



## **PACIFIC COAST SWIMMING BEHAVIOUR AND TRAVEL GUIDELINES**

Pacific Coast Swimming (PCS) recognizes that team travel is an integral component of the training and technical curriculum of competitive swimming. Team travel offers athletes supervised opportunities to learn and practice independence. PCS is committed to providing a safe, healthy and supportive environment for athletes participating in team travel events.

PCS has developed the following team travel guidelines and policies to guide the planning and execution of team travel. If you have any questions about these guidelines, please contact the PCS General Manager, the PCS Board President, or a PCS Board member.

### **SWIMMERS**

This document outlines expectations of swimmers when representing or traveling with Pacific Coast Swimming or the University of Victoria-Pacific Coast Swimming Association. Each swimmer is responsible for his or her behavior, and these guidelines are designed to ensure both a positive performance environment and swimmer safety.

Pacific Coast Swimming is a member of Swimming-Nation Canada (SNC) and Swim BC therefore our members must adhere to these organizations' governing guidelines, as well as our own and host club practices. All our members are ambassadors for the team, the sport of swimming, the City of Victoria and the Province of British Columbia.

### **GENERAL BEHAVIOR AND CODE OF CONDUCT GUIDELINES**

All swimmers should understand and adhere to the [PCS Swimmer Code of Conduct](#) while representing Pacific Coast Swimming or the University of Victoria-Pacific Coast Swimming. This Code of Conduct can be found in the hyperlink above or on the PCS website in the Documents and Forms section

#### **Guidelines include the following:**

1. Swimmers are expected to assume responsibility for their personal belongings;
2. Swimmers are encouraged to communicate any problems or concerns to the coach or Trip Manager just as they would their own parents;
3. There will be no possession of or use of any illegal substances;

#### **Unacceptable behavior shall include but not be limited to:**

1. Committing any act which would be considered as an offense under the federal, provincial or local laws;
2. Breaking training or curfew without permission; and,
3. Unsportsmanlike or unethical conduct.

### **BEHAVIOUR AND CODE OF CONDUCT GUIDELINES**

All of the General Behavior and Code of Conduct guidelines will apply during team travel. Additional travel related behavior and code of conduct will apply as listed below.



**Swimmers on team travel:**

1. Must have a signed and current Medical Release form, including Care Card Number, on file with the club before going on any team travel. There will be no non-UVPCS members in rooms unless prior permission has been obtained from the coach or trip manager.
2. Any physical damage of hotel property occurring in a room is the responsibility of the registered occupants, unless some other persons are proven responsible.
3. Swimmers may be permitted to visit a restaurant, shopping area etc. in groups of two or more upon receiving permission from either the trip manager or coach.
4. Side trips such as visiting relatives or friends, should be arranged prior to departure between parents, trip managers and coaches. Swimmers will provide the trip manager or coach permission detailing the visit, including estimated time of pickup and delivery. Swimmers will confirm the details with the coach/trip manager on the day of the side trip.

**Parent/Guardians or Swimmers will:**

1. Sign and agree to PCS Behaviour and Travel Guidelines prior to first team travel each year.
2. Inform the trip coach by the established deadline regarding participation in team travel, e.g.: billeting, transportation or accommodation.
3. Ensure the swimmer has access to sufficient funds for the duration of the trip to cover food and any miscellaneous costs.
4. Ensure necessary identification and other documents (e.g.: passport, permission to travel documents signed by parent--guardians) are available, updated and in possession of the swimmer.
5. Team travel athletes may not leave any area including the pool without the consent of the trip manager and/or coach.

**DISCIPLINE**

When an infraction of a rule occurs, PCS coaches shall consider all complaints or infractions and decide upon discipline in jury consultation with the Trip Manager, additional coaching staff or PCSPA Board designate. Consequences may vary from a verbal or written caution to the offender, to full or partial restriction on movement or participation in any event, to being sent home at the parents/guardian's or swimmer's own expense. Parents/guardians will be notified as soon as possible. A report will be submitted by the trip manager and/or trip coach; on each incident to the PCS Board. Subsequent action may be considered by the Coaches and the Board, and in extreme cases, this could lead to withdrawal of swimming privileges and/or suspension or dismissal from the club.

**Coaches and Trip Managers**

PCS coaches and trip managers will provide a safe, healthy and supportive performance environment for all PCS swimmers during designated team travel events.



PCS believes it is important to have coaches and/or trip managers representative of the genders of the athletes on team travel. To support this belief, PCS will ensure that for designated team travel events, either an adult member or appropriate coach (as determined by the PCSPA or the Lead Coach) of the relevant gender, will act as Trip Manager to provide the appropriate support to both the athletes and coaches.

Parents will be notified by email of final travel arrangements at least 7 days in advance of team travel.

Parents will be notified of the designated Trip Managers and PCS coaches prior to team travel events being finalized. Every effort will be made to appoint a qualified, gender-appropriate Trip Manager from within PCS staff. Where a PCS staff member is not available, a Trip Manager will be recruited from a back-up pool of qualified adult members.

Each year, PCS will issue a call for, and establish, a back-up pool of approximately 5 adult members that have a valid Criminal Record Check, and are able to volunteer as Trip Managers. Eligible Trip Managers will be confirmed through a meeting with PCS coaches and will sign an agreement to carry out the responsibilities of Trip Manager as outlined in these Guidelines.

A Lead Coach will be designated for each event, or where appropriate for each group at an event that includes Team Travel arrangements.

The Lead Coach will be responsible for the coordination of all team travel including staffing; and booking flights, ground transportation and accommodation. The Trip Manager's role is to be one of support to both the athletes and coaches.

The following outlines the specific roles and expectations for Lead Coaches and Trip Managers.

### **Coaches Responsibilities**

1. PCS coaches are expected to understand and adhere to the CSCA Coaching Code of Conduct while representing PCS in any capacity
2. PCS coaches are required to have a valid Criminal Record Check as a condition of their employment;
3. 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
4. Assure reservations are made (transportation and accommodation);
5. Set and conduct all practice and competition times and places;
6. Determine curfew times;
7. Be responsible for swimmers during practice and meets;
8. Assume duties of trip manager, if one has not been previously designated;
9. The Lead Coach shall have final authority over all decisions concerning the athletes and their performance.

### **Trip Managers Responsibilities**

1. Trip Managers shall have a valid Criminal Record Check and Driver's License;
2. Ensure copies of all traveling swimmers permission and medical forms are in the possession of the trip manager;



3. Be aware of the specialized medical requirements and handle medical emergencies;
4. Report to the coach any athlete sickness or injury and any incident(s) likely to discredit the team;
5. Oversee the team from assembly point through to dispersion. Head counts to be conducted prior to leaving from and arriving at any destination;
6. Transport swimmers to hotel when their events are finished, or as directed by the Lead Coach;
7. Provide each swimmer with important contact information (e.g. trip manager, coach, and staff room numbers);
8. Plan and coordinate group meal arrangements, including where appropriate:
  - a) organizing restaurant or other food services.
  - b) providing deck food and water
  - c) purchasing and preparing meals, if planned
  - d) offering a grocery store trip for swimmers who wish to purchase their own additional food.
9. Look after swimmer identification and money when requested and where reasonable;
10. Be prepared to drive a team vehicle throughout the trip; and
11. Where appropriate communicate suggestions and/or observations to the Lead Coach at the conclusion of the Trip.

### **Rooming/Accommodation Arrangements**

1. Where travel involves hotel accommodation, families should be aware that swimmers will share hotel rooms, and may share a bed, with other swimmers of the same gender;
2. Where specific rooming arrangements are requested or required, there may be an additional cost;
3. Where cost and proximity to the pool are comparable, preference will be given to hotels with kitchen facilities and/or where breakfast is provided.
4. Where travel involves house rental, the Trip Manager or Lead Coach will ensure acceptable sleeping and bathroom facility arrangements are put in place;
5. Coaches and Trip Managers, while nearby, will not share the same room(s) as swimmers (unless the coach or Trip Manager is the parent, guardian or sibling of that particular athlete);
6. Where travel involves billeting, the Trip Manager or Lead Coach will ensure that appropriate background checks are in place.

### **Travel Fees**

1. Swimmers traveling with the team will be billed for travel, accommodation and related expenses.
2. Trip staffing costs will also be divided amongst swimmers on team travel, except where additional support is available.
3. Estimated trip expenses shall be outlined to parents in advance, including an anticipated range based on current pricing.
4. Every effort will be made to keep travel costs within the anticipated range, and where full costs are not able to be fully finalized interim costing will be provided.
5. Team travel expenses may be assessed for return trips, even if the swimmer travels only one way with the team.
6. All swimmers attending an out-of-town meet, whether on team travel or traveling with parents or friends will be responsible for staffing fees. These fees will be associated with the level of the meet and travel distance, and so will vary as meet costs vary.

### **Guideline Variance**

These guidelines support team travel that prioritizes swimmer safety, well-being and preparation while



providing cost-effective travel options for PCS members. While all efforts will be made to adhere to these guidelines, PCS recognizes that there will be occasions when it may not be practical to fully comply with the guidelines (ie: a limited number of swimmers attending a specific event).



In such circumstances, it will be up to the Lead Coach and the affected families to come to an acceptable solution in advance of travel arrangements being finalized. In the case of a variance from the guidelines, written or email parental consent accepting the travel arrangements will be provided for each minor swimmer prior to the start of team travel.

When one coach travels alone to a competition with one, or a small number of swimmers, all minor swimmers must have their parent's (or legal guardian's) written consent in advance to travel with one coach.

In the instance where families agree to send swimmers on a trip without a Trip Manager, the Lead Coach assumes the duties of the Trip Manager.

### **Concerns**

If you have any concerns regarding this policy, or issues arising from the policy, please contact the PCS General Manager, the PCS Board President, or a PCS Board member.