

**Barrie Trojan Swim Club (BTSC)****Team Travel Policy**

Date Effective: October 21, 2025
Date Last Reviewed: October 21, 2025
Date Last Revised: November 28, 2024

<u>Date of Amendment</u>	<u>Summary of Amendment</u>	<u>Amended By/Page:</u>	<u>Approved By:</u>
October 21, 2025	Head coach/board will designate meets/training as team travel.	2	Current Board Members
October 21, 2025	Late acceptance	2	Current Board Members
October 21, 2025	Non refundable Deposit	3	Current Board Members
October 21, 2025	One coach and one swimmer	4	Current Board Members
October 21, 2025	Section 12	4	Current Board Members
October 21, 2025	Updated to include SO Code of Conduct	7	Current Board Members



SCOPE:

This policy and procedure applies to swimmers, parents or legal guardians, members, and staff of the Barrie Trojan Swim Club (BTSC) participating in team travel and chaperoned swim meets.

POLICY STATEMENT:

The BTSC recognizes the benefits of team travel and will designate certain championship level swim meets and/or high performance training throughout the season as team travel events. The benefits of team travel events include team building and enhancing team spirit, optimizing team performance, and providing developmental and experiential opportunities for swimmers. The Head Coach with approval of the Board, shall designate the meet/training as team travel.

This policy describes the guiding principles surrounding team travel. Athletes are most vulnerable to misconduct during travel, particularly overnight stays, including the risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks or in unfamiliar settings which may be less structured than those they are accustomed to. This may include, but is not limited to: new changing areas, training facilities, automobiles, and temporary (hotel) accommodations.

The BTSC shall make every attempt to preplan team travel events and provide members with timely communication regarding these events.

The costs associated with team travel are calculated from the total cost of the meet, including but not limited to: transportation, lodging, meals, and coaching costs. Every attempt will be made to provide an estimate of these costs prior to the team travel registration deadline, however, estimates may vary depending on late acceptance or the decline of team travel events by swimmers. Late acceptance shall be approved providing it will not incur additional costs to committed members.

It is the policy of BTSC that all swimmers, parents or legal guardians, members, and staff shall adhere to the principles outlined in the policy. This policy is consistent with BTSC values; members are reminded that when competing in meets, participating in team travel and attending other meet-related functions, they are representing both themselves and the club.

All swimmers, parents/legal guardians, members and staff shall abide by the Swim Ontario code of conduct while participating in team travel and complete the team travel pledge and submit this to their age group coach.



DEFINITIONS:

Team travel: Individual, group and/or overnight excursions to a swim meet or other activity which is planned and supervised by the BTSC.

GUIDING PRINCIPLES:

This policy has been established based on the following principles:

1. Ensuring that the safety and well-being of participating athletes, staff, and support members is paramount
2. Travel planning and execution shall be conducted to optimize athlete performance while balancing fiscal responsibility and accountability.
3. Clear communication to swimmers, parents/guardians, members, and staff with respect to event planning, team status throughout the event, and cost estimates shall be adhered to by the BTSC. A swimmer who participates in a team travel will be advised of the total cost to be charged to his/her account. Confirmation of a swimmer's intention to team travel will be accompanied by a non-refundable deposit. In the event a swimmer is not able to attend a team travel meet for medical reasons, BTSC will attempt to recover any amount committed on behalf of that swimmer but is not obligated to refund any amount over and above any amount actually recovered.

PROCEDURE:

1. A BTSC swimmer who qualifies for and wishes to participate in a team travel event as a BTSC swimmer must team travel. For purposes of clarity, any swimmer who does not participate in team travel will not be permitted to represent the BTSC at the event.
2. All parties, including athletes, parents, chaperones, and staff shall undertake and sign the Barrie Trojan Swim Club (BTSC) Team Travel Pledge
3. All parties, including athletes, parents, chaperones, and staff shall undertake and sign the Swim Ontario Code of Conduct.
4. BTSC staff and chaperones shall carry a signed medical consent or authorization to treat form for each participating athlete
5. All parties, BTSC staff & chaperone's participating in team travel shall submit a valid Police Record Check (vulnerable sector). Individual police record checks should be resubmitted at least every three years.
6. The ratio of swimmers per chaperone shall not exceed the following:
 - (a) 12 years of age and younger: 1:8 (1 chaperone per 8 swimmers)
 - (b) 13 years of age and older: 1:10 (1 chaperone per 10 swimmers)
7. A coach shall not share hotel room or sleeping arrangements with a swimmer without the written consent of the swimmer's parent or guardian. Exceptions may occur in circumstances where the coach is a parent, sibling, or spouse of the swimmer.



8. In circumstances where one athlete and one coach are participating in team travel, written permission shall be obtained from the participating swimmer's parent or legal guardian to travel alone with the coach.

9. Notwithstanding section 8, in circumstances where one athlete and one coach participate in team travel, every attempt shall be made to arrange for a chaperone of the same gender as the participating swimmer to accompany the athlete.

10. Athletes shall not request, solicit, or accept any form of transportation from a coach without a same gender third party present unless prior written parent/guardian consent has been obtained.

11. Staff and chaperones shall work in pairs when performing room checks, attending team meetings, and during any other event activities. These activities shall be performed in open and observable environments.

12. In circumstances where team travel permits/requires overnight accommodations, athletes shall be paired as follows:

(a) Hotels: In circumstances where team travel utilizes the use of hotel rooms, the BTSC shall ensure the rooms to be occupied are equipped with 2 beds per room.

- (i) Athletes of the same gender shall be assigned per hotel room which shall be equipped with 2 beds.
- (ii) Chaperones shall be assigned rooms adjacent to and staggered throughout the chaperone's group on the same hotel floor.

(b) School Dormitories: In circumstances where team travel utilizes the use of school dormitories, the BTSC shall confirm the occupancy for each of the dormitories and ensure each of the rooms within the living quarters are equipped with 1 bed per athlete.

- (i) Athletes of the same gender shall be assigned to rooms with 1 bed per athlete within the dormitory.
- (ii) Chaperones shall be assigned to the dormitory associated with his/her group.
- (iii) In circumstances where the occupancy of the dormitory is less than the maximum ratio of athletes to chaperone, the maximum ratio of athlete to chaperone shall be decreased to the maximum occupancy of the dormitory.
- (iv) Each chaperone shall be responsible for one age group of the same gender.

(c) Athletes for team travel shall be selected in even numbers according to age groups and gender groups. In circumstances of odd numbered



athletes, prior written parent/guardian consent shall be obtained and the BTSC shall make efforts to obtain an adjoining room for the athlete

- (d) All athletes shall be supplied with a travel confirmation date and shall be expected to confirm travel with deposit on or before the date. Athletes who fail to confirm travel will forfeit their position, and allow The BTSC to choose an alternative.
- (e) In the event unforeseen circumstances arise, and achieving the guidelines set out above cannot be met, coaches, The Board of Directors, chaperones and club parents shall agree on an alternative written solution.

13. To ensure the propriety of the athletes and to protect BTSC staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.

14. Athletes shall use change room facilities for dressing and bathing and are not permitted to change while on the pool deck.

15. Curfews shall be established by chaperones or BTSC staff and communicated to the participating swimmers each day of the event.

16. Team members and staff traveling with the team shall attend all team functions including but not limited to: meetings, practices, meals, and meet sessions unless otherwise excused or instructed by the head coach or his/her designee.

17. The direction and decisions of the coaches and chaperones are final.

18. Swimmers are expected to remain with the team at all times during team travel. Swimmers are not to leave the competition venue, accommodations, restaurant, or any other location where the team has gathered without the knowledge and permission of the head coach and chaperone(s).

19. When visiting public places such as shopping malls, movie theatres, etc., swimmers shall stay in groups of no fewer than three persons. Athletes aged 12 and under shall be accompanied by a chaperone or BTSC staff member.

20. The head coach or his/her designee shall document team travel policy or code of conduct violations. These shall be communicated to the swimmer(s) and their parent or legal guardian.

21. Team members shall display respect and sportsmanship towards coaches, officials, administrators, teammates, fellow competitors, and the public at all times.

22. Athletes and staff shall refrain from any illegal or inappropriate behaviour.

23. The possession or use of alcohol or tobacco products by athletes, staff, and members during team travel is prohibited.

24. The possession, use, sale, or distribution of any controlled or illegal substance or any type of weapon by athletes, staff, and members is strictly prohibited.



Honour & Behaviour:

- (a) The needs and well-being of the team come first,
- (b) Athletes shall be quiet and respectful of teammates and others in the hotel or team travel accommodations,
- (c) Athletes, members and staff shall be on time during team travel events,
- (d) Cell phone usage:
 - (i) not to be used during meetings
 - (ii) not to be used after curfew
- (e) Athletes, staff and members shall respect travel vehicles,
- (f) Team travel dress code shall consist of the BTSC team uniform and/or apparel,
- (g) Athletes, staff and members shall abide by the Swim Ontario code of conduct at all times during team travel.
- (h) Athletes must stay in assigned lodging during team travel
- (i) All participants must participate in pre-arranged group meals except where dietary requirements or restrictions cannot be sufficiently met
- (j) No room service shall be ordered without permission of the head coach and chaperones
- (k) Swimmers and their parents/guardians are responsible for all incidental accommodation charges
- (l) Swimmers and their parents/guardians are responsible for any accommodation damage or thievery
- (m) Parents or legal guardians are responsible to ensure swimmers arrive at stated departure and return points at the required times

Disciplinary Action:

Any BTSC team travel participant who fails or refuses to comply with the BTSC travel policy and/or the Swim Ontario code of conduct, or other instructions given by the coaches and/or chaperones, may be subject to the BTSC's disciplinary (policy including the following) or disciplinary action:

- i. Dismissal from the team travel event and immediate return home at the athlete's expense
- ii. Disqualification from one or more events, or all events of competition
- iii. Disqualification from future team travel meets
- iv. Financial penalties
- v. Dismissal from the team; and/or Swim Ontario



APPENDICES:

Appendix I: Team Travel Pledge

Appendix II: Medical Consent Form

Appendix III: Swim Ontario Code of Conduct Pledge



Appendix I: Team Travel Pledge

Barrie Trojan Swim Club (BTSC)

Team Travel Pledge

The Team Travel Policy encompasses all swimmers, parents/legal guardians, staff and membership of the Barrie Trojan Swim Club (BTSC) during team travel events.

I acknowledge that I have read the Barrie Trojan Swim Team Travel Policy. I fully understand and agree to the content of this policy as a member of the BTSC.

Athlete Name: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____



Appendix II: Medical Consent Form

**Barrie Trojans Swim Club
Medical Consent Form
September 2018**

In case of an emergency, The Barrie Trojans have my consent to authorize medical care for my child(ren) Listed below.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____

Our Family physician is: _____

His/her address is: _____

His/her telephone # is: _____

List any allergies:

Contact me immediately at: _____

If unable to contact me, please call: Name: _____ at _____

Name: _____ at _____

Name: _____ at _____

Signed by: _____

Name: _____



Address: _____

Telephone: _____

Appendix III: Swim Ontario Code of Conduct Pledge

Swim Ontario Code of Conduct

The Team Travel Policy encompasses all swimmers, parents/legal guardians, staff, chaperones and membership of the Barrie Trojan Swim Club (BTSC) during team travel events.

I acknowledge that I have read the Swim Ontario Code of Conduct. I fully understand and agree to the content of this Code as a member of the BTSC.

Athlete Name: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____



REFERENCES:

Swim Ontario Code of Conduct

Team USA Swim: *Travel Policy*. October 10, 2012
