



## TRAVEL POLICY

All players 12U and younger will travel to tournaments with their parents or arrangements made by their parents, e.g. carpool.

All players 14U and older are expected to travel with the team and will share equally for the cost of the travel. (*Exceptions may apply*).

When traveling by coach-type bus, certified and professional drivers shall be used at all times.

Fifteen passenger vans are not to be used to transport players.

All players traveling with the team will share equally in the round trip cost of the bus and any other expenses incurred by the bus driver.

The coaching staff and chaperones traveling on the bus shall ensure that all movies shown and music played on the main bus system are age appropriate and content appropriate. The coaching staff or chaperone may stop a movie or music at any time if deemed inappropriate.

### Air Travel

Each player participating in an out-of-town tournament will share proportionately in the total cost of airline tickets for the team members, coaches and chaperones. Options will be given to travel by points or other ways, but those players are still responsible for their share of covering the coaches and chaperones' airline tickets.

Penalties and fees that result from changing or canceling travel arrangements will be charged to the individual player.

It is expected that all players will travel with the team under the supervision of the team chaperone on arranged flights and ground transportation.

In case of multiple team flights, a chaperone or member of the coaching staff shall accompany each group of players; only for the flights in which the club is responsible for.

If a player is traveling using travel points, they are responsible for all personal travel arrangements and supervision to join up with the team. If the player is traveling on a different flight than the club, that player may be unsupervised until they meet up with the team.



### Supervision during Transportation

On arrival home, whether at the bus drop off point or at the airport, the chaperone shall stay with the players, under the age of 18 years old, until they are picked up by a parent, guardian, or designated adult as communicated by the parent or guardian.

### Team Accommodations

All players entered in out-of-town games / tournaments shall share equally for the cost of the accommodations for the team members, coaches and chaperones.

For 12U players, the parents can stay in the same hotel as the players. The 12U player can choose to stay in the hotel room with either the team or their parents. This will be decided and communicated prior to the club making the travel arrangements.

For 14U players, the parents can stay in the same hotel as the players but the players are expected to travel with the team and stay in the hotel rooms with the team.

For player 15U and older, the parents may come to the games / tournaments but are asked to stay at a different hotel than the players. The players are expected to travel and stay in the hotel with the team.

### Food & Beverages during Tournaments & Team Travel

Chaperones are responsible for ensuring that players have been offered food.

After direction from the coaches, chaperones are responsible for organizing all main meals – locations, reservations, and transportation.

The opportunity to provide snacks is at the discretion of the chaperone. If no snacks are provided, the team manager will inform the players and parents to send them with the player.

Coaches and chaperones shall submit receipts of costs incurred to the Operations Manager who will prepare and submit an expense report and reimbursement, if required.

### Code of Conduct and Discipline Responsibilities

Coaches shall be responsible for all players on deck at the pool.

No one can participate in team travel events if he/she has not signed the Team Travel Agreement

The expenses incurred in sending a player home early due to code of conduct issues shall be the sole responsibility of that player's family.



Chaperones and coaching staff shall communicate and consult each other in regards to all discipline issues.

Communication with parents, whether they are home or on location, in regards to player code of conduct violations or discipline issues shall be done at earliest possible opportunity.

#### *Sick or Injured Players*

Medical attention shall be sought for sick or injured players, when necessary.

Tiburón Waterpolo Club does not allow chaperones to administer medication of any kind whether it is over-the-counter or prescription medication. Parents and/or players should advise the chaperone if the player is currently taking medications and / or if there is any recent changes to the players' health.

A picture or photocopy of the Medicare card or the actual card shall be sent with the player or given to the chaperone to carry.

#### *Liability & Insurance Coverage*

Players, coaches, and volunteers are covered under the Waterpolo Canada Insurance Policy. This insurance policy is designed to pay accidental benefits related to injuries arising from participation in or transportation to and from a sanctioned event.

#### *Chaperone Requirements*

Chaperones are required for all team travel that requires an overnight stay.

Chaperones must be designated but not required to stay with the team if the players are all over the age of 18 years old.

There must be one chaperone per team in the event that the teams are in two locations at the same time.

Chaperone to player ratio shall take into account the age of the players participating in the event. To ensure a successful trip, events with younger player who are not as experienced with team travel may require more chaperones or a lower chaperone to player ratio.

Chaperones shall be a parent or guardian of a Tiburón Waterpolo player in good standing.

Chaperones shall not have any sanctions from the sporting community.



Chaperones should preferably be parents of players attending the event. If they are unable, priority shall be first given to other members of the board, then other volunteers of the Club, then other Club members.

Chaperones shall be at least 25 years of age.

Chaperones shall travel with the team to and from the pool.

Chaperones shall reside in separate hotel rooms from athletes, including their own children.

Chaperones should not meet alone with a player in a closed-door room. Should there be a need for a one-on-one meeting, it should be done with an open door, in a public place, with another chaperone present, or with the coaching staff.

Chaperones shall not officiate nor volunteer at the event in any capacity other than as a Tiburon Waterpolo Club chaperone.

Chaperones shall not use tobacco in the presence of players.

Chaperones shall not consume nor possess illicit drugs or narcotics at any time during team travel events.

Police background checks are required for all chaperones.

### Chaperone Responsibilities

Ensure you have all the information required:

1. List of players attending
2. Players' Medical Information sheet
3. Transportation information – list of players and vehicles they are traveling in
4. Travel itinerary – details on when traveling to / from accommodations to event facility
5. Pool information, including directions
6. Accommodation information including directions to pool from hotel, room assignments
7. Game schedule

(This information will be prepared by the Facility Manager, the Operations Manager and/or coach and will be given to the chaperone prior to leaving for the event)

Introduce yourself to all the players so he/she know who to contact for issues

Prior to leaving departure point and each stop, ensure that each player is accounted for.



Be available during the time at the pool, at the accommodations and during transportation. While at the pool, chaperones are not to be on deck but available to the players. If a player leaves the pool deck (with permission from the coach), they are to inform the chaperone.

Hold on to Medical forms, player money, passports, etc... as necessary.

Inform the players which room they are in and provide the phone extension or phone number in case of emergency.

Make rounds while at the hotel to ensure that all players are accounted for, in their assigned rooms, and in bed at the requested "light-out" time.

Make sure all players are awake and ready to go by the time designated by the coach.

Report incidences of inappropriate behavior to the head coach.

Communicate with the players, coaches, parents, and Head Coach as necessary.

Check player hotel rooms for forgotten items and ensure they are left in good condition.

Upon return to drop off point, ensure all players are picked up and all possessions have been claimed.

While traveling, the chaperone represents the Tiburon Waterpolo Club to the same expected standard of the players. You are on duty and are responsible for all players for the entire time.

### Coaches Responsibilities

Ensure you have all of the information required

1. Player team rosters
2. Game schedule
3. Travel itinerary – details on when traveling to / from accommodations to event facility

Introduce yourself to the chaperone and provide your phone number

Are responsible for all players while they are at the pool. Players are to ask your permission to leave the pool deck and must inform you and / or the chaperone where they will be and when they will return.

Communicate with the players, coaches, parents, and team manager as necessary.

Communicate game times and coordinate travel to /from accommodations with chaperone.



Communicate any issues or player injury / illness with the chaperone.

While traveling, the coaches represent Tiburon Waterpolo Club to the same expected standard of the players. You are expected to act in a professional manner at all times.

*Drivers Requirements and Responsibilities*

Drivers must be at least 25 years of age and hold a valid driver's license.

Drivers must exercise mature driving judgment, especially during poor weather and visibility conditions.

Drivers should not drive when tired or unable to function at normal level of efficiency.

Drivers and passengers should not smoke in the vehicle.

The vehicle's maximum passenger limit must be respected.

Drivers are to ensure that seat belts are used at all times.

The vehicle must be equipped with snow tires in good condition from November 15<sup>th</sup> to March 15<sup>th</sup> in Quebec.

Drivers should have the chaperone and coaches contact information and travel itinerary 24hours prior to departure.



## TEAM TRAVEL AGREEMENT

Tiburón Waterpolo Club players and their parents represent themselves, the team, the sport of Waterpolo, and their community when traveling. We would like to project an image that makes us proud of our sport and our players. All those traveling with the club will abide by the Code of Conduct Policy.

Responsible, mature, and respectful behavior is expected at all times. Players are expected to represent the Tiburón Waterpolo Club in a positive manner.

Male and female players must, at no time, be in each other's hotel rooms with the doors closed

Athletes from other teams are not allowed in the players' hotel rooms, unless approval has been given by the coach and/or chaperone.

All players are expected to respect each individual's needs for rest / study time.

Curfews are determined by the coaches and chaperones to ensure proper rest for the players. These must be adhered to at all times. These curfews include time in rooms, times for "lights out", and when the players must be quiet.

Players must wear the required team uniform for travel and when on deck.

Players must remain with the team. If they leave the pool deck, they must speak with the coach prior to doing so. Players are NOT to leave the accommodations without explicit permission from the chaperone. Chaperones must know where the players are at all times.

Inappropriate behavior will be dealt with on an individual basis and action may be taken immediately or upon return home. Action will be in accordance to the Code of Conduct Policy

Failure to comply may result in being benched from a game, benched from the tournament, or in severe cases sent home at his/her expense. Players may also be excluded from future events.

Once committed to a game / tournament (as done by indicating interest in Team Snap and confirming participation to the Operations or Facility Manager), the player is responsible for all costs associated for that game / tournament. This includes if the player is unable to attend for illness, injury, or personal reasons.

Player who doesn't agree with all conditions listed above may elect not to participate in the trip

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Parent / Guardian Signature

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Player Signature

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Date