

## PACIFIC COAST SWIMMING TRAVEL AND BEHAVIOR GUIDELINES



Swimmers and parents, please review, sign and return this form as part of your registration to your coach or PCS General Manager, Mark Lancaster. If you have any questions, please contact Mark at 250-727-9243 or [mlancaster@pacificcoastswimming.com](mailto:mlancaster@pacificcoastswimming.com). Thank you for taking the time to review these guidelines.

All swim clubs come under the umbrella of Swimming Canada (SNC) and Swim BC and must adhere to their governing guidelines, as well as their own and host club practices. All club members are ambassadors for their own club, the sport of swimming, the city of Victoria and the province of British Columbia.

This document outlines the team's expectations of swimmers when traveling with or representing Pacific Coast Swimming. Each swimmer is responsible for his or her behavior. These guidelines will help ensure swimmer safety and should be followed. Parent-Guardian, Trip Manager and Coach Responsibilities for team travel are also included.

### **Parent/Guardian or Adult Swimmer Responsibilities**

1. Inform the trip coach by the established trip deadline regarding participation in team travel, i.e. billeting, transportation and accommodation.
2. Ensure that each swimmer has access to sufficient funds for the duration of the trip to cover food and any other miscellaneous costs.
3. Ensure that necessary identification and other documents (e.g., passport) are available, updated and in possession of the swimmer.
4. Team travel athletes may not leave any area including the pool without the consent of the trip manager and or coach.
5. Support all decisions made by the staff on the trip unless there is a legal reason not to do so.
6. Note that team travel expenses may be assessed for return trips, even if the swimmer travels only one way with the team.

### **Trip Manager Responsibilities**

Reasonable efforts will be made to include an adult member acting as Trip Manager, in addition to the coaches, as part of a team travel group. Where travel involves hotel accommodation, families should be aware that swimmers will share hotel rooms with other swimmers. Coaches and trip managers, while nearby, will not be in the same room(s) as swimmers.

Trip Managers will be expected to:

1. Ensure copies of all traveling swimmers' permission and medical forms are in the possession of the trip manager.
2. Be aware of specialised medical requirements and handle medical emergencies.
3. Report to the coach any athlete sickness or injury and any incident(s) likely to discredit the team.
4. Oversee the team from assembly point through to dispersion. Head counts to be conducted prior to leaving from and arriving at any destination.
5. When possible, transport swimmers to hotel when their events are finished.
6. Provide each swimmer with important phone numbers and room numbers (i.e., trip manager, coach, hotel and pool).
7. Purchase and prepare meals when possible (e.g., breakfast and lunch in the hotel) as well as provide deck food and water.
8. Look after swimmer identification and money when requested and where reasonable.
9. Be prepared to drive a team vehicle throughout the trip.
10. Evaluate trip and submit report to trip coach.

### **Coach Responsibilities**

1. PCS coaches are expected to understand and adhere to the CSCTA Coaching Code of Conduct while representing PCS in any capacity and on duty.
2. Swimmer travel and medical release forms will be filled out at the time of registration. Prior to each away swim meet, training camp etc., coaches for each group traveling are expected to collate swimmers' forms and pass these to Trip Manager or designated Head Coach.
3. Assure reservations are made (transportation and accommodation).
4. Set and conduct all practice and competition times and places.
5. Determine curfew times.
6. Be responsible for swimmers during practice and meets.
7. Assume duties of trip manager if one has not been previously designated.
8. The designated Head Coach shall have final authority over all decisions concerning the athletes and their performance.

### **Travel Fees**

1. Swimmers traveling with the team will be billed for travel, accommodation and related expenses; trip manager costs may also be assessed amongst swimmers on team travel.
2. All swimmers attending an out-of-town meet, whether on team travel or traveling with parents or friends will be responsible for coaching fees. These fees will be associated with the level of the meet and travel distance, and so will vary as meet costs vary. Levels are as follows: Regional (maximum \$5 per day), Provincial (maximum \$10 per day) or National-International (maximum \$15 per day).

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**Swimmer Responsibilities**

Swimmers will understand and adhere to the Swim BC Athlete Code of Conduct at all times while representing their organization. For the complete code of conduct, refer to both the Technical Guide and the Swim Guide on the Swim BC website, [www.swim.bc.ca](http://www.swim.bc.ca); these documents are linked on the PCS Documents and Forms web page.

1. There will be no possession of or use of any illegal substances.
2. When rooms are visited by individuals other than the occupants, and when deemed feasible to do so, doors will be left ajar for visitation by the coach or trip manager.
3. There will be no non-UVPCS members in rooms unless prior permission has been obtained from the coach or trip manager.
4. Any physical damage occurring in a room is the responsibility of the registered occupants, unless some other persons are proven responsible.
5. Swimmers are encouraged to communicate any problems or concerns to the trip manager or coach just as they would their own parents.
6. Swimmers are expected to assume responsibility for their personal belongings.
7. Swimmers may be permitted to visit a restaurant, shopping area etc. in groups of two or more, after consultation with either the trip manager or coach.
8. Side trips (e.g., visit with relatives or friends) must be arranged between parents, trip managers and coaches before departure. Swimmers will provide and pass to the trip manager or coach written permission detailing the visit, time of pickup and delivery, and length of visit.
9. When billeting with another team any concerns should be brought to the trip manager and coach.

**Unacceptable behavior shall include:**

- Committing any act which would be considered as an offence under the Federal, Provincial or local laws.
- Breaking training or curfew without permission.
- Unsportsmanlike conduct.

When an infraction of the rule occurs, the PCS coaches shall consider all complaints or infractions and decide on discipline in jury consultation with the Trip Manager and Coach and/or other designated by the PCS Board.

Consequences for the above may vary from a verbal or written caution to the offender with full or partial restriction on movement or participation in any event, to being sent home at parent/guardian or swimmer's own expense. Parents/guardians will be notified as soon as possible.

A report must be submitted by the trip manager and or trip coach on each incident to the PCS Board. Subsequent action may be considered by Coaches and the Board and in extreme cases, could lead to withdrawal of swimming privileges and/or suspension or dismissal from the club.

**I confirm that I understand and agree to abide by the Pacific Coast Swimming Travel and Behaviour Guidelines.**

**Swimmer Name**

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**Swimmer Signature**

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**Parent/Guardian Signature (for swimmers under age 18)**

**Date**

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