



Travel Policy

“Organization” refers to: The Manitoba Freestyle Ski Association Inc.

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Province of Manitoba of their responsibilities and the expectations of the Organization.

Application of this Policy

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

Travel Consent Form

3. All athletes/parents/legal guardians are **REQUIRED** to fill out a travel Consent form. The Travel Consent Form is attached as **Appendix A or B**.

Responsibilities

4. Parents/guardians traveling with an athlete are responsible for the athlete during the entirety of the event and have the following additional responsibilities:
 - a. 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
 - b. Punctual drop off and pick up of their athlete 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



- g. Report any incident likely to bring discredit to the Organization
 - h. Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
 - i. If travelling outside of Canada, ensure that all passports are valid
5. Parents (Legal Guardian) staying with the team that are not the chaperones
- a. Must have E-PIC / VSC
 - b. The Coach is in charge
 - c. May stay in the same room as their athlete (son/daughter)
6. PSO Lead will have the following responsibilities:
- a. Obtain any Travel Consent Forms (Appendix A or B)
 - b. Ensure the coach reports any athlete illness or injury to both parent and NSO
 - c. Report any incident likely to bring discredit to the Organization.
7. Team/Event Managers have the following responsibilities:
- a. Ensure an appropriate chaperone-to-athlete ratio that does not exceed 8 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 ensure the PSO Lead all travel costs from parents/guardians have been paid prior to the trip.
8. 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 the Organization incident likely to bring discredit to the Organization
 - e. Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy*
 - f. Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*



g. If there is not Chaperone/Manager the coach will take on their responsibility

9. Chaperone/Manager have the following responsibilities:

- d. Have access to any Travel Consent Forms, emergency contact information, and medical information (If we do not have a Chaperone this will go to Manager/Coach)
- e. Punctual drop off and pick up of athletes at times and places indicated by coaches
- f. Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- g. Adhere to coach requests for athlete curfew times
- h. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)

- i. Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
- j. Approve visitors to the athlete accommodations, at the coach's discretion
- k. Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*
- l. *Immediately report to the PSO Lead if there are any vehicle accidents.*
- m. Only release athletes to approved individuals for pick-up per the Travel Consent Form

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

- a. Assign to their athlete a coach/chaperone/manger
- b. Provide the PSO lead with a valid Travel Consent Form
- c. Provide the PSO lead with emergency contact information
- d. Provide the PSO lead with any necessary medical information
- e. Pay all event fees prior to the start of travel
- f. Provide the athlete with enough funds to pay for food and incidentals
- g. Provide a list of individuals to the coach who are approved to pick up the athlete upon conclusion of the travel.

11. Athletes have the following responsibilities:

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



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

12. Payment of Trip

- There is now only ONE price for each trip - There is no more prorated pricing
- All Payments are due by the Due Date as we require to payback our Board Members that paid for this.
- If payment is not made by the due date of the estimated invoice communicated by the Organization, the athlete will not be allowed to attend.
- Payment is only accepted via E-Transfers, to the recipient communicated by the Organization
- Freestyle Manitoba imposes a 4% administration fee to all invoices.
- Following the travel, the Organization will issue a debit or credit based on actual costs incurred. Payment of any additional costs must be paid by the due date communicated by the Organization.
- LATE FEE IS \$50/month
- With ever changing family dynamics, we understand household issues arise with families. Please be advised that Freestyle MB will be accepting ONE payment only for families for athletes. Issues arising from family settlements are deemed not to be our problems, and we will make it the parents' issue to deal with singular payment(s) appropriately.



Appendix A - Travel Consent Form Individual Trip

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 the Organization:

Manitoba Freestyle Ski Association Inc & the Head Coach: _____

I / we understand that the event is a **training trip / competition** 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 _____

The following individuals are approved for pick-up of my child at the conclusion of the trip:

The Athlete shall comply with all rules and regulations established by the Organization and the Coach from the the Travel Policy and any other Policy set forward by the Organization

Sincerely,

Parent Signed, _____

Athlete Signed, _____

Dated, _____

Dated, _____

Must be submitted via email to vicepres@freestylemanitoba.ski no later than the invoice due date



Appendix B - Travel Consent Form for High Performance Athlete during Current Season

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 the Organization:

Manitoba Freestyle Ski Association Inc & the Head Coach: _____

I / we understand that the athlete will be participating in a series of events as part of the competitive season. These events may be held at various locations within and outside the province. Barring extenuating circumstances, each event is expected to last several days to weeks and may occur at any time during the season, from June 1, _____ to May31, _____.

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

The following individuals are approved for pick-up of my child at the conclusion of the trip:

The Athlete shall comply with all rules and regulations established by the Organization and the Coach from the the Travel Policy and any other Policy set forward by the Organization

Sincerely,

Parent Signed, _____

Athlete Signed, _____

Dated, _____

Dated, _____

Must be submitted via email to vicepres@freestylemanitoba.ski no later than the invoice due date