



BC TEAM TRAVEL POLICY

DATE UPDATED: November 16, 2020

PURPOSE

The purpose of this policy is to ensure all stakeholders involved with the Freestyle BC High Performance and Development teams understand their roles and responsibilities in regard to team travel.

Freestyle skiing requires a significant amount of travel when athletes compete at the BC Team level. It is the goal of all stakeholders to work together to ensure this travel is done with safety and goals of the athletes in mind.

DEFINITIONS

1. **Junior Athlete** – A Junior athlete is an athlete under the age of 14.
2. **Team House** – A rental house intended to accommodate the entire team.

ROLES AND RESPONSIBILITIES

Athletes

- Athletes of all ages are considered responsible for their own actions and must assume responsibility for their behavior. This behavior must be followed in accordance with FBC policies and Code of Conduct.

Parents

- The parent of the athlete is responsible for ensuring the athlete is adequately prepared for the travel. They should make sure the athlete's passport and travel documents are current, and health and travel insurance are in place.
- The parent is responsible for ensuring the athlete's equipment is clean and in good repair
- The parent is responsible for ensuring the athlete has sufficient funds available for the trip.

-
- The parent is responsible to provide to the coach a main and secondary contact number for the duration of the trip. If the trip is international, the parent must provide a letter giving medical consent privileges to the chaperone and coach.
 - The parent is responsible for detailing any specific medical information for the athlete, such as medications that are currently being taken.

Chaperones

- The purpose of the chaperone is to provide support to both the coach(es) and athletes to enable the athletes to focus on training or competition and to allow the coaches to focus on athlete performance.
- The Chaperone will provide assistance in the event of an athlete injury, illness, equipment breakage, and for other special needs that may arise.
- The Chaperone should be of the opposite sex of the Coach, except in the situation where the coach and all team members are of the same sex and unless the parent committee approve of the chaperone choice.
- The chaperone will require a criminal record check.

Coaches

- The coach is responsible for supervision of the athlete when participating in athletic endeavours and during travel.
- In the event that there is no chaperone present, the coach will also assume the role of the chaperone.
- There is the acknowledgement that time is required by the coaching staff to prepare for the upcoming day.

Freestyle BC

- FBC will provide assistance by ensuring all travel plans are communicated effectively to all parties.
- FBC will provide assistance by emailing coach flight itineraries, booking accommodation, and reserving rental vans.
- FBC will be responsible for collection of fees and dispersion of expenses in a timely manner as needed.

SCHEDULE AND BUDGET

The team travel schedule and budget are calculated and agreed upon at the beginning of the season. All travel planning will be done in most cost-effective manner.

There are a number of fixed costs with most trips. Deposits for things like accommodation are made sometimes many months prior to a team trip. It is for this reason, that, should an athlete

decide to withdraw from an event after the cut-off date for that event, the athlete will be charged for attendance at that event. It would be unfair to ask others on the team to pay more for the cost of their trip.

As acceptable accommodation options are often scarce, bookings may be made in advance of confirming final team numbers for the event. Sometimes these bookings are made on the conservative side as to not take the risk of over-booking and overpaying for accommodation. From time to time this can cause a cramped living situation where athletes may have to share a bed or use a pullout couch.

ITINERARY AND COMMUNICATION

Before the trip, the head coach will communicate the travel details to the athletes. This information will include how the athletes will travel, accommodation information, and schedules.

Air Travel

- Athletes will be provided travel windows and the head coach travel itinerary three weeks prior to departure.
- Each athlete is responsible for booking travel to ensure arrival within the travel window.
- Athletes who arrive outside the travel windows will be responsible to arrange their own ground travel to join the team.
- Ground travel to and from the home departure airport is the athlete's responsibility.
- The head coach must be provided a copy of all flight itineraries to be prepared for flight cancellations or other unforeseen circumstances.

Accommodations

- When possible, accommodations will be booked for the team.
- Athletes are expected to stay with the team unless they have informed the coach three weeks prior to departure date. Athletes will be charged the full amount of booked accommodation, and cancellation fees, if the coach is not informed three weeks prior to departure date.
- Athletes will be responsible for hotel costs directly at the hotel, unless prepayment is required.
- FBC will seek authorization for the credit card payment of expenses.

Ground Transportation

- When possible, ground transportation will be provided for the team athletes.

- Athletes will be expected to travel with the team unless they have informed the coach three weeks prior to departure and will be required to pay for their share of the vehicle rental and total fuel costs.
- Athletes not staying with the team are responsible for their own ground transportation.
- Athletes will be charged for ground transportation if the coach is not informed three weeks prior to departure date.
- FBC will seek authorization for the credit card payment of expenses.

CHAPERONE REQUIREMENTS

In order for the team's Yearly Training Plan to be successfully implemented, parents of FBC athletes are expected to volunteer their time to help chaperone team trips to assist with training camp and competition logistics. One chaperone will be needed whenever a camp or competition requires a Team House or there are more than 4 athletes attending an event.

Throughout the course of the year, a parent or guardian of each FBC athlete is required to volunteer at least once to chaperone the team or help with coordination, driving or planning.

It is strongly recommended that junior athletes be accompanied by a parent. This parent can be the chaperone for the team.

CHAPERONE DUTIES

Meals

- Chaperones are expected to help shop for and cook the team's meals and manage the athlete meal budget.
- Chaperones will submit all receipts for expenses incurred in the course of providing meals for the team in a timely manner.
- Each athlete will bear an equal share of the total cost of team meals.

Travel

- Chaperones are expected to assist with the logistics of transporting the team whilst on a team trip. This involves transporting athletes to and from the Team House, training facilities, train/bus station, and the airport.

Behaviour

- Athletes will conduct themselves in accordance with the FBC Code of Conduct.
- Chaperones will act as prudent parents. A prudent parent takes all reasonable care to protect the health and safety of the athletes.



Accommodations

- Chaperones are expected to stay in the Team House.
- Chaperones will not be charged for this accommodation.

Multiple chaperones

- Should another parent/guardian wish to help chaperone at the Team House, they will incur an equal share of the accommodation and food expenses. The primary chaperone will not bear these costs. The primary chaperone is decided on a first come, first served basis.

Transportation

- If chaperones are using a personal car for transporting athletes, they should ensure that they have a minimum of \$5 million insurance coverage and ensure that their vehicle is properly suited for the weather (i.e., proper winter tires).