



International Travel Policy

Date Approved	Date of Last Review	Date of Last Revision
August 20, 2020	August 20, 2020	February 2024

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of Canada of their responsibilities and the expectations of Racquetball Ontario.

Application of this Policy

2. Specific individuals have responsibilities when national teams travel outside of the country. These individuals include:
 - a) Parents traveling with the athlete;
 - b) Parents not traveling with the athlete;
 - c) Chaperones;
 - d) Coaches;
 - e) Team Managers;
 - f) Athletes.

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent(s)/guardian(s)). A Travel Consent Form is provided as **Appendix A**.

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Where required, pay all event fees prior to the start of travel;
 - b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made;

- c) Punctual drop off and pick up of their children at times and places indicated by coaches;
- d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events;
- e) Adhere to coach requests for athlete curfew times;
- f) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
- g) Report any athlete illness or injury to the coach;
- h) Report any incident likely to bring discredit to Racquetball Ontario to the coach or Racquetball Ontario representative;
- i) Adhere to Racquetball Ontario's policies and procedures, particularly the *Code of Conduct and Ethics and the UCCMS*;
- j) Ensure that all passports are valid and not expired. Note that each country has its own requirements such as minimum time to expiry i.e. 6 months.

5. Parents not traveling with the athlete have the following responsibilities:

- a) Assign a chaperone to their child, if assistance is required please contact coach;
- b) Provide the chaperone with a copy of the Travel Consent Form;
- c) Provide the chaperone with emergency contact information;
- d) Provide the chaperone with any necessary medical information;
- e) Where required pay all event fees prior to the start of travel;
- f) Provide the child with enough funds to pay for food and incidentals;
- g) Ensure that all passports are valid and not expired. Note that each country has its own requirements such as minimum time to expiry i.e. 6 months.

6. Chaperones have the following responsibilities:

- a) Obtain and carry any copies of Travel Consent Forms, emergency contact information, and medical information;
- b) Punctual drop off and pick up of their children at times and places indicated by coaches;
- c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events;
- d) Adhere to coach requests for athlete curfew times;
- e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);

- f) Report any athlete illness or injury to coach;
- g) Report any incident likely to bring discredit to Racquetball Ontario to coach or Racquetball Ontario representative;
- h) Inspect hotel rooms rented for damage immediately after check in and prior to check out. Report any damage to the hotel staff and coach as applicable;
- i) Approve visitors to the athlete accommodations, at their discretion;
- j) Adhere to Racquetball Ontario's policies and procedures, particularly the *Code of Conduct and Ethics*.

7. Coaches have the following responsibilities:

- a) Arrange all team meetings and training sessions;
- b) Determine curfew times;
- c) Work in close co-operation with the chaperones on all non-sport matters;
- d) Report to Racquetball Ontario any incident likely to bring discredit to Racquetball Ontario;
- e) Together with the chaperones, decide temporary disciplinary action to be taken in the event of an incident, and report such incident and action to the parents of the athletes involved as well as to Racquetball Ontario for further disciplinary action, if applicable, under Racquetball Ontario's *Discipline and Complaints Policy*;
- f) Adhere to Racquetball Ontario's policies and procedures, particularly the *Code of Conduct and Ethics and Athlete protection Policy*.

8. Team/Event Managers/Leaders have the following responsibilities:

- a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone;
- b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations;
- c) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone;
- d) Coordinate and collect all travel expenses from parents.

9. Athletes have the following responsibilities:

- a) Arrive at each event ready to participate;
- b) Make any visitor requests to chaperones before the visit is expected;

- c) Represent Racquetball Ontario to the best of their abilities at all times;
- d) Communicate any problems or concerns to the coaches and or chaperone just as they would their own parents;
- e) Check in with the chaperone when leaving their rooms;
- f) Do not leave the hotel alone or without permission of the coach/chaperone and check-in when returning;
- g) Adhere to Racquetball Ontario's policies and procedures, particularly the *Code of Conduct and Ethics*.

Appendix A - Travel Consent Form

To whom it may concern,

I / we, the parent(s)/guardian(s) of _____ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with Racquetball Ontario:

(Names of all travelers must match passport information completely)

My / our child was born on _____ at the location of _____. If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a _____ which is located in _____. Barring extenuating circumstances the event should last for a duration of _____ days between the dates of _____ and _____.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) _____ and the following email addresses

_____.

Sincerely,

Name(s): _____
Print

Date: _____
(MM/DD/YYYY)

Signature: _____

Signature: _____