

Club Team Travel Guidelines Template

(to be used or modified by clubs as per their own needs)

Preamble: *This document is intended to assist clubs in planning and organizing their team travel. We recognize that some situations may apply to one club but not another. Please review the following guidelines and amend/adjust as appropriate for your club/team situation.*

To ensure the safety and proper conduct of the skiers participating in a travel race series, all athletes and parents must read and sign the Travel Waiver document.

When competing in races, participating on trips and/or attending other race-related functions, athletes must understand that they are representing both themselves and their club. Athlete behaviour must positively reflect the high standards of the club.

A further resource on [health and wellness](#) is available.

Travel Races

'Travel Races' are defined as competitions where the travel and accommodations are provided by the club. Participating skiers will travel and eat their meals with the club and stay with the team at the hotel for the duration of the competition. The skiers are supervised by the coaching staff and designated chaperones.

Skiers must stay with the team, the coaches and chaperones at all times.

Parents

Parents contribute to our sport and we welcome their involvement. For guidance on parent/guardian behavior, please refer to our [Parent/guardian code of conduct](#).

When only one athlete and one coach travels to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. In any other event, the Rule of Two should be followed.

Curfews

Curfews should be established by the coaching/chaperone staff each day of the trip. There may be one curfew for skiers to be in their assigned rooms and another for lights-out and quiet. No team member may be out of their room after the room curfew and the "no noise" policy must be respected. Permission must be obtained from the coach or chaperone to leave the room past this time.

Hotel

Any damages, excessive mess or thievery incurred at a motel/hotel will be at the expense of the athletes assigned to that room and further disciplinary action may be taken. No loud or boisterous behaviour will be tolerated in the hallways or public areas. Hotel rooms should be kept neat, with garbage removed regularly and maid service accepted daily.

Regardless of gender, it is not appropriate that a coach or chaperone share a hotel room or other sleeping arrangement with an athlete.

During team travel, when doing room checks, two-deep leadership should be maintained: ideally both a male and a female are present. Coaches and chaperones should interact with the athletes in open and observable environments.

Billets

- Athletes parents must disclose all medical conditions and current medicines.
- The team should have a mandatory curfew for all billeted athletes. The host family may have an earlier curfew.
- Athletes shall agree to comply with the house rules of the billet families, including curfews, chores/cleaning, telephone usage, etc. Complaints about unusual rules shall be addressed with the team billet coordinator.
- Athletes' shall not stay overnight at any other home except with the permission of the athletes' parents and advance notification to the billet family and team billet coordinator.
- Athletes are not to drive billet family vehicles without automobile liability insurance as required by applicable law, and documentation and approval of the billet family.

General

Punctuality for meetings, meals, practices and race sessions is expected.

Public Places: When visiting public places such as shopping malls, movie theatres, etc. skiers will stay in groups of no less than three persons. Athletes 12 and under will be accompanied by a chaperone.

Restaurants: All team members will be polite and quiet in restaurants. Athletes must not disturb the other patrons of the restaurant.

Sportsmanship: Team members (skiers, coaches and parents) will display proper respect and sportsmanship towards coaches, officials, administrators, teammates, fellow competitors and

the public at all times.

Drugs and Alcohol: please refer to the XCSO codes of conduct

Language: Athletes are to refrain from use of inappropriate language. Skiers will also refrain from inappropriate physical contact at team activities and events.

Disciplinary Action

Failure to comply with this Team Travel Policy as set forth in this document may result in disciplinary action.

Warnings will be given to the athletes in the following fashion:

1. Verbal warning describing the infraction by the chaperone or coach.
2. Verbal warning by a coach and instructing the skiers what the possible disciplinary actions might be. The skiers will also be shown the Team Travel Policy that they and their parents have signed before leaving for the races.
3. The coach will contact the parents or legal guardians (anytime of the day or night) to discuss the situation.

Discipline may include, but may not be limited to:

1. New room assignments.
2. Scratch one or more events from the competition.
3. Disqualification from future team travel meets.
4. Financial penalties.
5. Suspension or dismissal from the team. (Serious infraction)
6. Dismissal from the team trip and immediate return home at the athlete's expense. Parents may be asked to pick up their child from the competition. (Serious infraction)
7. An incident report will be filled out and given to the Club President and/or Cross Country Ski Ontario representative.

The directions and the decisions of the coaches regarding rules and disciplinary actions while on the trip are final.

APPLICABLE TO ALL COMPETITIONS INVOLVING TEAM TRAVEL

I agree to abide by all terms of the Team Travel Policy.

Name of Skier (Please print) :

Signature of the skier:

Date:

My athlete and I have read and understood the agreement and agree to abide by the Team Travel Policy.

Signature of Parent/Guardian:

Date: