and chaperones shall be reimbursed by the Vancouver Pacific Swim Club for all approved costs incurred during VPSC travel events.
3. Coaches and chaperones shall submit a VPSC expense reimbursement form with all receipts attached to the VPSC office within 14 business days of the end of the trip unless alternate arrangements have been agreed upon in order to be reimbursed.

#### Swim Meet Procedures

1. Warm up - as specified by Swim Canada or governing body.
2. Warm ups are conducted by a member of VPSC staff.
3. Warm ups usually begin one hour prior to the start of a competition. All swimmers are expected to be present and ready to begin at that time. Arrive 15 minutes prior to warm-up time.
4. Team members are required to warm up with the team unless excused by the coach.
5. A good warm up is an essential part of the competition process and is equally essential for a successful performance. Every athlete in the VPSC program deserves the opportunity to be successful.
6. It will be customary for VPSC to have a team area at swim meets and to sit together as a group. This helps promote team unity and spirit. When swimmers first arrive at the meet, they should find the team area.



7. Swimmers are to review a heat sheet or entry grid and check to see if they are properly entered in their events. If an error has been made, check with your coach so that corrective measures can be taken. Swimmers should check their entries with the coach prior to the swim meet to avoid unpleasant surprises. Entries will be posted on the club web site and club bulletin boards.
8. At the conclusion of each race, the swimmer must report directly to their coach. This gives the coaches an opportunity to discuss the race with the swimmer and add positive comments concerning splits, stroke technique, race strategy, etc. If a cool down area is available, swimmers are to warm down first, and then report to the coaches.
9. VPSC team members are not permitted to scratch from any events at a competition. They should consult with their coach and the coach will do the scratch. Similarly, the coach must approve late entries. In a meet with preliminaries and finals, it is expected that any VPSC swimmer qualifying to swim in or as an alternative for finals shall be on deck and ready to swim in those finals.
10. As a courtesy to the officials and meet hosts, parents and nonparticipant swimmers are asked to stay off the deck/competition venue unless competing or serving in an official capacity.
11. All questions concerning meet results, or an officiating call in the conduct of a meet should be referred to the coaching staff that will pursue these matters through the appropriate channels.
12. In general, all swimmers are to attend all sessions of a meet unless excused by the coach.
13. Swimmers are expected to rest and conserve energy between events and sessions, and to remain in the team area while at the pool. Please bring water and nutritious snacks in order to keep energy levels up.
14. In the event of a long waiting period between warm up and the swimmer's first race, the swimmer should briefly warm up a second time approximately 30 minutes before the swim.

#### Code of Conduct and Disciplinary Responsibilities

1. VPSC coaches shall be responsible for all VPSC swimmers on deck at the competition site during the swim meet sessions, regardless of accommodation choices.
2. No person may participate in VPSC team travel sponsored events if he/she has not signed the VPSC code of conduct agreement and the Team Travel policy agreement.
3. Discipline issues and code of conduct violations will be dealt with as per the Vancouver Pacific Swim Club's Code of Conduct & Ethics, Discipline & Complaints Policy
4. As per VPSC policy, the expenses incurred in sending a swimmer home early due to code of conduct issues shall be the sole responsibility of that member family.
5. Additional sanctions may be applied in accordance with the VPSC's Code of Conduct & Ethics, Discipline & Complaints and Appeals Policy.
6. Chaperones and coaching staff shall communicate and consult with each other in regards to all discipline issues.
7. Communication with parents, whether they are at home or on location, in regards to swimmer code of conduct violations or discipline issues during team travel events shall be the responsibility of the lead coach for the meet.



## **TRAVEL MEDICAL INSURANCE AND DOCUMENTATION**

All swimmers are required to have their own travel medical insurance whether traveling to an out of province meet or an out of country meet. The BC Medical Services insurance only covers the swimmers while they are in BC and may not cover all expenses when traveling to another province or outside of Canada. It is the parent's responsibility to ensure that their child has adequate medical insurance. This information needs to be provided to the coaches/chaperones prior to travel. It is the responsibility of the swimmers family to ensure that all travel documentation required to make the trip such as government issued photo identification or a passport be current and with the swimmer upon departure