

TRAVEL POLICY — Conditionally Approved

CATEGORY: 1.0 High Performance

SECTION: 1.1 Travel

POLICY: 1.1.1 Travel Policy

APPROVED:

REVIEW DATE:

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PURPOSE

The purpose of this Policy is to inform athletes, parents, performance partners/sport assistants and coaches travelling to events of their responsibilities and the expectations of the CPSABC.

APPLICATION OF THIS POLICY

Specific individuals have responsibilities when teams travel for tournaments. These individuals include:

- Coaches
- Athletes
- Performance Partners/Sport Assistants
- Sport Staff and Assistants
- Team Managers
- Parents traveling with the athlete as Team Members
- Parents not traveling with the athlete but travelling as spectators

TRAVEL CONSENT FORM

Minor athletes (under 19 years of age) traveling with individuals other than their parent/guardian must keep with them a Minor Travel Consent Form (signed by their parent/guardian). A Minor Travel Consent Form is attached at the end of this Policy.

RESPONSIBILITIES

Coaches have the following responsibilities:

- Arrange all team meetings and training sessions
- Determine curfew times
- Work with the performance partners on all sport and potentially non-sport matters
- Report to the CPSABC any incident likely to bring discredit to the CPSABC
- Together with the chaperones (and/or parents) 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 CPSABC for further disciplinary action, if applicable, under the CPSABC Discipline and Complaints Policy
- Adhere to the CPSABC policies and procedures, particularly the Code of Conduct and Ethics

Athletes have the following responsibilities:

- Arrive at each event ready to participate
- Make any visitor requests to chaperones, Team Manager or Head Coach, whichever is applicable, before the visit is expected
- Always represent the CPSABC to the best of their abilities
- Communicate any problems or concerns to the coaches and chaperone
- Minor athletes will check-in with the chaperone when leaving their rooms
- Not leave the hotel alone or without permission of the Team Manager or Head Coach, whichever is applicable, and check-in when returning
- Adhere to the CPSABC policies and procedures, particularly the Code of Conduct and Ethics, and Team Member Agreement
- Selecting a performance partner (over 18 years of age) who is trained to meet their travel needs, and adhering to the Performance Partner Policy
- Connect with Team Manager about any issues off the court
- Connect with their direct coach about any issues on the court
- Adhere to coach or manager requests for team meetings, or team functions and be punctual to such events
- Adhere to coach requests for limiting outside activities (e.g., swimming, shopping)
- Report any athlete illness or injury

Performance Partners/Sport Assistants of athletes under 18 years of age have the following responsibilities:

- Obtain and carry any Minor Travel Consent Forms, emergency contact information, and medical information
- Adhere to coach or manager requests for team meetings, or team functions and be punctual to such events
- Adhere to coach requests for athlete curfew times
- Adhere to coach requests for limiting outside activities (e.g., swimming, shopping)
- Report any athlete illness or injury
- Report any incident likely to bring discredit to the CPSABC
- Inspect hotel rooms rented for damage before check-in and at check-out. Report any damage to the coach
- Approve visitors to the athlete accommodations, at their discretion
- Adhere to the CPSABC policies and procedures, particularly the Code of Conduct and Ethics

Team/Event Managers have the following responsibilities:

- Organize accommodations and inform coaches, athletes, performance partners/sport assistants, parents and chaperones how to register and pay for accommodations

- Room female and male athletes separately. Coaches must be roomed separately from athletes, unless the athlete is the child or spouse of the coach. Performance Partners/Sport Assistants may room with their designated athlete
- Coordinate and collect all National Boccia Training Squad and/or event fees

Performance Partners/Sport Assistants or Parents traveling with their child who is an athlete (regardless of age) are responsible for their child during the entirety of the event and have the following additional responsibilities:

- Pay all event fees prior to the start of travel
- 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
- Punctual drop off and pick up of their children at times and places indicated by coaches, unless serving the role of Performance Partner/Sport Assistant
- Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- Adhere to coach requests for athlete curfew times
- Adhere to coach requests for limiting outside activities (e.g., swimming, shopping)
- Report any athlete illness or injury
- Report any incident likely to bring discredit to the CPSABC
- Adhere to the CPSABC policies and procedures, particularly the Code of Conduct and Ethics
- If travelling outside of Canada, ensure that all passports are valid and not expired or about to expire

Parents not traveling with the athlete under 18 years of age have the following responsibilities:

- Assign to their child a chaperone from among the other parents in attendance. The chaperone may be a team coach, assistant coach, manager, performance partner/sport assistant
- Provide the chaperone with a Minor Travel Consent Form
- Provide the chaperone with emergency contact information
- Provide the chaperone with any necessary medical information
- Pay all event fees prior to the start of travel
- Provide the child with enough funds to pay for food and incidentals
- If travelling outside of Canada, ensure that all passports are valid and not expired or about to expire

APPENDIX A: MINOR 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 CPSABC:

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,

Name

Signature

Date

Name

Signature

Date