

Edmonton Auroras Travel Policies

Purpose of Travel Policies

During the year, Swimmers from all levels of the Edmonton Auroras Synchronized Swim Club (Edmonton Auroras or Club) attend out-of-town Meets. All aspects of travel to Meets is managed by the Travel Coordinator in conjunction with the Program Manager who will choose the vendors to provide services that best meet the needs of the Swimmers.

Application of this Policy

This policy applies to any Swimmer registered in Programming offered by Edmonton Auroras, coaches and Parents.

This policy is written to allow Family travel or Chaperone Travel. At the beginning of the season teams will have the opportunity to vote whether they would prefer family travel or chaperone travel for that season. The majority of that team's vote will choose the type of travel for that season.

Definitions

This document inherits any and all definitions from Edmonton Auroras Bylaws.

- **“Chaperone”** - A Parent volunteer who has been selected by the Travel Coordinator to travel with the team. A Chaperone is a Designated Person as defined in the Alberta Artistic Swimming Screening Policy.
- **“Event”** - A scheduled competition that has been organized by, or Sanctioned by a governing body in the sport of Artistic Swimming. Governing bodies include but are not limited to Alberta Artistic Swimming (“AAS”), Canada Artistic Swimming (“CAS”), Fédération internationale de natation (“FINA”).
- **“Executive”** - the Board of Directors of Edmonton Auroras.
- **“Fees & Expenses”** - As defined in the Edmonton Auroras Financial Policy.
- **“Head Chaperone”** - The Parent volunteer responsible for coordinating the Chaperones/Parents while Edmonton Auroras Swimmers are traveling for a Meet or Event during chaperone travel.. The Head Chaperone is accountable to the Travel Coordinator.
- **“Parent”** - Means parent and/or Guardian
- **“Program Manager”** - An employee of Edmonton Auroras that reports to the President and is responsible for the hiring and management of coaches and other contractors related to the Programming.
- **“Programming Staff”** - The Programming Staff shall include the Program Manager and coach or coaches for each individual team.
- **“Swimmer(s)”** - an individual who is registered as a member in Programming offered by Edmonton Auroras. Swimmers can include Non-Competitive Members, Competitive Members and members of the general public enrolled in Programming.
- **“Team Parent”** - A Parent volunteer who has been selected by the Travel Coordinator to organize families during family travel and to make schedules when necessary to ensure all families are organized and on time. The Team Parent is accountable to the Travel Coordinator.

- **“Travel Coordinator”** - the Parent volunteer responsible for coordination of the Chaperones/Parents in advance of any travel done for Edmonton Auroras. The Travel Coordinator is accountable to the Executive.

Travel Rules and Regulations

- During Travel all Swimmers must be available to the Club at all times during travel at the Event.
 - Schedules will be provided by the Program Manager and/or the Team Parent and Swimmers are required to attend all scheduled team events including workouts, land drill, meals and outings.
 - Swimmers will be required to attend team suppers, there is usually one per Event for shorter Events. National Meets will likely have more than one scheduled team supper.
- Swimmers must stay at the designated hotel for the Event.
- Parents shall not book extra curricular activities for their Swimmer during an Event without the prior permission of the Program Manager/Lead Team Coach.
- For Family Travel, Parents are responsible for their Swimmer to, from and during Events.
 - Parents are responsible for all costs associated with their own travel.
 - Parents will be invited to pre-travel meetings and a chat group will be created to organize the sharing of Parental duties during the event for their team.
 - A Team Parent will be named to organize the following duties so that Parents can share the work related to;
 - Meal order & pick up while Swimmers are at the pool. Parents can work together for any or all meals as well.
 - Driving Swimmers to and from the pool
 - Pool supervision.
- For Family Travel, if for some reason a Parents cannot attend an Event and needs their Swimmer supervised for the entirety of that Event they shall;
 - make private arrangements with another Parent on their team to supervise their Swimmer for the duration of the Event.
 - If arrangements cannot be made, the Program Manager and Travel Coordinator should be contacted to assist.
 - The Program Manager and Travel Coordinator should be notified by September 30 if a Swimmer will not be attending any Event throughout the season. This is not optional for National Stream Swimmers - all competitions are mandatory for National Stream.

Transportation to and from Events

- Family Travel
 - It is the responsibility of the Parents to get their Swimmer to and from the Events. Private arrangements can be made if a Parent requires assistance.
 - Flights - Swimmers will be given specific days and times to book their flights.
 - If Parents would like to ask the Travel Coordinator to book a block of flights this can be arranged and they will be billed directly.
 - Reminder - Swimmers cannot miss practices leading up to the competition.
- Chaperone Travel
 - It is mandatory that Swimmers, Coaches and Chaperones travel together to and from Events.
 - If a Parent wants to use travel points for their Swimmers' flight they must contact the Travel Coordinator. Using personal points for flights to book a Swimmer outside of the group booking will only be allowed if organized with the Travel Coordinator. It will be mandatory that the Swimmers flight matches that of the group booking.
 - If arrangements to use points were not discussed with the Travel Coordinator prior to the group booking and the time to cancel seats from the group booking has passed, the use of points will not be allowed.

Accommodations at Meet & Events

- Accommodations will be booked with the following guidelines:
 - The Travel Coordinator will consider cost, location, on-site facilities, proximity to the pool, and access to amenities.
 - Wherever possible the Travel Coordinator will attempt to book accommodations with adequate cooking facilities to assist families with the nutritional needs of their Swimmers. As well, attempts will be made to book accommodations that provide breakfast.
 - Non-smoking rooms, in close proximity will be requested.
 - **It is mandatory that Swimmers stay in the accommodations chosen by the Club.** This provides the Swimmers with time for team bonding for coaches and Swimmers, opportunities for mental and physical conditioning during the competition and ensures seamless organization of daily routines among Swimmers and coaches.
- The Travel Coordinator will be responsible for making reservations for the Club and will contract a block of rooms with the designated facility. The Travel Coordinator will send an email to Parents to release the rooms approximately **sixty days** prior to a Event.

- For Family Travel, **Parents must then call the hotel and make arrangements to book the room under their name prior to thirty days before the competition.** Thirty days prior to the competition if the Parents haven't booked their room out of the block of held rooms they will not have access anymore as the hotel will take the rooms back into their inventory.
- For family travel, if Swimmers want to room with each other, Parents can organize this on their own.
- For Chaperone travel swimmers rooms would be booked by the club, the Travel coordinator would still book a block of rooms for parents if possible and parents would be contacted to put those rooms under their own name as per instructions above.

Parent Responsibilities

It is the responsibility of Parents to make sure that:

- They read and respond to emails from the Travel Coordinator when required to do so.
- Swimmers arrive on time for all times listed on the Event schedule.
- Swimmers have packed all the necessary items for the competition. A list will be sent out prior to the Event by either the Head Coach or the Travel Coordinator.
- Parents will behave as goodwill ambassadors for the Edmonton Auroras. Act in a responsible and respectful manner at all times.
- Parents are not allowed on deck unless competing or serving in an official capacity.
- For Family Travel, Parents will provide supervision of their Swimmer outside of competition hours.
 - Parental supervision is required during competition hours, but not all Parents will be required. A Team Parent can be designated to organize two Parents per their team to remain at the pool during competitions – Parents should take turns so a schedule may be drafted by the Team Parent on site.

Coach Travel Costs

Coaches' costs for attending an Event will be split evenly between all Swimmers. If the Coach of a Swimmer with an extra routine is not attending the Event the Swimmer may request the Head Coach allow the coach to attend at the Swimmers' expense.

Coach costs may include but not exclusive to;

- Transportation
- Accommodations
- Meals

Chaperone Travel

The Chaperone Travel policy will govern a team if Chaperone Travel is voted in at the start of the season. In Chaperone Travel, the Chaperones fees will be paid for by the Swimmers traveling under their supervision. Chaperone travel costs covered include airfare, meals, hotel, transportation and entry into the event. There shall be one chaperone to every four Swimmers to ensure there is proper supervision.

Club's Right to instate Chaperone Travel

If a team has chosen Family Travel but the numbers of Parents available to attend an Event fall below one Parent for every four Swimmers, the Executive can be asked to make a resolution that the Club will then revert to Chaperone Travel.

Selections of Chaperones

- On all female teams only female chaperones will be considered. In the event there are male Swimmers, then male chaperones will be considered.
- There is an expectation that a Parent for each Swimmer will Chaperone once per season, unless repeat Chaperoning is required or other Parents have declined due to extenuating circumstances.
- An appropriate Chaperone/Swimmer ratio is determined depending on factors including, but not limited to, Swimmers age, accommodation configuration and maturity of the Swimmers.
 - At the 13-15 and Junior age group levels, Chaperones are not required to stay in the same room as Swimmers, but in close proximity therefore one chaperone to every four Swimmers will ensure that there is proper supervision.
 - When a chaperone is required to stay in the room of younger Swimmers, the ratio will be set lower to ensure each Swimmer has proper supervision.
- Coaches may only be considered as chaperones in unique circumstances and upon approval from the Executive.
- Chaperones must have the following checks completed:
 - Complete the Chaperone Registration Form for the purpose of providing Edmonton Auroras the information necessary to register the Chaperone with AAS or CAS.
 - Criminal background check with a vulnerable sector check from your local police department. (Upon request the Club President can provide a letter indicating you are a volunteer with you as some police detachments don't charge a fee for vulnerable criminal record checks when a volunteer letter is provided)
 - A Sterling Talent Solutions background check; there is a fee associated with the background check. This will be reimbursed by the Club for chaperones selected for an event.

- Copy of a valid Driver's license and a current Driver's abstract showing a minimum of 5 years of driver history. This will be reimbursed by the Club for chaperones selected for an event.
- Proof of vehicle insurance

Chaperone Responsibilities

- Ensure the safety of the group as a whole throughout the trip.
- Adhere to the Edmonton Auroras policies and guidelines.
- Travel with the team to and from the out of town trip.
- Follow the schedule and plan as directed by Travel Coordinator, Coaches and Lead Chaperone (ie. accommodation, transportation, meals, and attendance at all Event functions).
- Ensure Swimmers' sleep, dietary, transport, safety and emotional needs are met for the duration of the Event.
 - Meals will be catered/provided for/purchased and Chaperones will arrange/pick up meals. Chaperones will not be required to provide home cooked meals due to the team schedule and it may be difficult to meet the multiple dietary needs of all Swimmers.
 - Be aware of the allergies and dietary restrictions of each Swimmer prior to the trip.
- Supervise the Swimmers when they are not in the care of their coach at the pool. This includes travel to Events, trips between cities, attendance at facilities and hotels, etc. This supervision, while not in the care of a coach, is to be continuous for the duration of the entire Event, trips between cities, attendance at facilities and hotels, etc.
- Report to the assigned Lead Chaperone and/or Team Lead Coaches for the duration of the Event.
- Be aware of specific hotel rules to ensure the Club does not incur charges for damages or missing items.
- Be willing and able to drive a vehicle while at an Event if necessary for the purpose of Swimmer transportation, grocery and supplies shopping, etc.
- Keep emergency documentation for each Swimmer which includes: full names, ages, Parent names and phone numbers, emergency contact information, AHC numbers, medical information, special information, etc. that will be provided by the Travel Coordinator.
- Be aware of any medical conditions, allergies, or circumstances that each Swimmer may have as declared by their Parents. Instructions for any medication or support required during the trip will be discussed with the Parent prior to departure.
- Remain with Swimmers upon return to Edmonton until they have been met by their families.
- Safeguard the Swimmers' plane tickets, identification, keys, valuables, and money.

- Under no circumstance consume any alcoholic beverage, cannabis or other illegal substance while chaperoning.
- The assigned Lead Chaperone for out-of-town trips will carry the Club First Aid Kit and is responsible for giving it to the next Lead Chaperone for subsequent trips.

Rooming list

Rooming lists are developed by the Travel Coordinator and Programming Staff taking into consideration Swimmer ages and competition events. For example, duets are often roomed together so a potential early wake-up call does not disrupt the entire team.

Illness/Injury

Should a Swimmer become ill or injured during an out-of-town Event, where the Parent is available, they will attend to the afflicted Swimmer. In the event that the Parent is not attending the Event, a Chaperone (preferably from a team which has two chaperones) will stay with the afflicted Swimmer at the hotel while the other Swimmers attend the planned events.

Discipline

A Chaperone will immediately inform the Lead Team Coach of any incident requiring disciplinary action. Within 48 hours of returning home, the Swimmer's Parent(s) should be informed about the incident in writing by the Programming Staff and/or member of the Executive. A copy should also be given to the team coach and the Edmonton Auroras President. It will then be dealt with through the Discipline Policy within 7 days, or longer time as agreed to by all parties.

Pandemic Circumstances

In consultation with the Program Manager, the Travel Director may choose to authorize alternative approaches to travel relative to what is set forth in this policy to minimize risks associated with a pandemic (i.e. COVID19), including (but not limited to) asking families to make their own travel arrangements.

Medical Emergency Procedures During a Pandemic

What to do if a Swimmer experiences a medical emergency

- Assess the Swimmer, get the attention of the lifeguards or and call 911 if necessary.
- Give your name, location, telephone number you are calling from. Tell what happened, who needs help, and the condition of the Swimmer. Tell what assistance is being given. Don't hang up the phone.
- Clear the area around the Swimmer. Assign someone to continue to keep the area clear.
- Contact the Parent of the Swimmer as soon as possible. They may have important information about the Swimmer which medical personnel would need to know such as names of medications, etc.

- Alert the Head Coach (and/or assigned lead coach).
- Alert the Edmonton Auroras President (or assigned Executive member).
- Alert the Chaperone of the Swimmer.

The safety and health of the Swimmer is always the priority. Keep your attention on the Swimmer and have others help with communication paths.

If the Parent is present:

Who is allowed on deck?

- Programming Staff, Parent of the Swimmer

Who goes to the hospital?

- Swimmer and Parent of the Swimmer.

If the Parent is not present:

Who is allowed on deck?

- Programming Staff, Edmonton Auroras President or alternate Executive member, Chaperone of the Swimmer (if other Swimmers in her charge are under supervision or already on deck).

Who goes to the hospital?

- Swimmer
- Edmonton Auroras President or alternate assigned Executive member.
- Programming Staff – if they wish and if the other Swimmers are not under their care. Coaches should not be placed into a situation where they are the sole source of decision making for the Swimmer’s medical care. Another adult must be in attendance.
- Chaperones have other Swimmers to attend to so they must continue to ensure that all Swimmers in their care have supervision.
- Other Swimmers should not go to the hospital as this creates another person who needs to be supervised by the adult in attendance. Emergency rooms offer their own challenges and risks. You never know what will come in the door. All the focus needs to remain on the Swimmer who has had the emergency medical situation occur. Stays in the emergency room can also be very long.

Important: Fill out an incident report and send it into Alberta Artistic Swimming within 72 hours of an incident. This is necessary for insurance coverage.

Incident/Injury Report Form

https://albertaartisticswimming.formstack.com/forms/aas_incident_injury_tracker

Extra Travel

There may be opportunity for extra team travel, defined as those Events that fall outside of the Alberta Artistic Swimming calendar.

The Program Manager has to support and the Executive has to approve Extra Travel. Team Parents are responsible for coordination of all aspects of any extra travel, including application for the travel to be sanctioned through Alberta Artistic Swimming. All costs associated with this travel (including coach wage costs) are divided evenly among the team families and will include all the costs for chaperones and coaches.

When two or more teams representing Edmonton Auroras participate in Extra Travel, the Club will allocate Travel Coordinator resources and this policy will apply (ie: the booking of airfares, accommodation, ground transportation, communication of schedules, etc).

Policy Change History

This document is part of the Edmonton Aurora Artistic Swim Club's policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description