



## **TEAM TRAVEL POLICY**

### **Purpose:**

To make team travel safe, organized and efficient for the swimmers, coaches, team manager and chaperones.

### **DEFINITION:**

Team travel is defined as travelling together as a team to an event such as a swim meet, training camp or other team activity that is planned and supervised by the Northumberland Aquatic Club (NORAC) and may include the need for over night accommodations.

A swimmer who travels to the team event on his/her own will be required to arrange for his/her own travel, meals and accommodations.

### **Procedures:**

All coaches, team managers and chaperones will be required to have a Vulnerable Sector Check on file with NORAC.

Any coach, team manager, chaperone or swimmer who breaks the applicable Code of Conduct may be removed from the event and sent home at his/her own expense.

When the team consists of both female and male swimmers, there must be both female and male chaperones (one of which may be the team manager).

In general, there should be a ratio of no more than 10 swimmers to 1 chaperone. If the group is mixed gender, there must be 2 chaperones, one female, one male. The gender of the chaperones should be proportionate to the gender of the swimmers.

Coaches, the team manager and chaperones must reside in the same hotel but in separate hotel rooms from the swimmers (unless they are a parent/guardian, sibling of the swimmer.)

If swimmers share a hotel room they shall be the same gender and should be of a similar age.

If there is a need for a coach, team manager or chaperone to meet with an athlete, a second adult must also be present.

Any allowable expenses incurred during the trip by a coach, chaperone or team manager will be reimbursed by NORAC only if the receipt is provided and in accordance with the NORAC Expense Reimbursement Policy.

When traveling by bus, a bus company with licensed drivers will be used.

Coaches, team managers or chaperones will not transport swimmers in their own vehicles (unless given written permission by parents/guardians).

When traveling outside of Ontario, all swimmers will be covered by insurance purchased by the Club through Swim Ontario.

Additional insurance can be purchased by each family if they choose to.

In the event that a swimmer is sent home prior to the end of the event, as a result of breaking the applicable Code of Conduct, the team manager or a chaperone will make arrangements to ensure that the swimmer will travel home safely. The swimmer will be responsible for the cost of the travel arrangements.

Swimmers will not be added to the traveling team after the Swim Meet Entry Deadline has passed.

#### Team Manager and Chaperone Selection:

Anyone interested in becoming a team manager or chaperone must apply to the NORAC of Directors for selection. The application must include a recent Vulnerable Sector Check.

Team managers and chaperones must be at least 25 years of age.

Decisions will be made by the Board of Directors (the Board) and Head Coach and will be based on:

- past experience with athletic teams and/or trips,
- organizational ability, and
- the specific needs as outlined by the Head Coach.

The team manager and chaperones must apply and be selected for each trip. Previous selection does not guarantee future selection.

The Head Coach will:

- determine the team travel events and corresponding dates.
- assume responsibility for the team.
- work with the team manager to discuss the travel, hotel, food and all other needs and the itinerary.
- communicate needs/costs of the trip to the Board, in a timely fashion.
- obtain permission from Swim Ontario for any travel outside of Ontario.
- arrange for the appropriate insurance.
- not be a chaperone.
- observe the Code of Conduct.
- sign the Team Travel Agreement and Consent Form.

Team Manager will:

- assume responsibility for all travel, food and hotel arrangements and all out-of-pool activities and needs (as planned by the Head Coach).
- arrange for hotel accommodations. Will choose a hotel according to best proximity to where event is happening and cost considerations and be familiar with the hotel cancellation policy.
- arrange food and/or restaurant options to ensure nutritious and timely availability of meals at breakfast, lunch and supper. Make inquiries regarding special dietary needs of swimmers, coaches and chaperones.
- arrange travel – flight, bus or van depending on the location of the meet and the number of participants travelling.
- arrange with the treasurer to provide all payments for food, travel and accommodation.

- provide a draft itinerary and estimate of accommodation, food and travel costs to NORAC members. This information is to be provided three months prior to the event if possible, but no later than one month prior.
- act as chief chaperone.
- liaise between the Head Coach and the parents/guardians of the swimmers regarding trip plans.
- bring a first aid kit and provide emergency contact information (email address, cell phone number) to parents/guardians and swimmers.
- consult with the Head Coach on disciplinary matters, and upon direction from the Head Coach, carry out any reasonable action necessary and inform the parents/guardians in a timely fashion.
- submit a trip summary report including financial statements, receipts etc. to the Board.
- observe the applicable Code(s) of Conduct.
- sign the Team Travel Agreement and Consent Form.

The chaperones will:

- assist the team manager in providing supervision for the swimmers for out-of-pool activities and in all other needs as required.
- report concerns to the team manager.
- observe the applicable Code(s) of Conduct.
- sign the Team Travel Agreement and Consent Form.

The swimmers/parents/guardians will:

- check the NORAC website to be aware of meets or events that require team travel,
- confirm participation in the team event with the team manager,
- pay a deposit of 50% of the total estimated cost of the team travel event by the deadline provided,
- pay the remainder of the cost when invoiced upon completion of the trip once actual costs are calculated,
- pay all deposits and amounts owing according to the set schedule and deadlines,
- once the deposit has been paid, the swimmer/family is committed to fulfill its obligation to pay the full cost of the trip even if the swimmer/family pulls out for any reason, or if the swimmer is sent home for any reason,
- be responsible for paying for any damages to the hotel room or its contents,
- be responsible for paying any expenses associated with the hotel room, such as phone calls and TV movie rentals.
- attend all team functions including meetings, practices, meals, meet session, etc. unless otherwise excused or instructed by the Head Coach or his/her designee,
- remain with the team at all times during the trip,
- not leave the competition venue, hotel, a restaurant or any other place at which the team has gathered without permission from the Head Coach or team manager.
- stay in groups of no less than three persons when visiting public places such as shopping malls, movie theatres, etc,
- observe the applicable Codes of Conduct
- sign (or have a parent/guardian sign) the Team Travel Agreement and Consent Form.

**Northumberland Aquatic Club Team Travel Agreement and Consent Form**

I have carefully read the applicable Codes of Conduct, understand them, and agree to abide by them.

If I break a Code of Conduct, I may be dismissed from the event, and sent home at my own expense.

Event \_\_\_\_\_

Date(s) of the Event \_\_\_\_\_

Participant's Name \_\_\_\_\_  
(please print)

Participant's Signature \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_  
(please print)

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

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

**Anyone not agreeing with any part of the NORAC Team Travel Policy may refuse to sign this agreement and will be excluded from participating in the event.**

**EMERGENCY CONTACT – MEDICAL INFORMATION**

This form must be completed prior to participating in team travel events. Swimmers will not be permitted to attend without this information being provided.

Swimmer's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

**CURRENT EMERGENCY INFORMATION:**

Home Telephone Number \_\_\_\_\_ Health Card Number \_\_\_\_\_

Mother's Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Father's Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Contact's Number \_\_\_\_\_

**CURRENT MEDICAL INFORMATION:**

1. If your son/daughter/ward wears or carries a medic alert bracelet, neck chain or card:

Please specify what is written on it: \_\_\_\_\_

First Aid procedures in case of incident: \_\_\_\_\_

\_\_\_\_\_

2. Date of last tetanus immunization: \_\_\_\_\_

3. If your son/daughter/ward is allergic to any drugs, foods, and/or medication, please specify:

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\_\_\_\_\_

4. First aid procedures in case of incident:

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5. If your son/daughter/ward takes any prescription drugs, please specify:

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Provide details (dosage, time):

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6. What medication(s) should your son/daughter/ward have on hand during the weekend?

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Who is authorized to administer the medication?

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7. Specify any other physical limitations your son/daughter/ward has that may affect their full participation with activities. Please provide pertinent details:

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8. Family doctor's name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**MEDICAL SERVICES AUTHORIZATION – (SIGNATURE REQUIRED TO PARTICIPATE)**

I understand that every reasonable effort will be made by the NORAC Head Coach, team manager or chaperone to contact the parents/guardians before any medical services are provided. In cases where contact is tried but not made I/we consent for medical personnel to administer medical and/or surgical services including anaesthesia and drugs.

Name of Parent/Guardian (please print): \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_