

Aquasonics Artistic Swimming Club - Travel Policy

The purpose of this policy is to establish clear expectations and procedures for travel to competitions, training camps, and club-related events for members of **the Aquasonics Artistic Swimming Club** ("the Club").

This policy aims to:

- Promote the **safety and well-being of athletes**
 - Clarify **roles and responsibilities** during travel
 - Ensure compliance with **BCSSA rules, Safe Sport principles, and conduct policies**
 - Protect the **Club, athletes, coaches, volunteers, and parents**
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This policy applies to all individuals participating in Club travel activities, including:

- Athletes
- Coaches
- Volunteers
- Board members
- Parents/guardians accompanying the team

The policy applies to travel for:

- Competitions / Swim meets
- Training camps
- Team events

1. Travel Approval

All Club-organized travel must be approved by the **Head Coach or Board of Directors**.

Approval information should include:

- Event name and location
- Travel dates
- Accommodation arrangements
- Transportation plan
- Assigned responsible adults

The Club will communicate travel details to parents/guardians in advance. Club insurance only covers athletes and coaches at pool facilities, no club insurance is provided for travel or events outside of regular training locations. Families/athletes/coaches are responsible for ensuring their own insurance coverage for travel / team events outside the pool or training facility.



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5. Athlete Eligibility for Travel

To participate in travel events, athletes must:

- Be registered members of the Club
- Be in **good standing**
- Follow Club policies and the **Code of Conduct**
- Have submitted in advance all required **training and competition payments, waivers, consent forms and medical forms (if applicable)**

The **Head Coach** has final authority regarding athlete participation in travel events.

6. Financial Responsibilities

The competing athlete and their family are responsible to cover their fees and expenses for:

- Athlete competition entry fees and coaching time during competitions
- Pay for private accommodation if travelling as a family, or as arranged by the chaperone for team supervised travel
- Transportation
- Team meals if provided during the competition/travel

Fees and payment deadlines will be communicated prior to travel. Families are responsible for any **personal expenses** incurred by athletes.

7. Supervision Requirements

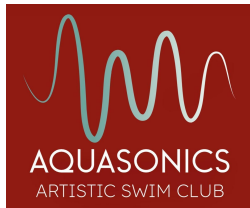
The designated chaperone will ensure appropriate supervision of athletes.

Recommended ratios:

- **12 & Under:** 1 responsible adult per 6–8 athletes
- **13–15:** 1 responsible adult per 8–10 athletes
- **16+:** 1 responsible adult per 10–12 athletes

Additional requirements:

- At least **two screened adult chaperones present whenever possible**
- Adults must complete **required background screening** in accordance with BCSSA Safe Sport requirements
- **Male and female supervision** should be provided when possible if athletes of different genders are present



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8. Transportation

Transportation arrangements may include:

- Parent carpools
- Chartered buses
- Commercial transportation
- Coach or volunteer drivers

8. Driving Requirements

Drivers transporting athletes must:

- Hold a valid driver's license
- Have appropriate vehicle and liability insurance coverage
- Ensure all passengers use **seatbelts**
- Avoid distracted driving

Whenever possible:

- Athletes should travel with **multiple athletes per vehicle if chaperoned**
- **One-on-one transport between an adult and a minor should be avoided**

Parents must provide advanced **written consent** and release of indemnity for athletes traveling without their guardian.

8. Accommodation

When overnight stays are required:

- Athletes will share rooms with **teammates of similar age and gender**
- Coaches and athletes **must not share rooms**
- Chaperoning adults should stay in separate rooms (when not from the same family as the athlete)

The Head Coach or chaperone may set:

- Curfews
- Lights-out times / electronic device time-out
- Team meeting schedules

Athletes must remain in their assigned rooms after curfew unless authorized.

9. Athlete Conduct During Travel

Athletes must:

- Follow the **Club Code of Conduct**



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- Respect teammates, coaches, officials, and hotel staff
- Follow safety instructions
- Represent the Club in a positive manner

If the code of conduct and safety policies are not adhered to, parents will be called to pick up their athlete or the athlete will be sent home via the next available transport option.

10. Medical and Emergency Procedures

The Club will ensure that:

- Emergency contact information is available for all athletes
- Medical information and allergies are recorded
- Coaches know how to access emergency services

In case of medical emergency, the following order of actions will be followed:

1. Provide immediate care
2. Contact emergency services if required
3. Notify the athlete's parent/guardian
4. Inform the Head Coach and Club Board
5. Incident reports must be completed following any serious event and kept in club files.

11. Communication With Parents

Parents/guardians will receive:

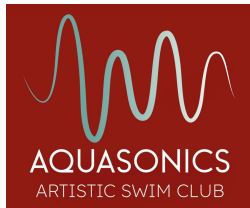
- Travel itinerary
- Accommodation information
- Emergency contact numbers
- Competition schedule (as soon as it becomes available)

Parents are encouraged to communicate with coaches or team managers regarding any concerns.

14. Parent/Guardian Responsibilities

Parents/guardians must:

- Ensure athletes understand travel expectations



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- Provide accurate medical information
- Submit required consent forms
- Arrange prompt pickup if an athlete must return home early

Parents should also support the Club's travel rules and decisions.

15. Policy Violations

Failure to comply with this policy may result in:

- Removal from the trip
- Suspension from future travel
- Disciplinary review by the Club Board

Serious violations may also be reported to **BCSSA and CAS**.

Definitions

Minor Athlete

Any athlete under the age of 19.

Responsible Adult

A screened and approved adult assigned by the Club to supervise athletes during travel.

Club Travel Event

Any competition or event where athletes travel outside the Club's normal training location under Club coordination.