



Approved by: Board

Effective Date: Nov 2021

Updated: July 2023

Policy Title

Team Travel Operations Policy

Policy Objective

To provide guidance and expectations for the prudent operation of team travel within the Club. Beginning in the U14 age group and above, the programs become more travel intensive and the Club desires to operate Team Travel to: promote cost sustainability, prioritize athlete safety, and to increase the fun and comradery level among the athletes.

The Club intends to offer Team Travel for most, but not all, Events in U14+ as decided by the Alpine Committee.

Each event will have at least one Chaperone but that Chaperone may also be the Coach for that Event. For Events of 3 days on snow or more, the Club will endeavor to provide accommodation Units with Kitchens for Athletes. It is important for Parents to understand that the Club's Team Travel operations do not provide 24hr surveillance on the Athletes. Athletes are expected to learn to be responsible independent actors.

Emergency Response Plans are generally posted as part of the Trip Info Sheets.

Procedure

Definitions:

“Chaperone”: refers to an adult individual who is a Participant in the Event and is BOTH SafeSport Trained and screened by the Club or ACA with a Criminal Records or Vulnerable Sector Check. For certainty, Licensed Coaches meet those tests and therefore qualify as Chaperones.

“Club”: Refers to the Sunridge Ski Club

“Coach”: refers to an individual who is Licensed through Canadian Ski Coaches to conduct and oversee sanctioned operations of the Club, Alberta Alpine Ski Association “AASA” (PTSO), and Alpine Canada Alpin “ACA” (NSO) and by nature of their Licensed status is both SafeSport Trained and screened by the Club with a Criminal Records or Vulnerable Sector Check (if over the age of 18). For certainty, a Coach may or may not be an adult individual (over 18).

“Event”: A Race, Ski Training Camp, Dryland Camp, Seminar, Meeting, or other Training Opportunity conducted as part of the Objects of the Sunridge Ski Club which generally has a start time/date and an end time/date.

“Non-Attending Parent”: A designated parent or guardian of a Team Travelling Athlete who is not present at the Event.



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“Parent Assistant (PA)”: refers to an adult individual who is a Participant (Club and/or ACA member) in the Event but is not BOTH SafeSport Trained and screened by the Club with a Criminal Records Check. A PA therefore does not qualify as a Chaperone unless those roles are required in emergency situations.

“Participant”: All Coaches, Chaperones, Parent Assistants, and Athletes who are acknowledged by the Club to be actively attending and contributing to the Club’s operation of an Event.

“Family Account”: Is each Athlete/family’s transactional Accounts Receivable account administered in the books and records of the Club by the bookkeeper, and overseen by the Treasurer of the Club.

“Team Accommodation”: Hotel rooms/condos/houses owned or rented by or on behalf of the Club in which the Club assigns Participants to reside during an Event.

“Team Travel”: Refers to group logistical operations for Participants to attend an Event. It is organized by the Club and includes vehicle travel, air travel, meals, shared Team Accommodations, and general supervision of same.

“Unit”: Means a room (or suite of conjoined rooms offered as a single accommodation) segregated as having a single exterior locked entry door, that is used to provide private sleeping accommodations. This can be a hotel room, condominium, or house.

General Role and Duties of:

- Program Coordinators
 - Canvas the membership to create a Team Travel roster for upcoming events in enough time to arrange transportation and accommodation for Coaches, Chaperones, and Athletes.
- Chaperones (Often is Coach)
 - Establish a communication plan with the Athletes including sharing of Room Numbers, as well as establishing electronic communication either with a whole group text system, or just with a “Room Captain”.
 - Ensure clear communication of daily schedules and meeting places to Athletes.
 - Oversee Athletes preparing their own meals.
 - Conduct a nightly Unit/room check at the predetermined time which is verification that all Athletes are in fact in their Units and that said Units are in reasonable order.
 - Chaperones should only arrive at Athlete rooms at designated times or should be preceded by phone call or text message.
 - NOTE: Neither the Club nor the Chaperones have full care and custody of the Athletes at all times (see Athlete responsibilities), but will ensure Athletes are present at determined room-check time in the evening, and at departure time in the mornings.
 - Support Athletes in acquisition of additional supplies if required and/or if requested by non-attending Parents.
 - Report to Non-Attending Parents if Athletes are in breach of the Club’s Discipline Policy and Procedures including not being in the room at Unit/room check.



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- Engage Emergency Response Plan if required.
 - Report Discipline Policy violations to the Alpine Chair where required.
- Parent Assistant
 - Assist Chaperones with duties above but for certainty, PAs should not enter Athlete Units unless accompanied by a Chaperone; Unit/Room Checks are to be completed by Chaperones.
- Athletes
 - Be responsible for themselves and conduct themselves in a mature manner.
 - Look after and prepare their equipment.
 - Follow the schedule as communicated by the Chaperones.
 - Prepare meals for themselves and for the group when that has been arranged.
 - To follow the Club's Discipline Policy and Procedures during the Event.
 - See the Discipline Policy document for specifics.
- Non-Attending Parents
 - Talk to and prepare your Athletes that they are expected to be responsible on the road, but also for them to ask for assistance if they need from Coaches/Chaperones.
 - Communicate with Chaperones if their Athlete requires assistance or additional supplies if they've been contacted by the Athlete.
 - Coordinate with other Parents and Chaperones to plan/send group meals when possible.

Accounting for Team Travel

- Athlete expenses are invoiced by the bookkeeper as Racer Charges to each athlete's Family Account per the Club Racer Charges Policy.
- Neither Chaperones nor Parent Assistants are to receive any financial benefit from volunteering nor will they have their personal expenses covered. They will incur their own travel, fuel, meals, lifts, and accommodation expenses. The intent is each family takes a turn, and there can be Events with Coach only Chaperones.
 - Exceptions may be granted by the Club for accommodation expenses in whole or in part for certain classes of events where there is minimal or no personal benefit to be generated by acting as a Chaperone or Parent Assistant. (ie. Panorama Fall Camp (Class A Event) where PAs are not able to also ski.)
- Where group meal expenses are incurred, Participants will be billed an equal share. Meal cost is divided evenly by the number of individuals (i.e. athletes, Chaperones and/or PAs) attending.
- All Athletes are billed the same rate/amount for Team Accommodation during an Event; regardless of bed arrangements, room assignments, and gender. Accommodation Fees are billed to the Family Accounts by method of: All applicable accommodation costs for all athletes (plus a determined portion for Chaperones/PAs in a Class A event), divided by the number of athletes attending the event.
 - The Club shall only book accommodations which are fully cancellable within a reasonable timeframe and should be made through hotel operators or rental pool administrators.
 - If Club Members were to engage in private Rentals of Units, this is considered outside the scope of Club operations, do not constitute a Club sanctioned activity, booking



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Members are NOT indemnified by the Club, and no Racer Charges/Credits can be generated from same.

- Van Charges are established as a “ticket to ride” for any given Event. If an athlete rides in a Team Van for even one leg of a journey as part of an Event, your Racer Account will be charged the Van Fee applicable to that Event. (ie, a 3 day trip to Banff is 1 Event, a day trip to Red Deer is 1 event, back-to-back day trips to Red Deer would be considered 2 Events.)
 - Edmonton Area: \$10/Event
 - Red Deer: \$30/Event
 - Alberta Rockies/Saskatchewan/Grande Prairie/Fort Mac/Cold Lake: \$60/Event
 - Interior BC/Montana/Idaho: \$70/Event
 - Whistler/Oregon: \$100/Event
- If lift tickets are purchased by the club, they are rebilled per athlete needing the ticket.
 - Families who wish to purchase lift tickets for their own Team Travelling Athlete need to communicate this to the appropriate Program Coordinator at least 72 hours prior to the start of an Event.
- Cancellation Policy for Team Travel expenses:
 - Should an Athlete cancel their Team Travel participation, all efforts will be made by the Club to recoup any expenses. However, the Athlete’s Racer Account will be billed to the extent that outlays cannot be recouped due to the passing of cancellation deadlines.
 - Additional detail specifically for accommodation:
 - If the Club is given notice of an athlete’s withdrawal (for any reason) and that withdrawal would have allowed the Club to cancel a Unit but that Notice is given after the cancellation deadline for the Unit, the withdrawing Athlete will be charged the FULL COST of the accommodation charges for the nights for which the Unit cannot be cancelled.
 - If the Club is given notice of an athlete’s withdrawal (for any reason) at any time but that withdrawal would NOT have allowed the Club to cancel a Unit, the withdrawing Athlete is not charged anything for Accommodation, the cost is borne by the attending Athletes.
 - The Club reserves the right to impose its own cancellation deadline for this purpose, which may be earlier than the hotelier’s imposed deadline, and Club members agree to have their Family Account charged accordingly. This clause would be enacted if the Club had booked a large Unit, one or more Athletes withdrew, but no less costly unit could be reasonably switched to for the remaining Athletes.
 - These same clauses are valid for the case of an Athlete leaving an event mid-way through due to injury, illness, or other reason; they will be billed their full share unless costs/room count can be reduced for the remainder of an Event.



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The Club is not obligated to offer “part-stays” for athletes in hotel rooms. The Club reserves the right to charge the athlete’s Racer Account for a full stay share for an event even if they do not stay in Club organized accommodation for all nights of an Event. **Mandatory Team Travel (“MTT”)**

- In order to support the overall Club operations of higher end competitive programming, certain programs or Events will have a Mandatory Team Travel policy in place. The objective of this policy is to promote Athlete registration in more intensive programs by reducing overall athlete operating cost and reduce requirements for Parent travel.
- If your athlete attends an Event for which MTT is in place, it does not mean that your athlete MUST ride the van or stay in Team Accommodation, but it means you will receive a Racer Account charge for your share as if they did.
- Even if an Event is pre-declared (by the Alpine Chair) to have MTT in place, this will be waived for said Event if the Club van seats and all Athlete hotel room bed spots are at least 51% filled with Team Travellers.
 - This capacity benchmark is based on all genders and rooms combined. ie. If the Club has 1 girls room and 1 boys room each with 4 bed spots (8 total), if we have 2 boy and 3 girls attending (62.5%) via regular Team Travel, then MTT would be waived for that Event.
- MTT is most likely to be engaged in U14/16 Provincial Events and in FIS SX, but not limited to these programs.

Operation of Club Owned or Rented Vehicles with Athletes

Under no circumstances are Athletes to ride in vehicles owned and operated by Coaches.

Parent Carpools (one or more Club member parents driving athletes (or Coaches) from their own and additional households) in private vehicles are outside the scope of Club operations, do not constitute a Club sanctioned activity, and no Racer Charges/Credits can be generated from same.

Prior to a Coach, Chaperone, or PA operating a club owned or commercially rented vehicle with Athletes as passengers, the driver must:

- Be a registered driver of the rental vehicle (when applicable and subject to age and other restrictions of the rental agreement) and/or be on the Drivers List with the Club’s insurance policy.
- Be at least 18 years of age.
- If having reached the age of 25 years, hold at least a valid Class 5 driver’s license. (Graduated Driver License status is acceptable.)
- If being between the ages of 18 and 25, hold a valid Class 1, 2, 3, or 4 driver’s license.
- Have completed a Club approved/referred Winter Safe Driving Course which may or may not be an on-road course.
- Maintain a Zero Blood Alcohol Level.
- At least annually, or at any time as requested by the Club, provide to the Club, at the Club’s expense, a 5-year Standard Driver Abstract (SDA)

- Per review of the SDA, employees may be prohibited from operating club owned or rented vehicles if they have:
 - Been convicted of an alcohol- or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable accidents.
- Ensure all passengers in the vehicle wear seatbelts.
- Have all cargo properly and prudently stored in the vehicle.

Club owned vehicles are GPS tracked and speed profiles are viewed by the Club.

Responsible Coaching/SafeSport Related Policies

Team Travel operations diligently follow Responsible Coaching guidelines as further explained here:

<https://coach.ca/responsible-coaching-movement>

These guidelines are intended for use by sport organizations to help establish a common understanding of expectations for increasing the protection of youth (Athletes) taking part in overnight trips. The Coaching Association of Canada strongly recommends Coaches/Chaperones adhere to the Rule of Two in interactions with Athletes. Athletes and parents are to be informed of the Rule of Two and how it applies to all Coach/Chaperone interaction with athletes.

The "Rule of 2" is explained in the graphic (The Club's Coaches & Chaperones are considered Trained & Screened per definitions):

RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.





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While there will be cases where we operate in the “yellow” range, the “red” should only be seen in emergency situations.

- For clarification in our circumstances, the following situations are considered open and observable (Rule of 2 not required):
 - Ski runs
 - Ski lifts
 - Parking lots
 - Daylodges/restaurants
 - Dryland in public gyms
- And the following situations are not open and observable and Rule of 2 compliance is mandatory:
 - Hotel rooms
 - Vans/vehicles
 - Video coaching rooms
 - Closed/Private Dryland facilities
 - Remote/isolated places (running/hiking trails etc.)
- WHEN IN DOUBT – ACT IN COMPLIANCE

- Coach/Chaperones will collect devices/phones from U14 athletes at curfew time. U16+ are Coach/Chaperone’s discretion.
- The Club cannot guarantee Chaperones will be the same gender as Athletes, hence some of the other guidelines.

Rooming Assignments

- Coach/Chaperones are responsible for establishing the rooming list. This role will aim to ensure Athletes are roomed with those whom they feel comfortable and safe.
 - Athletes will be assigned to Units firstly by gender.
 - Athletes will be grouped secondly by age group if numbers allow: U14, U16, U19, etc.
- Coaches/Chaperones should not domicile in a Unit with Athletes, regardless of gender.
- Parent Assistants must not domicile in a Unit with Athletes, regardless of gender.
- Exceptions to the above rules may be approved in unique circumstances; such as familial relations, in large multi-storey Units with locking doors and separate washrooms, or cases of multiple Coaches/Chaperones of mixed gender, but must be pre-approved by the Board.

| Athlete Bed Size Assignment Chart | |
|--|------------|
| Sofa Bed (Any Size) | 1-athlete |
| Single Bed | 1-athlete |
| Double Bed | 1-athlete |
| Queen Bed | 2-athletes |
| King Bed | 2-athletes |



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Scope

All U14+ Athletes, Coaches, Chaperones, and Parents with Athletes in U14 and older programs.

Related Policies

- Member Handbook
- Program Guide