



Policy Category	Advocacy
Policy Name	CDMFA Policy for Team Travel
Source	Football Alberta, Alberta Association of Chiefs of Police, Edmonton Police Service, Government of Alberta “Criminal Record/Police Information Check Requirements” June 2021, Rugby Alberta, Coaching Association of Canada
Date	Approved 2023-03, 2024-03

## Team Travel Policy

### Purpose

CDMFA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player’s experience.

### Local Travel:

1. Local travel occurs when CDMFA does not sponsor, coordinate or arrange for travel.
2. Players and/or their parents/guardians are responsible for making all arrangements for local travel.
3. The employees, coaches and/or volunteers of CDMFA are required to follow the “Rule of Two” as per the Coaching Association of Canada when driving with an unrelated minor player without explicit supervision.

### Team Travel:

1. Team travel is overnight travel that is coordinated by CDMFA.
2. Any athlete, parent, coach, chaperone or any other person is prohibited from taking any photos, videos of any kind inside of player/coach or chaperone sleeping rooms, without exception.
3. Any coach, staff, parent or volunteer is required to have completed the appropriate background screening as outlined by the club’s Coach & Volunteer Background screening before being eligible to volunteer as Team Travel Chaperones.
  - a. Applications to volunteer as team travel chaperones are to be submitted to the appropriate persons a minimum of 2 weeks prior to travel and are to be approved by CDMFA no less than 1 week prior to travel date.
4. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a player (unless the coach is the parent, guardian or sibling of the player).
5. The coach or his/her designee will establish a curfew for all players to be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two adults approved as team travel chaperones. At no time will only one adult be present in a room with minor players, regardless of gender, unless they are the parent, guardian or sibling of that player.
6. At all times, and especially during special circumstances that arise during team travel (e.g. curfew checks, etc.), the “Rule of Two” must be followed:
  - a. The coach/un-related chaperone is never alone or out of sight with a minor athlete.
  - b. Two NCCP trained or certified/screened chaperones should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a



locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of the second coach except for medical emergencies.

- c. One of the coaches/chaperones present must also be of the same gender as the athlete.
  - d. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.
7. Individual meetings between a coach and players may not occur in hotel sleeping rooms.
  8. No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
  9. If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.

Refer to the Finance Policy & Procedure document regarding travel reimbursement.