

Team Travel Policy

1.1 Supervision During Transportation

1.2 Bus Travel

1.3 Ground Transportation & Rental Vehicles

1.4 Air Travel

1.5 Travel Expenses

2.0 Team Accommodation:

2.1 Mandatory Team Accommodation Meets

2.2 Optional Team Accommodation Meets

2.3 Billeting Meets

2.4 Coach and Staff Travel and Accommodation Costs

2.5 Food & Beverages during Meets and Team Travel

3.0 Code of Conduct and Discipline Responsibilities

4.0 Sick or Injured Swimmers

5.0 Mandatory Chaperone Requirements for CBAC Travel and Events

6.0 Chaperone to Swimmer Ratio

7.0 Chaperone Candidates

8.0 Chaperone Conduct

GENERAL CONSIDERATIONS

The Charlottetown Bluephins Aquatic Club (CBAC) recognizes that team travel is an integral component of the training and technical curriculum of competitive swimming. Team travel offers swimmers supervised opportunities to learn and practice independence. Travel opportunities may include but are not limited to: international, national, out of province or in province swim meets, training camps and club sponsored recreational activities. The club has developed this policy to guide the planning and execution of team travel. The club will reimburse coaches for travel to and from swim meets.

1.0 Team Transportation:

1.1 Supervision during transportation:

1.1.1 On arrival at home in Charlottetown 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.

1.2 Bus Travel:

1.2.1 All swimmers entered in out-of-town meets will be encouraged to travel with the team on the bus to the meet, unless the meet has been designed as a meet that will not involve team travel. (Exceptions may apply).

1.2.2 All swimmers entered / participating in an out-of-town meet will share equally in the round trip cost of the bus and any other expenses incurred by the bus driver. All swimmers will be encouraged to travel to the meet on the team bus. Parents who elect to drive their swimmers home at the conclusion of the meet will still pay "round trip" costs for the bus.

1.2.3 The CBAC 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. The chaperone or coaching staff may stop a movie or music on the main bus system if it is deemed inappropriate.

1.3 Ground Transportation & Rental Vehicles:

1.3.1 Certified, professional drivers will be used when traveling in coach type buses.

1.3.2 Coach type buses with professional drivers may be used to transport CBAC swimmers and staff when the group is large enough to make it the most reasonable option as determined by the club executive.

1.3.3 When deemed safe and reasonable the use of taxis, rental vehicles or public transit may be used to transport CBAC swimmers and staff at club sponsored events.

1.3.4 Non-chaperoning parents who are attending the event shall not drive swimmers other than their own children in their personal vehicles unless consent from parent is given.

1.3.5 Fifteen passenger vans are not to be used on highways or when the posted speed limit is faster than 90 km/h.

1.3.6 Chaperones and CBAC staff with an appropriate valid driver's licence, an acceptable driving abstract (if asked), and a current police record and vulnerable sector background check may be authorized to drive CBAC swimmers in rental vehicles.

1.3.7 Designated CBAC staff, chaperones and parent volunteers shall not transport swimmers in personal vehicles unless consent from parent is given.

1.3.8 CBAC swimmers shall not drive rental vehicles nor the personal vehicles of coaches or chaperones. Exceptions may be considered.

1.4 Air Travel:

1.4.1 Each swimmer entered / participating in an out-of-town meet will share proportionately in the total cost of airline tickets for the team members, coaches and chaperones. Exceptions may be considered.

1.4.2 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.

1.4.3 It is expected that all athletes will travel with the team under the supervision of the team chaperone on team arranged flights and ground transportation. Swimmers, who do not, will be responsible for all personal travel arrangements and supervision to join up with the team.

1.4.4 The swim club will not arrange flights for individuals using personal points, or arrange flights to co-ordinate with member family travel plans.

1.4.5 The club takes no responsibility for swimmers using individually arranged travel, or accommodation plans.

1.4.6 CBAC coaches and chaperones shall travel on the same flights with the team unless prior notification has been provided .

1.4.7 In the case of multiple team flights, a CBAC chaperone or member of the club coaching staff shall accompany each group of swimmers. Exceptions may be considered.

1.5 Travel Expenses

1.5.1 The CBAC will pay mileage for coaches travel at a rate of 75% of the government of PEI rate. The rate will be set for each swim year on September 1st.

1.5.2 Receipts for fares and tolls are required. Mileage will be calculated to and from the meet destination using google maps.

1.5.3 Where possible to minimize expenses to the club, coaches will travel to meets in the minimum number of vehicles.

1.5.4 Per diem meet expenses for coaches meal will be provided. The rate for the year will be set on September 1st. Receipts are required from team staff and will be reimbursed up to the maximum per diem.

2.0 Team Accommodation:

2.1 Mandatory Team Accommodation Meets:

2.1.1 Swim Natation Canada (SNC) level meets and out-of-province meets may be designated by the Head Coach as "Mandatory Team Travel Meets". In such cases, swimmers must travel and stay with the team to be eligible to participate in the swim meet. Exceptions may apply.

2.2 Optional Team Accommodation Meets:

2.2.1 Only those swimmers who have opted to stay in team provided accommodations will pay an equal share of all the costs associated with the swimmer hotel accommodations, as well as the swimmer food and meals offered before, between, and after the swim meet sessions.

2.2.2 Swimmers who elect to stay with the team must pay an equal share of all the incurred expenses whether or not they stay with the team for the entire duration of the meet, or only part of the time.

2.2.3 Swimmers who have opted to make their own accommodation arrangements will not be charged for team accommodation expenses, and will not be eligible to participate in the team provided food and meals offered

before, between, and after the swim meet sessions. If travel costs include transportation, non-team travel athletes may use team transportation. Any swimmer attending a meet will share equally the cost of coaches expenses.

2.3 Food & Beverages during Meets & Team Travel:

2.3.1 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 meet.

2.4 Billeting Meets:

2.4.1 Members that decline to have their swimmer billeted will be charged for the costs for alternate accommodations and meals.

2.5 Coach and Staff Travel and Accommodation Costs:

2.5.1 All swimmers entered / participating in a meet will share equally in the costs incurred by the coaches and chaperones.

2.5.2 Coaches and chaperones shall be reimbursed by the club for all approved costs incurred during CBAC travel events.

2.5.3 Coaches and chaperones shall submit a CBAC expense reimbursement form with all receipts attached, to the CBAC office within 14 business days of the end of the trip unless alternate arrangements have been agreed upon.

3.0 Code of Conduct and Discipline Responsibilities:

3.1 CBAC coaches shall be responsible for all CBAC swimmers on deck at the competition site during the swim meet sessions, regardless of accommodation choices.

3.2 The CBAC Code of Conduct & Ethics, Discipline & Complaints Policy as well as other relevant policies, which include but are not limited to those of CBAC, Swim PEI, and Swimming Natation Canada, will apply to members and staff participating in CBAC sponsored trips and events.

3.3 No person may participate in CBAC team travel sponsored events if they or their guardian has not signed the CBAC code of conduct agreement and the Team Travel policy agreement.

3.4 Discipline issues and code of conduct violations will be dealt with as per the Club's Code of Conduct & Ethics, Discipline & Complaints Policy.

3.5 As per CBAC Policy, the expenses incurred in sending a swimmer home early due to violations of the CBAC's Code of Conduct & Ethics & Discipline & Complaints and Appeals Policy shall be the **sole** responsibility of that swimmer's parents if the swimmer is under the age of 18 or that swimmer if the swimmer is 18 years of age or older.

3.6 Additional sanctions may be applied in accordance with the CBAC's Code of Conduct & Ethics, Discipline & Complaints and Appeals Policy.

3.7 Chaperones and coaching staff shall communicate and consult with each other regarding discipline issues when and as required. All disciplinary actions will be consistent with the club discipline policy.

3.8 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 sole responsibility of the CBAC coaching staff and the Chaperones.

4.0 Sick or Injured Swimmers

4.1 Medical attention shall be sought for sick or injured swimmers as required.

4.2 Sick swimmers who are unable to compete shall be isolated from the competing swimmers. In such cases, a sick or injured swimmer requiring observation for medical purposes may sleep in a separate bed in the room of a same gender chaperone if the chaperone and CBAC coaching staff deem it necessary. In such cases, all reasonable attempts will be made to notify the swimmer's parents.

4.3 In exceptional or extreme cases, a sick or injured swimmer may be sent home early from the competition.

4.4 CBAC does not require chaperones to administer medication of any kind whether it be over the counter or prescription medication. In agreeing to administer medication, the chaperone shall personally assume all risks.

4.5 Communication with parents, whether they are at home or on location, in regards to swimmer illness or injury during team travel events is the responsibility of the CBAC coaching staff and/or chaperone.

5.0 Mandatory Chaperone Requirements for CBAC Team Travel and Events:

5.1 Chaperones shall be required for CBAC team travel and events when:

5.1.1 Any of the participating CBAC team members are under 18 years of age.

5.1.2 The group of participating CBAC swimmers is greater than 10 participants.

5.1.3 Travel away is more than one day and involves an overnight stay.

5.1.4 The gender of all of the participants is not the same as the attending coach

5.1.5 The attending coach is unwilling or is unable to accept and take on all chaperone duties and responsibilities.

(While every effort will be made to adhere to these guidelines, the board recognizes that exceptions may apply. In such cases, parental consent must be given for any deviation of the above criteria.)

6.0 Chaperone to Swimmer Ratio

6.1 Independent of the overall ratio of swimmers to chaperones, CBAC will strive to ensure that during any travel event that the swimmer to chaperone ratio does not exceed 10:1. Exceptions may be considered in certain circumstances.

6.2 If the group is mixed gender there should be 2 chaperones, one female, and one male.

6.3 Chaperone to swimmer ratio shall take into consideration the age of the swimmers participating in the event. To ensure a successful trip, events with a concentration of swimmers 14 years of age and younger who are not experienced with team travel may require more chaperones or a lower chaperone to swimmer ratio.

6.4 It is advisable to have at least two adults present with every group so that, in the event of an emergency, the group will not be left unsupervised.

6.5 Extra chaperones may be warranted for some situations: trips with complicated air travel, international travel, young swimmers, high level meets with demanding swimmer needs, etc.

7.0 Chaperone Candidates:

- 7.1 Chaperone candidates shall be CBAC members in good standing.
- 7.2 Chaperones shall not have any sanctions from the sporting community.
- 7.3 Chaperones should preferably be parents of swimmers attending the travel function.
- 7.4 Chaperones shall be at least 25 years of age.
- 7.5 Chaperones shall have a current to the season police record and vulnerable sector background check in accordance with CBAC policies.
- 7.6 Chaperones shall have an acceptable driver's abstract (if asked) if required to drive participants in a rental vehicle.
- 7.7 Chaperones will be selected as per the CBAC Chaperone Selection process.

8.0 Chaperone Conduct:

- 8.1 Chaperones shall travel with the team to and from the event destination and Charlottetown unless prior arrangements have been approved.
- 8.2 Chaperones shall reside in separate hotel rooms from athletes, including their own children, unless prior approval from CBAC staff has been given.
- 8.3 Chaperones should not meet alone with an athlete in a closed-door room, nor drive in a vehicle with only one swimmer. Should there be a need for a one on one meeting it should be done with an open door, in view of others in a public place, or behind a glass door or window. Disciplinary discussions other than a verbal warning shall include a second adult who is a member of the coaching staff.
- 8.4 Chaperones shall not officiate nor work nor volunteer at the meet in any capacity other than as a CBAC chaperone.
- 8.5 Non-chaperoning spouses, other adults and non-participating children shall not stay in the same hotel room with the chaperone. Exceptions may apply.
- 8.6 Chaperones shall not use tobacco in the presence of swimmers during team travel events or activities.
- 8.7 Chaperones shall not take prescription drugs during team travel events that cause drowsiness or other adverse side effects that may impact their ability to chaperone.
- 8.8 Chaperones shall not consume alcohol at any time during CBAC team travel events or activities.
- 8.9 Chaperones shall not consume, nor possess illicit drugs, narcotics, banned performance enhancing drugs, substances nor methods at any time during team travel events.

January 2016