



Travel Policy

Section: Swim BC Social Policies
Approved by: SBC Board of Directors

Date of Approval: August 2026
Next Review: August 2029

Definitions

1. The following have these meanings in this Policy
 - a) **Minor athlete** – Any Individual who is under the age of 19 years old
 - b) **Organization** – Swim B.C.
 - c) **Team Manager** – A trained individual(s) appointed by Swim BC to oversee the administration, supervision, and general well-being of athletes on a camp or at a competition, particularly away from the competition venue

Purpose

2. The purpose of this Policy is to inform athletes, parents, and coaches travelling as part of a Swim BC specific activity, of their responsibilities and the expectations of the Organization.

Application of this Policy

- a) Specific individuals have responsibilities when teams travel. Individuals including, but not limited to:
 - i. Parents traveling with the athlete
 - ii. Parents not traveling with the athlete
 - iii. Coaches
 - iv. Team Managers
 - v. Chaperones
 - vi. Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). (**Appendix A**).

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Pay all event fees, if any, prior to the start of travel
 - b) Understand that any accommodations outside of those arranged by Swim BC (such as staying with family, or at a different hotel) must be approved by the Organization in advance of arrangements being made.
 - c) Punctual drop off and pick up of their children at times and places indicated by coaches.
 - d) Adhere to coach or Team 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 (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
5. Parents not traveling with the athlete have the following responsibilities:
 - a) Provide the Team Manager with a Travel Consent Form (Appendix "A")



- b) Pay all event fees prior to the start of travel
 - c) Provide the child with enough funds to pay for food and incidentals
 - d) If travelling outside of Canada, ensure that all passports are valid and not expired
6. Team Managers have the following responsibilities:
- a) Obtain and carry any Travel Consent Forms (Appendix "A")
 - b) Adhere to and or facilitate coach requests for parent meetings, team meetings, or team functions and be punctual to such events
 - c) Adhere to coach requests for athlete curfew times
 - d) Adhere to coach requests for limiting outside activities (shopping, etc.)
 - e) Report any athlete illness or injury
 - f) Report any incident likely to bring discredit to the Organization
 - g) Inspect hotel rooms rented for damage before check-in and after check-out.
 - h) Approve visitors to the athlete accommodations, at their discretion
 - i) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
 - j) Room female and male athletes separately. Coaches and Team Manager(s) must be roomed separately from athletes unless the athlete is the child of the coach or Team Manager.
7. Coaches have the following responsibilities:
- a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the Team Manager(s) on all non-sport matters
 - d) Report to the Organization any incident likely to bring discredit to the Organization
 - e) Together with the Team Manager, 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 *Discipline and Complaints Policy*
 - f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
8. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate
 - b) Make any visitor requests to Team Manager(s) 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 Team Manager(s) just as they would their own parents
 - e) Check in with the Team Manager(s) when leaving their rooms
 - f) Not leave the hotel alone or without permission of the coach/Team Manager(s) and check-in when returning
 - g) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*



Appendix A - 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 Swim BC:

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, _____