

INTRODUCTION

The following Club Travel Policies and Procedures will provide guidance for coaches, chaperones and athletes for away travel as it pertains to Codes of Conduct, Travel Procedures and Chaperone Requirements/Responsibilities. The policy was developed using policy guidelines used by the Department of Education and New Brunswick Department of Public Safety.

Away Team Travel is defined as any team activity where parents/guardians permit athletes to travel under the supervision of chaperones designated by the Board of Directors and CVAC coach(es). These away team travel events are planned and supervised by Board-appointed CVAC representatives.

Athletes are under the direct supervision of chaperones and/or coach(es) and must remain with the team from the designated point of departure to the return of custody to the parent or legal guardian upon arrival at the designated pick-up location.

The policy must be read carefully, signed and agreed to by all athletes, parents, coaches, chaperones and other adults traveling with the club.

ROLES AND RESPONSIBILITIES

The travel policy defines the role of the coach(es), athletes and chaperones when representing the club at an event, and provides accountability during these events.

Coaches

While at the actual event (on deck), conduct and discipline are primarily matters between the coach(es) and the swimmer.

- When no chaperones are on an away-travel event, the coaches will also follow the roles and responsibilities outlined under the chaperones heading.
- Liaise with the event venue and operators (meet managers/officials, etc)

Chaperones

Chaperones are responsible for the well-being and safety of all athletes during all times they are not at the event/meet. The following are the roles and responsibilities for the chaperones (may include other responsibilities as necessary to ensure the safety and well-being of the CVAC athletes):

- Liaise with all hotels, restaurants, bus driver (or other types of travel)
- Seek appropriate medical care for an athlete if necessary
- Ensure athletes are accounted for at all times
- Ensure healthy food and drinks are readily available at all times for athletes and coaches
- Be available at all hours for athletes
- Ensure athletes are following the “athlete responsibilities” outlined in this document
- Provide cell numbers to all athletes and coaches to have during the away travel
- Be the point of contact for all parents of travelling athletes when necessary
- Liaise with President or Treasurer of Board of Directors if issues arise or if anything beyond \$500 needs to be purchased
- Provide a post-travel report to the Board of Directors through the President
- Hold a meeting with all swimmers and parents prior to the travel
- If transportation is by private vehicle or rentals, drivers must adhere to the DRIVERS POLICY and REQUIREMENTS contained in this document
- Assign each chaperone a group of swimmers; they are to always meet their chaperone before entering or exiting the bus or going anywhere
- Hold Athlete Commitment Forms, Medical Forms, medication, money, passports etc. as necessary
- Meet with the team when arrive at the hotel to review rules, conduct, give room keys etc.
- Inform all swimmers where you are in the hotel, your room number and cell phone number in case of an emergency
- Make sure all swimmers are up and ready to go by the time designated by the Head Coach
- Report incidences of inappropriate behaviour to the Head Coach and follow up in report to the Board
- Check all swimmers’ rooms for forgotten items, and ensure rooms are left in good condition
- Upon return, ensure all swimmers are picked up and all possessions have been claimed
- If the team cannot travel home due to weather conditions, the chaperones (in consultation with the Head Coach and the bus driver) are responsible for making arrangements necessary to stay in the current location (accommodations, meals, and communication of the current situation to the Board President at home who will call parents)
- Communicate to parents/guardians that snacks and bottled water will be on hand but that it would be a good idea to pack extra – NUT FREE!
- Use of cell phones, tables, computers and other electronic devices should be kept to a minimum... as a Chaperone your job is to be alert and attentive to the swimmers
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It is team policy that while traveling as a chaperone you represent the Club to the same standards expected of the swimmers. You are on duty and are responsible for all the swimmers for the entire time away. Alcohol /drug consumption is not permitted.

For the safety and liability of CVAC, chaperones/coaches should not be alone with a swimmer. In most cases, have a partner when you are around the swimmers. In the case of an ill swimmers and a

single chaperone has to take care of them, if possible take a parent with you. Ensure you document everything.

Chaperone Information and Forms Required

1. Chaperone Responsibilities Document
2. List of Swimmers Attending
3. Swimmers Medical Information – including a copy of their medicare card and health insurance
4. Transportation Information – List of members and vehicle they will be traveling in (if applicable).
5. Pool Information – Directions to the Pool
6. Accommodation Information/Room Assignments/Directions to Pool from the Hotel
7. Swim Meet Information
8. The above information will be prepared by the team manager or coach and included in a chaperone kit to be given to the chaperones prior to leaving for the meet.
9. Criminal record Check
10. Driver’s Abstract report – if driving a vehicle

Chaperone Applicant Requirements

It is recommended that 2 Female and 2 Male chaperones accompany the team to ensure safety and support to the team, when numbers of athletes allow.

I have read and agree with the CVAC Chaperone Responsibility and Procedures.

Chaperone candidate signature _____

Date: _____
(day-month-year)

Athletes

Athletes must, at all times, project an image that is positive for CVAC. Their away-travel responsibilities include (but are not limited to):

- Adhering to all items in the Code of Conduct
- Be respectful to the chaperones, coaches and other athletes
- Take care of his/her belongings
- Get plenty of rest, stay hydrated and eat healthy food
- Swimmers are expected to represent CVAC in a positive manner. CVAC Team clothing (team jackets, parkas, hoodies, etc.) are to be worn at all times during swim meets, including to and from the pool. CURRENT CVAC t-shirts are worn on deck.
- Swimmers are responsible for knowing which events they are in, and making sure they arrive at the marshalling area in time for each of those events. Swimmers must remain with the Team unless they are swimming or warming down; they are not to sit in the stands or away from the pool deck.

Swimmer's Code of Conduct

The CVAC swimmer's code of conduct, signed at the beginning of each season is also applicable at all times.

Team Travel Conduct

Swimmers, coaches, chaperones and parents of the Codiac Vikings Aquatic Club represent themselves, the Team, the sport of swimming and their community when traveling.

All individuals representing or traveling on behalf of the club will abide by the following Code of Conduct.

Responsible, Mature, and Respectful behavior is expected of members at all times.

- Members are not to drink or carry alcoholic beverages or use drugs other than those prescribed by a physician or over the counter drugs such as Tylenol, Advil, etc. All medications must be reported to the coaching staff and chaperones. However, proper administration of prescribed medications will be the responsibility of the swimmer except in the case of an epi-pen.
- No swimmer is permitted to smoke, chew tobacco or use any type of vaping device.

Examples of inappropriate behaviour include, but are not limited to:

- profanity
- harassment/bullying
- allowing hotel doors to slam
- running up/down hallways
- playing loud music or tv
- violation of criminal code
- room to room phone calls
- pranks of any nature
- banging or kicking doors
- prank phone calls

Male and female swimmers must, at no time, be in each other's rooms with the doors closed. Whenever a member of the opposite gender is in your hotel room, the door must be propped open and the chaperone must be notified. Athletes from other teams are not allowed in any swimmer's hotel rooms, unless explicit approval has been given by a chaperone.

All athletes are expected to respect those sharing the room with them. Please respect their need for space, etc. All curfews must be followed.

I have read and understand the Athlete's Code of Conduct.

Swimmer's signature: _____

Parent/Legal Guardian's signature: _____

Date: _____

OTHER INFORMATION

Leaving Athletes in room alone

Teenaged athletes may be left alone in their hotel room at the discretion of the chaperone and coach or reason of minor illness or disciplinary action. Curfews, as determined with consultation of the coaches and chaperones and be adhered to at all times. These curfews include in-room times, lights-out times and quiet times.

Room assignments and arrangements

- The Head Coach will assign rooms based on: gender, age and maturity. If at all possible, room assignments will be grouped by similar age. Ideally age ranges will not exceed a difference of two years unless approval has been granted from the athlete and their legal guardian.
- At no time will a swimmer stay in a coach's room, unless they are family.
- When at events with small numbers of CVAC swimmers are attending, CVAC should be joining with another team.
- There will be a maximum of four swimmers to a room, two swimmers to a bed. If swimmers are uncomfortable sharing a bed, a cot may be arranged at the swimmer's expense prior to departure.
- All athletes should be discrete in their rooms while changing. No nudity. Wear appropriate clothing to bed.

Technology

Phones and electronics should have limited use during team travel, except during down times, in bedrooms where they can be used sparingly.

Social Media

No posting pictures or videos to Facebook, Twitter, Sanpchat, Instagram, Tiktok or any other social media platforms without permission from all subjects.

Allergies

No nuts are to be brought on team trips. Anyone with a severe allergy must identify themselves to the coaches/chaperones prior to registering for a team trip. If anyone travelling with the team identifies themselves as having a severe allergy, the team will be made aware of the situation.

Scented products

Due to allergies and sensitivities, strong scented products are not permitted, including but not limited to hairspray, shampoo, deodorant, perfume, body sprays, etc.

Failure to adhere to the polices and procedures

Failure to follow policies and procedures will be dealt with on an individual basis and action may be taken immediately or after return home. Failure to comply may result in that swimmer being scratched from the competition or, in more severe cases, sent home at his/her expense. For Team-supported travel, a re-imbusement to the Team must be made by the swimmer or their family. Swimmers may also be excluded from future events.

Storms

If, at any time, the coaches and chaperones deem it necessary to stay an extra night due to storms, any extra expenses will be the responsibility of the swimmer/family.

Acceptance of Conditions

Any member, who does not agree with all the conditions listed above, may elect to not participate in the trip. A simple refusal to turn in a signed agreement will be sufficient to indicate the swimmer's desire to be excluded.

DISCIPLINE, POLICY and PROCEDURE

During away events, chaperones will have full authority off deck for swimmers, including the authority to send a swimmer home during a meet at the swimmer’s expense. Such action will only be taken in consultation with the coach and other chaperones and after the parents of the offending swimmer has been notified.

CVAC will reimburse chaperones who assume on-the-spot payment for damage caused by a swimmer. The cost will be recovered from the swimmer and his/her family.

In the event of property damage or gross misconduct, the parents of the offending swimmer will be called before a standing committee to account for their child’s behavior. The swimmer should also attend the meeting. This committee will be appointed by the board the Board of Directors and will make disciplinary recommendations to the Board. It is at the discretion of the Board of Directors as to what further disciplinary action will follow this meeting.

All unresolved grievances and complaints are to be submitted in writing to the Board of Directors who will have the responsibility to arrange meetings with those involved, to hear all sides and to make a decision regarding resolution.

I have read and agree with the CVAC Code of Conduct and Discipline Policy.

Parent/Guardian’s Signature: _____

Swimmer’s Signature: _____

Date: _____
(day-month-year)

DRIVERS POLICY and REQUIREMENTS

Policy for Drivers using private or rental vehicles to support Club activities

1. Drivers must adhere to the chaperone responsibilities where applicable.
2. Drivers to be at least 21 years of age, in good health, and hold a valid driver's license of the appropriate class for the vehicle being driven.
3. Drivers must exercise mature driving judgment, especially during poor weather and visibility conditions. Groups traveling out of town should be prepared to stay overnight if weather or road conditions present a hazard.
4. Drivers are not to drive when tired or unable to function at normal level of efficiency.
5. Drivers and passengers must not to smoke in the vehicle.
6. Drivers must not be under the influence of alcohol or any other drugs or medication, which could impair driving.
7. Vehicle's insurer should be notified that students are being transported from time to time.
8. Vehicle's valid safety inspection sticker to be properly displayed.
9. Vehicle's headlights to be on when student are on board in travel.
10. Vehicle maximum passenger limit to be respected at all times.
11. Driver to ensure vehicle seat belts to be used at all times.
12. Luggage to be securely stored, not to obstruct vision or block aisles and exit doors.
13. A cell phone or other communication device is required with contact information left with the Team Manager or designee at home.
14. Driver is to have with them emergency phone numbers including the number where the Team Manager or designee can be reached.
15. Driver is responsible to contact the Team Manager, Coach or designee and inform them of any incident that has occurred.
16. If the driver is using their own vehicle a valid NB inspection need to be completed and passed within 30 days of travel. The club will be responsible for the cost of the inspection of the vehicles.
17. Drivers should use all reasonable effort to ensure your vehicle is in safe working condition.
18. Vehicles must be equipped with snow tires in good condition from November 1st to April 30th.
19. Accumulated work and driving times combined in a day shall not exceed 13 hours and it must be followed by 8 hours of rest.
20. A minimum of 2 million dollars of liability insurance has been purchased for the vehicle that I am driving, including rentals.
21. Provide a current Drivers Abstract at the time of application.
22. Provide a current Medical Fitness Report at the time of application,(at your expense if applicable) alternately a driver applicant who holds a New Brunswick Class 4 drivers permit or has passed the written portion of the Class 4 permit is deemed to have satisfied the Medical Fitness Requirement.

Signature _____ Date _____

MEDICAL FITNESS REPORT

* Fee for examination is the responsibility of the licence applicant.

This form is to be completed by a licensed medical practitioner. A positive response must be elaborated upon at the bottom of the form. *The physician's stamp must be affixed in the space provided.*

Name of applicant _____ Date of Birth _____

Address _____

Licence Number Class of licence applied for _____

Does the patient have a history or diagnosis of any of the following:

1. Any loss or impairment of limbs or extremities or other structural defect, limitation of mobility or co-ordination likely to interfere with the safe operation of a motor vehicle? Yes No
2. Any impairment of the musculo-skeletal or nervous system likely to interfere with the safe operation of a motor vehicle? Yes No
3. Diabetes mellitus which requires either insulin or oral agents for control? Yes No
4. Myocardial infarction, angina pectoris, coronary insufficiency or thrombosis? Yes No
If first incidence, is the patient fully recovered? Yes No
5. Heart or lung disease including arrhythmia or respiratory dysfunction? Yes No
6. Hypertension accompanied by postural hypotension resulting in giddiness when under treatment? Yes No
7. Requirement for hearing assistance? Yes No
8. Loss of consciousness or awareness due to a chronic or recurring condition? Yes No
9. Continuous use of any prescribed drug which could, in the dosage prescribed, impair ability to operate a motor vehicle? Yes No
10. Clinical diagnosis of alcoholism or drug addiction? Yes No
11. Established medical evidence of a sustained psychiatric disorder with particular regard to depression, suicidal tendencies or impulsive aggressive behaviour? Yes No
12. Any other physical or mental impairment, disease or condition which is likely to significantly interfere with the individual's ability to operate a motor vehicle safely? Yes No

Question	Remarks

This is to certify that I examined the above named applicant on
Date _____
and that this individual has been my patient since
Date _____

Examining Physician Name (Print) _____
Address _____
Signature X _____

Physician's Stamp

Team Trip Request for Alternate pick up

Non –Team Return

A Non-Team Return provision may be made for a swimmer to leave with a parent or guardian at the end of the meet, by completing the following procedures.

1. A Team Trip Request for Alternate pick up application must be submitted to the President of the Board of Directors in writing a minimum of 45 days prior to the away travel event. *See forms and reports.
2. The Board of Directors will confirm approval a minimum of 30 days prior to the away travel event.
3. The Board of Directors will give a written, signed copy of the approved application to the head coach and chaperones attending the event.
4. The chaperones will be the contact for the parents /legal guardians to arrange pick up at the end of the event. Pick up will be made at an area specified by the chaperones. At no time will the swimmer be transported to a pick up location.
5. At no time will a swimmer be left alone. A parent or guardian must meet the chaperone who will allow the athlete to leave with them. Parent/guardian picking up their athlete will at no time cause delays for the rest of the team.

All fees for the meet, hotel, travel and any other team costs that are expected to be paid by each swimmer for the team trip, will still require full payment , regardless that the swimmer is not returning with the team

Date of application _____

Name of Swimmer _____

Name of Swim meet _____

Dates of swim meet _____

Reason for swimmer not returning with team :

Date swimmer will be picked up _____

Name of parent/guardian picking up swimmer _____

Contact information, address _____

Phone number _____

Approval :

Approval Name / Signature

Date of approval

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I _____ (parent or guardian) will take full responsibility of

_____ as of _____
(name of swimmer) (date of pick up)

time of pick up _____.

All responsibility of the Codiac Viking Aquatic Club will be waived as of this date and time.

Parent /Guardian Signature

Signature of Chaperone

Note : All fees for the meet, hotel, travel and any other team costs that are expected to be paid by each swimmer for the team trip, will still require full payment , regardless that the swimmer is not returning with the team.

CVAC Parent / Guardian Release Form
For swimmers 12 years of age and younger

I, _____, legal guardian of my child _____,
(full name of parent/guardian) (full name of swimmer)

give guardianship to _____ for the CVAC team trip to
(full name of guardian)

_____ from _____ to
(city, province of the swim meet) (start date)

(end date)

I release CVAC of any and all responsibility of my child and they will be looked after by the guardian named above. The guardian will work with the chaperones regarding timing of the team trip. My child will stay with the team while at the pool, on deck, at meals and all team organized activities.

Signature of legal parent/guardian

Signature of guardian

Signature of swimmer

date

Other forms:

Chaperone trip report

Waiver or Liability Release Form

Medical Consent / Authorization to Treat Form (US trips only)