



## **Highwood Current Swim Club (CRNT)**

### **Swim Meet & Team Travel Policy**

This Policy will govern the arrangements relating to team travel of CRNT. Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct.

#### **Eligibility for Team Travel**

The 2022/23 season's swim meet schedule will be selected by the Head Coach and approved by the Board of Directors. This will determine the budget for travel expenses for the year.

Invitational swim meets minimum standards to have coaches attend a swim meet are:

- 6 swimmers to attend
- Up to 10 swimmers - one coach to attend
- 11-20 swimmers - two coaches to attend
- 21 and over - 3 coaches to attend

If there are less than 6 swimmers committed to attend a swim meet, the board will put it up to vote to see if we as a club will attend the swim meet or not. If the board votes that we are not attending, the board can also vote on if the members who are committed to attend can attend, however the members attending shall split the coach's travel expenses as per the CRNT approval rate below in section 3.

#### **Travel Consent Form**

Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian).

- Swimmers aged 11 and over require the consent of the coach and parents.
- Swimmers aged 10 and under are required to travel, stay and dine with parents for all team travel meets
- If a parent of a 10 and under swimmer requests to travel and stay with another parent, arrangements must be made between the parents with consent of the parents, and the coach.

#### **General Policies**

- a) Travel Consent Form and CRNT code of conduct must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
- c) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.

## **Liability and Accident Insurance**

1. Swimmers, coaches and volunteers are covered under Swim Alberta's Insurance Policy. Refer to the policy for details.
2. Swim Alberta shall be notified when the club participates in out-of-province activities. Separate insurance forms shall be filled out and sent in to Swim Alberta.

## **Cost of Team Travel**

Payment of a 50% deposit of the estimated team travel meet fees will be required by the sign-up deadline set by the coaching staff. Full payment is due before scratch deadlines. If not paid, the member will be notified and has till noon on the day of the scratch deadline to pay. If not paid, the swimmer will be removed from the meet on the scratch deadline and will not be able to attend. If a swimmer scratches out of a meet after the scratch deadline, there is no refund on meet fees paid.

## **Coach Travel & Accommodation Costs**

- a) All swimmers entered and/or participating in a team travel meet will share equally in the costs incurred by the coaches, except in the case of championship meets where four or fewer swimmers are attending. In this case, the Swim Club will pay for all coach travel and accommodation costs.
- b) Coaches shall submit all receipts for reimbursement to the treasurer within one week of the end of the event for all approved costs incurred:
  - i) Accommodation - single occupancy up to \$150.00/day
  - ii) An Expense of up to \$50.00/ day for meets outside of the Calgary area (75km from home)
  - iii) Mileage Reimbursement - \$0.55/ kilometer
- c) Families whose swimmer drops out of a swim meet after the scratch deadline will be charged meet fees and their share of the coaching fees.

Date of initial approval by CRNT BOD: June 28, 2022

Date reviewed and approved: N/A

Reviewed By: CRNT BOD

Future revision date: June 28, 2024