



## Travel Policy

### Purpose

1. The purpose of this Policy is to inform athletes, parents, coaches and chaperones traveling to events outside of Calgary of their responsibilities and the expectations of the Club.
2. To provide a clear and consistent understanding of travel expectations to the membership.
3. To ensure athletes/parents understand fiscal commitment when going on trips.
4. To ensure that athletes, coaches and chaperones are adequately covered from an insurance perspective in the event of an accident while on club travel.

### Application of this Policy

5. Certain individuals have responsibilities when teams or athletes travel outside the City. These individuals include:
  - a) Parents of a minor athlete
  - b) Chaperones
  - c) Coaches
  - d) Team Managers
  - e) Athletes

### Travel Consent Form

6. Minor athletes traveling with individuals other than their parent/guardian must submit a Travel Consent Form (signed by their parent/guardian) to the assigned Chaperone. A Travel Consent Form is provided as **Appendix A**.

### Responsibilities

7. Parents of a minor athlete are responsible for:
  - a) Pay all event fees prior to the start of travel.
  - b) Punctual drop off and pick up of their athletes at times and places indicated by coaches.
  - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events.
  - d) Report any athlete illness or injury prior to and during travel
  - e) Ensure that all passports are valid and not expired (when traveling outside of Canada).
  - f) Provide the chaperone with a Travel Consent Form.

- g) Provide the chaperone with emergency contact information.
  - h) Provide the chaperone with any necessary medical information.
  - i) Provide the child with enough funds to pay for food, snacks in the airport and incidentals. However for certain age groups, chaperones may determine to coordinate team meals during the tournament when it best suits the schedule or occasion. Specific details will be provided prior to each event.
8. Chaperones have the following responsibilities:
- a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information.
  - b) Punctual drop off and pick up of their children at times and places indicated by coaches.
  - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events.
  - d) Adhere to coach requests for athlete curfew times.
  - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.).
  - f) Report any athlete illness or injury.
  - g) Report any incident likely to bring discredit to the Club.
  - h) Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach.
  - i) Approve visitors to the athlete accommodations, at their discretion.
  - j) Adhere to the Club's policies and procedures, particularly the *Code of Conduct and Ethics*.
  - k) The Chaperone or coach should stay at the airport or pick up location until all athletes have been picked up by their parents.
9. 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 chaperones on all non-sport matters.
  - d) Report to the Club any incident likely to bring discredit to the Club.
  - e) 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 Club and AWPA for further disciplinary action, if applicable, under the *Discipline and Complaints Policy*.
  - f) Adhere to the Club's policies and procedures, particularly the *Code of Conduct and Ethics*.
  - g) The Chaperone or coach should stay at the airport or pick up location until all athletes have been picked up by their parents.
10. Team/Event Managers have the following responsibilities:
- a) Ensure there is one approved chaperone per team.
  - b) Organize accommodations
  - c) Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone.
11. Athletes have the following responsibilities:
- a) Arrive at each event ready to participate.
  - b) Make any visitor requests to chaperones before the visit is expected.
  - c) Represent the Club to the best of their abilities at all times.
  - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents.

- e) Check in with the chaperone when leaving their rooms.
- f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning.
- g) Adhere to the Club's policies and procedures, particularly the *Code of Conduct and Ethics*.

## Emergency Action Protocol

- 12. Aquatic venues have trained staff to deal with emergencies. Coaches and Chaperones will abide by instructions given to them from aquatic staff.
- 13. In case of emergencies outside of an aquatic venue, the Coach will take the lead. Followed by the Assistant Coach. If both coaches are not immediately present, the Chaperone is in charge.
  - a) The Coach will designate one adult to take care of injured athlete and one adult to stay with and monitor the rest of the team.
- 14. Preparation for an emergency will include:
  - a) All coaches are trained in CPR and Standard First Aid.
  - b) In the case of a concussion, coaches are aware of and will follow the steps outlined in [Water Polo Canada's Concussion Education Took-kit](#)
  - c) A first-aid kit should be readily available for use by either the coach or chaperone
  - d) Advance knowledge to the nearest emergency medical facility.
  - e) Be able to give directions to emergency personnel if necessary.
  - f) Ensure cell phone access is available for 911 calls.
  - g) Have needed emergency medical information, and phone numbers on them at all times.
- 15. Parents and Program Director should be notified immediately of any injury or situation.

## Senior / Major League Water Polo Travel

- 16. In addition to the Athlete Responsibilities listed above (11) Senior / MLWP athletes take full responsibility for:
  - a) Ensuring appropriate travel arrangements and accommodations are made for events or tournaments they participate in.
  - b) All costs associated with the event/tournament they choose to participate in including
    - i. Deposits, registration and coaching fees
    - ii. Accommodation, transportation, food
- 17. The Calgary Torpedoes Water Polo Club will assist in the registration of the event in the RAMP database once the registration fees have been received.