

## Inconnu Travel Policy

“Organization” refers to: Fort St. John Inconnu Swim Club

### **Purpose**

The purpose of this Policy is to inform athletes, parents, and coaches traveling to events outside of the Province of British Columbia of their responsibilities and the expectations of the Organization.

### **Application of this Policy**

Specific individuals have responsibilities when teams travel outside of the province. These individuals include

- a) Parents traveling with the athlete
- b) Parents not traveling with the athlete
- c) Chaperones
- d) Coaches
- f) Athletes

### **Travel Consent Form**

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 at the end of this Policy.

### **Responsibilities**

1. Parents traveling with a minor athlete are responsible for their child during the entirety of the event, excluding on deck times during warmups and competitions, 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.
- 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 (go-karting, 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

2. Parents not traveling with the athlete have the following responsibilities:

- a) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
- b) Provide the chaperone with a Travel Consent Form and email a copy to [inconnuoffice@gmail.com](mailto:inconnuoffice@gmail.com) prior to travel
- c) Provide the chaperone with emergency contact information
- d) Provide the chaperone with any necessary medical information
- e) Pay all event fees prior to the start of travel
- f) Provide the child with enough funds to pay for food and incidentals
- g) If travelling outside of Canada, ensure that all passports are valid and not expired

3. 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 outside activities (swimming, shopping, etc.)
- 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) Approve visitors to the athlete accommodations, at their discretion
- j) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

4. Coaches have the following responsibilities:

- a) Arrange all team meetings and training sessions
- b) Coaches are responsible for all Inconnu athletes during warm up and competition
- c) Determine curfew times
- d) Work in close co-operation with the chaperones on all non-sport matters
- e) Report to the Organization any incident likely to bring discredit to the Organization
- f) 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 Organization's Discipline and Complaints Policy
- g) Will coordinate with Executive to select a chaperone and will not exceed the guideline of 5 athletes to 1 chaperone
- h) Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

5. 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