

## TRAVEL POLICY

This document is written for athletes under the age of majority (18 in Saskatchewan) and their parents/guardians. Athletes over the age of majority assume the responsibilities of the parent/guardian for themselves.

**IT IS ESSENTIAL FOR ALL ATHLETES AND PARENTS/GUARDIANS TO READ THIS SECTION IN ITS ENTIRETY.** Ignorance of established policy, guidelines or rules of conduct are not an acceptable excuse should disciplinary action be necessary. This policy has been adopted by the Saskatoon Aqualenes Synchronized Swim Club, therefore, it is the intent that all parties concerned adhere to these guidelines.

### ***Saskatoon Aqualenes Travel Rules***

**\*There is an expectation during travel that when possible swimmers will attend all club related competition events (i.e., solos, duets, other team swim events), and team suppers, or any additional team building events or practices arranged by coaches or team parents. Competition dates (including practice days) are for training, competing, rest, and recovery. Coaches may schedule a team supper or activity that is mandatory for all athletes to attend. During competitions, parents may not take their athletes on outings unless approved by the team coach!**

**\*Family excursions or travel days should be booked for after the competition is over.**

**\*Any athlete who does not adhere to the rules of conduct, or displays any conduct which may be deemed a detriment to the Saskatoon Aqualenes (SAQ) may, after consultation with the coach and chaperone, be suspended and returned to their home as soon as possible. Parents/guardians are responsible for any extra costs incurred by their athlete.**

**\*Designated chaperones are acting as official representatives of SAQ and therefore have the authority to enforce these guidelines for the well-being of all athletes in SAQ.**

- 1) The following are suggested timelines with respect to travel for competitions:
  - a) Eight Weeks or More Prior to Competition:
    - i) The Travel Coordinator books a block of hotel rooms - one per athlete expected to attend the competition in accordance with the registration package.
    - ii) All teams, duets, and solos wishing to attend an optional competition must have approval from the Head Coach.
  - b) Five Weeks Prior to Competition:
    - i) The Team Parent meets with their team athletes/representatives and completes the *Team Parent Checklist*. The list will ensure all swimmers and coaches have their travel and accommodations confirmed.

- ii) *Team Parent Checklists* for each team, duet, and solo travelling to the competition shall be provided to the Travel Coordinator and the Registrar as soon as the information is gathered and before the required date.
    - iii) Parents/guardians are to ensure that hotel rooms for each athlete are secured with a credit card. Once the hotel block is released, parents are responsible for making their own accommodation arrangements.
  - c) Four Weeks Prior to Competition:
    - i) Hotel rooms not being used by the athletes, parents/guardians, or coaches are released by hotel.
- 2) All Team Parents, Chaperones, and parent volunteers responsible for the well-being of one or more children, other than their own, require a clear Criminal Record Check with Vulnerable Sector. This form is to be provided to the President of the Saskatoon Aqualenes prior to attending any competitions.
- 3) The Travel Coordinator (TC) coordinates travel arrangements and hotel accommodations for all competitions.
  - a) Hotel:
    - i) TC will make arrangements for hotel accommodations for all competitions by booking a block of rooms. It is preferable that hotels booked **do not** have water parks associated with them.
    - ii) Athletes are **highly encouraged** to stay at the team hotel during competitions. This helps to encourage team bonding and ensure that all team members are kept up-to-date on events and also helps the TC to get the best room rate available.
    - iii) Families are welcome to share travel and hotel accommodation with other families.
    - iv) Families choosing not to stay at the club hotel must inform their team coach and give their contact information and make arrangements to attend all team practices and meetings.
  - b) Transport to Competitions:
    - i) When private vehicles (driven by parents/guardians) are used to transport athletes to competition travel expenses are assumed by the parents/guardians.
    - ii) When a chartered bus is used for transportation to a competition:
      - (1) **It is mandatory for all athletes attending the competition to travel to the competition on the bus with their team;**
      - (2) The cost of the charter will be charged to each athlete's account whether on the bus or not (i.e., on the return trip).
      - (3) Parents/guardians are welcome to ride on the bus at a per seat cost, when there are seats available.
      - (4) All teams must have at least one designated chaperone riding on the bus.
  - c) Coaches' Transport and Costs

- i) Travel for coaches will be coordinated by the Travel Coordinator and the Team Parent for each team to ensure that team coaches have suitable transportation.
  - ii) Team Parents will ensure coaches are transported to and from the competition, as well as to and from the pool and hotel. This information will be provided to the TC via the **Team Parent Checklist**.
  - iii) The cost of travel and accommodation for all team coaches at each competition will be shared by **all** athletes attending the competition.
  - iv) Coaches may travel by air to competitions located more than 575 kilometres from Saskatoon, assuming flights are available to that location, unless the club is chartering a bus.
  - v) When suitable parent transportation is not available and with the approval of the head coach and the SAQ board, coaches may choose to car pool and travel by car. In this case, the driver will be reimbursed for mileage at the current Synchro Sask mileage rate.
- 4) Meals
- a) Athletes are responsible for the cost of their own meals. There may be occasions when meals are paid in advance by SAQ (e.g. banquets), however all costs will be charged back to the athlete.
  - b) Coaches' meals will be paid for by the club via *per diem*. When breakfasts, or other meals, are provided by the hotel or team (e.g. meals cooked in room), there will be no *per diem* reimbursement. Banquets will be paid in advance by the club, and there will be no *per diem* for that meal.
- 5) Chaperones
- a) The TC shall prepare a list of approved chaperones after the appropriate criminal record checks have been provided; from this list the Team Parent will arrange chaperones for out-of-town travel for the team. Generally each family is expected to volunteer to chaperone during at least one competition per year.
  - b) When required, the TC will assign a Head Chaperone for the competition.
  - c) If families are unable to cover their share of chaperoning duties, the team may determine that chaperones will be fairly compensated for their travel expenses (may include transportation, meals, and accommodation).

### ***Responsibilities of Travel Coordinator***

- 1) Coordinate travel arrangements and hotel accommodations for all competitions.
- 2) Prepare a list of approved chaperones after the appropriate criminal record checks have been provided.
- 3) Ensure the Team Parent for each team ensures their team's coach(es) have travel arrangements.

- 4) Ensure all chaperones understand their duties and that all travel and competition rules and regulations are adhered to.
- 5) Assign a Head Chaperone when necessary.
- 6) Ensure the Team Parent meets with the athletes/representatives to complete the *Team Parent Checklist* and submits the checklist prior to the established deadline.
- 7) Ensure that coaches have access to required medical forms (either online or paper).

### ***Responsibilities of Head Chaperone at Competitions***

- 1) Obtain necessary information from the TC and keep it with them during competition (may include, but not limited to, hotel information, athlete medical forms, charter bus information, competition schedule).
- 2) Coordinate with coaches regarding requirements for coaches and athletes during the competition.
- 3) Safekeeping of airline tickets and IDs of unaccompanied minor athletes.
- 4) Safekeeping of confidential athlete medical forms.
- 5) Oversee chaperones for pool supervision.
- 6) Ensure all parents/chaperones understand their responsibilities.
- 7) Where applicable, provide direction to the bus driver for transportation to and from the pool and hotel.
- 8) Monitor the bus driver's driving ability and report any concerns to the TC.
- 9) Ensure, with parents/chaperones, that meals for teams and coaches are arranged.
- 10) Ensure coaches have transportation to and from the pool.
- 11) Payment for coach hotel rooms;
- 12) Ensure all travel rules and all competition rules and regulations are adhered to, and that all chaperones understand their duties;

### ***Responsibilities of Chaperones at Competitions***

- 1) Primary responsibility is to ensure safety of all athletes.
- 2) Ensure athletes and coach(es) have access to nutritious meals.
- 3) Know where the athletes are at all times:
  - a) Athletes 12 and under must be accompanied by a parent/chaperone/coach at all times, except where not allowed in pool change rooms;
  - b) Athletes 13 and over may be permitted to shop, etc. without a chaperone. Guidelines should be decided by parents/guardians at a team parent meeting prior to any event. Final discretion is the responsibility of the chaperones and/or coach.

- c) Athletes 18 and over do not require a chaperone, but must inform their team chaperone of their whereabouts.
- 4) Be available, where applicable, for supervision on the van or bus, in the hotel or until athletes are picked-up by billets, at team meals, or on any excursions such as shopping. Chaperones may be required to attend banquets at competitions.
- 5) Help with doing athletes' hair and/or make-up.
- 6) Be with the athletes at the pool when not under the supervision of the coaches.
- 7) One chaperone per five athletes under the age of 12 and one chaperone per team over the age of 12 must be available at the pool. Chaperones are expected to coordinate this with the team coach as some team coaches have responsibility for more than one team. Chaperones are not generally allowed on-deck at competitions, except in emergencies.
- 8) Chaperones should telephone/notify the TC following a trip of any problems with an athlete during a trip. The TC in coordination with the *Meet Head Coach* and *Head Coach* shall coordinate a plan to speak with the parents/guardians of the athlete.

### ***Travel for High Performance Camps and Testing***

- 1) Athletes are responsible for the cost of their own meals. There may be occasions when meals are paid by SAQ (e.g. banquets); however, all costs will be charged back to the athlete.
- 2) Parents (or their delegates) are responsible for their swimmers during HP events including their own travel and accommodations.
- 3) Coaching costs associated to the HP events (e.g. coach travel and accommodation) will be divided evenly between all swimmers attending HP events.

### ***Unaccompanied Swimmer travel***

- 1) The team coach and SAQ head coach are to be notified as soon as practicable if a parent/guardian of a swimmer is unable to accompany their child to any out of town swim competition.
- 2) The swimmer's parent/guardian should make arrangements with another parent to chaperone their child before the start of competition season whenever possible. If arrangements cannot be made, the team should work together to come up with a solution

### ***Team Parent Checklist***

Team parents must meet with their teams 5 weeks prior to competitions to ensure that the travel coordinator, registrar, and coaches have all the information required for the competition. The information includes (but is not limited to):

1. Select chaperones for each day of the competition;
2. Ensure all team members, including the coach, have transportation to the competition;
3. Ensure all team members have booked their accommodation;
4. Ensure there is at least 1 person from team signed up to volunteer at provincial competitions;
5. For out of province or National Stream competitions provide to the Registrar:
  - a. Name and address of team hotel
  - b. Number of hotel rooms used
  - c. Number of chaperones
  - d. Arrival and departure dates
  - e. Photos for program (optional)
  - f. Purchase photo package from official photographer (optional)
  - g. Signed athlete waivers and medical release forms.