## Template – Travel Policy

**“Organization” refers to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose**

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Province of \_\_\_\_\_\_\_\_\_\_of their responsibilities and the expectations of the Organization.

**Application of this Policy**

1. Specific individuals have responsibilities when teams travel outside of the province. These individuals include:
2. Parents traveling with the athlete
3. Parents not traveling with the athlete
4. Chaperones
5. Coaches
6. Team Managers
7. Athletes

**Travel Consent Form**

1. 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 attached 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 and have the following additional responsibilities:
2. Pay all event fees prior to the start of travel
3. Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
4. Punctual drop off and pick up of their children at times and places indicated by coaches
5. Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
6. Adhere to coach requests for athlete curfew times
7. Adhere to coach requests for limiting outside activities (go-karting, shopping, etc.)
8. Report any athlete illness or injury
9. Report any incident likely to bring discredit to the Organization
10. Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*
11. If travelling outside of Canada, ensure that all passports are valid and not expired
12. Parents not traveling with the athlete have the following responsibilities:
13. 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
14. Provide the chaperone with a Travel Consent Form
15. Provide the chaperone with emergency contact information
16. Provide the chaperone with any necessary medical information
17. Pay all event fees prior to the start of travel
18. Provide the child with enough funds to pay for food and incidentals
19. If travelling outside of Canada, ensure that all passports are valid and not expired
20. Chaperones have the following responsibilities:
21. Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
22. Punctual drop off and pick up of their children at times and places indicated by coaches
23. Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
24. Adhere to coach requests for athlete curfew times
25. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
26. Report any athlete illness or injury
27. Report any incident likely to bring discredit to the Organization
28. Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
29. Approve visitors to the athlete accommodations, at their discretion
30. Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*
31. Coaches have the following responsibilities:
32. Arrange all team meetings and training sessions
33. Determine curfew times
34. Work in close co-operation with the chaperones on all non-sport matters
35. Report to the Organization incident likely to bring discredit to the Organization
36. 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*
37. Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*
38. Team/Event Managers have the following responsibilities:
39. Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
40. Organize accommodations and inform parents and chaperones how to register and pay for accommodations
41. Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
42. Coordinate and collect all travel expenses from parents
43. Athletes have the following responsibilities:
44. Arrive at each event ready to participate
45. Make any visitor requests to chaperones before the visit is expected
46. Represent the Organization to the best of their abilities at all times
47. Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
48. Check in with the chaperone when leaving their rooms
49. Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
50. Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*

**Travel Consent Form**

To whom it may concern,

I / we, the parent(s)/guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My / our child was born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the location of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . If required, my / our child’s passport number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Barring extenuating circumstances the event should last for a duration of \_\_\_\_\_\_ days between the dates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the following email addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely,

Signed, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_