**TRAVEL POLICY**

Toronto Swim Club
as of January, 2015

For questions related to this or any Toronto Swim Club (TSC) policy,
please e-mail: torontoswimclubinfo@gmail.com

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1. **GENERAL**

This policy is intended to address the travel and accommodation (including meals) arrangements for out of town events.

1. **TSC TEAM TRAVEL**
	1. **MANDATORY TEAM TRAVEL EVENT**

The Head Coach may designate certain events as a mandatory team travel event. A TSC swimmer who qualifies for and wishes to participate in a mandatory team travel event as a TSC swimmer must team travel. For purposes of clarity, any swimmer who does not participate in team travel will not be permitted to represent TSC at the event.

Where an event has been designated as a mandatory team travel event, the following will be provided by TSC to any swimmer representing TSC at the event: travel, accommodation, dining, on deck coaching, on deck supervision and deck snacks.

* 1. **STRONGLY ENCOURAGED TEAM TRAVEL EVENT**

The Head Coach may designate certain events as a strongly encouraged team travel event. Where an event has been designated as a strongly encouraged team travel event, a TSC swimmer who qualifies for and wishes to participate in the event may elect to either:

1. team travel; OR
2. travel on his/her own

Where a swimmer elects to team travel, the following will be provided by TSC to that swimmer: travel, accommodation, dining, on deck coaching, on deck supervision and deck snacks.

Where a swimmer elects to travel on his/her own, the following will be provided by TSC to that swimmer: on deck coaching, on deck supervision and deck snacks (see also 3. below).

* 1. **ON YOUR OWN (OYO) TRAVEL**

The Head Coach may designate certain events as an on your own travel event. Where an event has been designated as an on your own travel event, or where a swimmer elects to travel on his or her own (see 2. above), a TSC swimmer who qualifies for and wishes to participate in the event must make his/her own arrangements for: travel, accommodation, dining and deck snacks.

TSC will provide to all swimmers attending the event representing TSC, on deck coaching and on deck supervision.

1. **COSTS**

A swimmer who participates in a team travel will be advised of the total cost to be charged to his/her account. Confirmation of a swimmer's intention to team travel will be accompanied by a non-refundable deposit. In the event a swimmer is not able to attend a team travel meet for medical reasons, TSC will attempt to recover any amount committed on behalf of that swimmer, but is not obligated to refund any amount over and above any amount actually recovered.

A swimmer who elects to travel on his/her own will be advised of the fee to be charged to his/her account. This fee represents the swimmer’s contribution to the costs associated with on deck coaching, deck snacks and administration.

Should TSC provide a financial subsidy to participants attending an event, only those TSC swimmers who are team traveling may participate in the subsidy.

1. **DISCIPLINE**

Any TSC swimmer who fails or refuses to comply with the TSC Code of Conduct, or other instructions given by the coaches and/or chaperones, may be subject to TSC’s disciplinary policy including the following:

* Grounding (*i.e.,* confining swimmer to hotel or pool deck)
* Withdrawal of the swimmer from events or sessions of the meet
* Sending the swimmer home at the swimmer’s expense
* Banning the swimmer from future team travel
* Suspension of the swimmer’s membership with TSC
* Termination of the swimmer’s membership with TSC
1. **CHAPERONES**

A chaperone is a TSC member volunteer responsible for the care and supervision of TSC swimmers participating in a team travel event. Wherever possible, there will be at least one coach or chaperone of each sex, assuming swimmers of both sexes are attending the team travel meet. Chaperones are selected by the Travel Coordinator and must be approved by the Head Coach (or designate).

Prior to consideration for the role of chaperone, and thereafter at least every two years, a TSC member must deliver a Vulnerable Sector Screening Program – Police Reference Check. For members who live in the City of Toronto, the process can be found at: <http://www.torontopolice.on.ca/prcp/> . Members who live outside the City of Toronto should inquire of their local police regarding the relevant procedure. The cost to a member of securing and delivering to TSC a Vulnerable Sector Screening Program-Police Reference Check will be reimbursed to the member by TSC.

1. **EXCEPTIONS TO POLICY**

Any request for an exception to this Policy must be approved by the Head Coach, and is further subject to the ability of the Travel Coordinator to accommodate the request in the best interests of TSC. Any cost associated with an approved exception is the sole responsibility of the swimmer.