



Saint John Fundy Aquatic Club (TIDE)  
**TEAM TRAVEL and CHAPERONE**  
POLICY AND PROCEDURE

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# Club Travel Policy

## INTRODUCTION

As part of TIDE's ongoing athlete development and efforts to improve travel experience for athletes, the club has prepared and adopted a Travel and Chaperone Policy. The policy will provide guidance for coaches, chaperones, athletes and the club for away travel as it pertains to Team Code of Conduct, Travel Procedures and Chaperone Requirements/Responsibilities. The policy has been developed in parallel with policy guidelines used by the Department of Education and New Brunswick Department of Public Safety.

Away Team Travel is defined as swim meets or other team activities that are planned and supervised by the club. As an example, athletes travelling as a team to a meet or an event, supervised by coach(s) and chaperones. Swimmers are under the direct supervision of the Coach and/or the Chaperones and must remain with the team from the designated point of departure to the return to the custody of a parent or legal guardian upon arrival to the designated location.

Team social activities may be scheduled; however, the swim meet/or scheduled event (ie. camp) will be the priority. The focus of coaches, swimmers and chaperones should be on the meet/event and supporting the swimmers in their events.

This travel policy defines the role of the coach(s), athletes and chaperones when representing the club at an away meet or event, and provides accountability during these occasions.

While on deck, conduct and discipline are primarily matters between the coach and the swimmer. Chaperones are responsible during all other times. All the rules and regulations must be mutually understood and it is the swimmer's responsibility to act accordingly. Swimmers are part of the Saint John Fundy Aquatic Club (TIDE) and must represent themselves, the Team, the sport of swimming and their community during meets and events. They are to project an image that makes us all proud of our swim club.

# CONDUCT

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

## Team Travel

Swimmers, coaches, chaperones and parents of TIDE represent themselves, the Team, the sport of swimming and their community when traveling. We would like to project an image that makes all of us proud of our sport and our swimmers. All individuals representing or traveling on behalf of the club will abide by the TIDE 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. Such medications must be reported to the coaching staff, Team Manager and chaperones. However, proper administration or prescribed medications will be the responsibility of the swimmer except in the case of an epi-pen.
- No swimmer is permitted to smoke or chew tobacco.
- Swimmers must ensure that they get plenty of rest, eat nutritiously and stay well hydrated while travelling as a team so that they are prepared to perform at the meet/event.

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

- Profanity
- Running up/down hallways
- Room to room phone calls
- Crank calls to anyone in the hotel
- Harassment/bullying
- playing loud music or tv
- pranks of any nature
- Inappropriate use of social media
- allowing hotel doors to slam
- violation of criminal code
- banging doors by hand or kicking

Male and female swimmers must, at no time, be in each other's rooms with the doors closed.

Whenever a member of the opposite sex 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 swimmer's hotel rooms, unless explicit approval has been given by a chaperone.

All team members are expected to respect each individual's needs for rest / study times, which vary from trip to trip. 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, are set to insure proper rest for the swimmers. These must be adhered to at all times. These curfews include in room times, lights out times, no electronic devices and quiet times.

**Age Requirements** - At the Head Coaches' discretion, Swimmers 12 years of age or under that qualify for the meet/event will need to have a parent or guardian with them on the team trip. Parents will have options regarding rooming and costs. A parent may sign a guardian waiver to allow another parent to look after their child. The parent /guardian will be responsible to work with the chaperones to make sure their swimmer is at all team activities.

**Room assignments:** The Head Coach will do the room assignments based on: same sex, age and maturity. If at all possible room assignments should be grouped by similar age, ideally age ranges and/or school grade should not exceed a difference of two years unless prior approval has been arranged between the effected swimmer and their guardian. If there is only a couple of multi-aged swimmers travelling together the above conditions still apply and swimmers and guardians must agree to the sleeping arrangements prior to travel. When at meets/events where a small number of swimmers are present the coach and swimmers should "buddy" up with another team. There will be typically 4 swimmers to a room, / 2 swimmers per bed. Please be conscious of the other person's personal space- stick to your side of the bed. sleeping in personal sleeping bags on top of bedding is recommended for those who may be uncomfortable sharing beds or swimmer may pay for a cot at their expense (to be arranged prior to arrival at the hotel) or bring a mat to sleep on. While in your guest room, please respect yourself and your roommates by being discrete when changing, no nudity and wear appropriate clothing to bed.

**Technology** – phones/ipods should have limited use during team travel, except during down times, in bedrooms where they can be used sparingly.

**Texting/Social Media:** no texting or posting of pictures or videos to Facebook, Twitter, Snapchat, Instagram without permission from all subjects.

**Nut Allergies:** Nuts prohibited only in the case of a severely allergic attending swimmer. However, all rules at swim meets still apply. If anyone travelling with the team identifies themselves as having a severe nut allergy, the team will be made aware of the situation.

**Scented products:** Due to allergies and sensitivities, please do not bring strong scented products with you. Including but not limited to; hairspray, shampoo, deodorant, perfume, body sprays, scented markers, spearmint gum.

### **At the Meet/Event**

Swimmers are expected to represent TIDE in a positive manner. TIDE Team clothing (team jackets, parkas, hoodies) are to be worn at all times during the swim meets, including to and from the pool. 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, unless with permission from the Coach (ie. needing a break from the heat)

Swimmers need to remain with the team at all times (including 12 and under swimmers) unless approved by the chaperone or coach.

Infractions 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 (ensuring Parents have been advised) or, for Team-supported travel, a re-imbusement to the Team by the swimmer. 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, extra expenses will be the responsibility of the swimmer/family.

### **Liability and Accident Insurance**

Swimmers, coaches and volunteers are covered under Swim New Brunswick's Insurance Policy. Refer to the policy for details.

Swim New Brunswick shall be notified when the club participates in out-of-province activities. Separate insurance forms shall be filled out and sent in to Swim New Brunswick.

### **Swimmer Pick up**

Parents are to be respectful of Chaperones time and make every effort to pick up their swimmer at the appropriate time. If unforeseen circumstances arise, parents should notify the chaperone immediately.

### **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/event, by completing the following procedure.

1. A Team Trip Request for Alternate pick up application must be submitted to the Board of Directors, in writing a minimum of 15 days prior to the swim meet/event. See forms.
2. The Board of Directors will confirm approval a minimum of 10 days prior to the meet/event.
3. The Board of Directors will give a written, signed copy of the approved application to the head coach and all coaches and chaperones attending the meet/event.
4. The chaperones will be the contact for the parents /legal guardians to arrange pick up at the end of the

meet/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.

All fees for the meet/event, 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

## **DISCIPLINE, POLICY and PROCEDURE**

During away meets/events, chaperones will have full authority off deck for swimmers, including the authority to send a swimmer home during a meet/event 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.

TIDE 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.

By signing this document I confirm I have read and agree with these terms as outlines in this Team Travel Policy and the TIDE Code of Conduct Policy.

Parent/Guardian's Signature: \_\_\_\_\_

Swimmer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(day-month-year)



# CHAPERONE RESPONSIBILITY and PROCEDURES

- The swimmer-to-chaperone ratio shall not exceed 7:1.
- If the group is mixed gender there should be at least one female and one male chaperone.
- The coach is not a chaperone and is provided with separate accommodation. The coach shall not stay in a hotel room with an athlete.
- Chaperones shall reside in separate hotel rooms from athletes, unless the athlete is the child of the chaperone.
- Chaperones should not meet alone with an athlete in a closed-door room. 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 member of the coaching staff.
- Supervision Chaperones shall stay with swimmers until they are picked up by a parent, guardian, or designated adult as communicated by the parent or guardian.
- Exceptions may be made for the points above with the parent and Board approval.

## **Coach & Chaperone Travel & Accommodation Costs**

- All swimmers entered and/or participating in a team travel meet/event will share equally in the costs incurred by the chaperones. Coach travel and accommodation costs for swim meets/events planned in the annual TIDE meet Calendar will be paid for by a combination of the daily fee charged to each swimmer and the club.
- In the case of national meet coach travel and accommodation costs will be reviewed annually based on the TIDE budget and TIDE will pay for all coach travel and accommodation costs as outlined annually.
- Coaches and chaperones shall be reimbursed for all approved costs incurred.
- Coaches and chaperones shall submit an expense reimbursement form with all receipts attached, to the treasurer within one week of the end of the event.

## **Information 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.
5. Pool Information – Directions to the Pool/Swim Meet/event Information
6. Accommodation Information/Room Assignments/Directions to Pool from the Hotel

## **Chaperone responsibilities**

- Must hold a meeting with all swimmers and parents prior to the meet/event.
- Ensure they have all the information identified in the above list.
- Chaperones should not be a guardian for any other swimmer but their own due to the responsibility of the chaperone duties.
- If transportation is by private vehicle or rentals, drivers must adhere to the DRIVERS POLICY and REQUIREMENTS contained in this document.
- Ensure each swimmer attending the meet/event is in the bus or van prior to leaving the departure points.
- If traveling by bus or vans, introduce yourself to the driver(s) so that s/he has a point of contact for issues such as stopping, pickups etc.
- Introduce yourself to all the swimmers as the chaperone. Indicate to the swimmers your responsibilities so they are aware to whom they will be accountable to during the trip.
- Prior to leaving after each stop ensure all swimmers are accounted for and in assigned vehicles.
- Be available during all swimming sessions, at the accommodations and during transportation of swimmers. While at swim sessions chaperones are to be always available to swimmers. If a swimmer leaves the pool deck (with permission from the Coach) for any reason they are to inform a chaperone.
- Hold onto Athlete Permission Form, Medical Form, 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 rounds while at the hotel, to ensure all swimmers are accounted for, in their assigned rooms and in bed at the requested lights out time. Electronics and phones may be collected at curfew at the discretion of the chaperone.
- 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.
- If a swimmer is ill, at the pool a chaperone and a parent if available, should escort the swimmer back to the hotel, hospital or making whatever necessary arrangements.
- Reminder swimmers to check all swimmers' rooms for forgotten items, and do a final check to ensure

rooms are left in good condition.

- Upon return, ensure all swimmers are picked up and all possessions have been claimed.
- Carry out travel plans as designated by the Head Coach. This may mean leaving meet after preliminaries with swimmers who have not made finals, and includes chaperones that may have children swimming in finals or being present for sessions that their own swimmer is not.
- In the event of bad weather the chaperones, in consultation with the Bus Driver and Head Coach, will make a decision on traveling based on the best interest of safety. If the weather gets bad during travel, find the nearest hotel. (organize accommodations, meals, and communication of the current situation to the Club President at home who will call parents).
- 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.
- If required, prepare/provide **nutritious** meals, snacks and drinks to the swimmers during team travel. – this includes budget and menu planning, grocery shopping, ordering meals, preparing meals, serving meals, and ensuring swimmers clean up their dishes after meals. Communicating to parents/guardians that snacks and bottled water will be on hand but that it would be a good idea to pack extra!
- Use of cell phones, tablets, 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.

**Chaperone Applicant Requirements:**

- Criminal record check.
- A Parent or Guardian of a club member.
- Ability to work as part of a team.

I have read and agree with the TIDE Chaperone Responsibility and Procedures

Chaperone signature \_\_\_\_\_ Date: \_\_\_\_\_  
(day-month-year)



# DRIVERS POLICY and REQUIREMENTS

## Risk Assessment and Swimmer Travel Consent

The Board of Directors, will appoint a designate to conduct a risk assessment prior to every team travel meet/event. The Designate should provide confirmation in writing to the Board the assessment was completed for the Driver to be authorized for team travel. The following should be verified as a part of the risk assessment:

- Proof of vehicle servicing and maintenance up to date
- Confirmation of winter tires for travel in winter conditions
- Vehicle equipped with emergency kit, including jumper cables, blankets, candles, etc.
- Emergency action plan up to date, including contact numbers, procedures, travel in a convoy, etc.

The Board of Directors will require the family of each swimmer travelling using team transportation and/or staying in team-provided accommodation to complete and sign a travel consent form, including the athlete's medical information, an emergency contact number, an acknowledgment of the risks of travel and a waiver of liability of the Swim Club. It will also include permission for medical treatment to be authorized by the chaperones at the team travel meet/event.

### 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 Club President or designee at home.
14. Driver is to have with them emergency phone numbers including the number where the Club President or designee can be reached.
15. Driver is responsible to contact the Club President, 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.
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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Team Trip Request for Alternate pick up

Date of application: \_\_\_\_\_

Name of Swimmer \_\_\_\_\_

Name of Swim meet/event \_\_\_\_\_

Dates of swim meet/event \_\_\_\_\_

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

+++++

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 Saint John Fundy Aquatic Club will be waived as of this date and time.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Signature of Chaperone.

Note : All fees for the meet/event, 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.

# TIDE 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 TIDE team trip to  
( full name of guardian )

\_\_\_\_\_ from \_\_\_\_\_ to  
( city, province of the swim meet/event ) ( start date )

\_\_\_\_\_  
( end date )

I release TIDE 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