



**Manitoba Underwater Council Inc.**

**DOC000013/A**

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## **Travel Policy**

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## CHANGE RECORD SHEET

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## 1. INTRODUCTION

This policy has been prepared using Sport Governance Manual October 3 2016 (AD01) guidelines. It relates to the general conduct of the affairs of the Manitoba Underwater Council Inc., a corporation without share capital incorporated under the Manitoba Corporations Act and referred to as "MUC".

### 1.1 APPLICABLE DOCUMENTS

The following documents, at the indicated Revision level and/or date of issue, are applicable to the extent specified herein. If no Revision level or date of issue is specified, the current revision is applicable.

- AD01 Sport Manitoba Sport Governance Manual October 3 2016

### 1.2 REFERENCE DOCUMENTS

Reference documents provide background and / or supplementary information to the contents of this document.

- RD01 - DOC000003 B Discipline and Complaints Policy
- RD02 - FORM0011 A Travel Consent Form

### 1.3 ACRONYMS

- MUC - Manitoba Underwater Council
- PSO - Provincial Sports Organization



## 2. DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a. “Organization” refers to: Manitoba Underwater Council

## 3. PURPOSE

2. 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.

## 4. APPLICATION OF THIS POLICY

3. Specific individuals have responsibilities when teams travel outside of the province. 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

## 5. TRAVEL CONSENT FORM

4. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided at the end of this Policy.

## 6. RESPONSIBILITIES

5. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
  - a. 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
  - h. Report any incident likely to bring discredit to the Organization
  - i. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
  - j. If travelling outside of Canada, ensure that all passports are valid and not expired
6. Parents not traveling with the athlete have the following responsibilities:
- a. Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
  - b. Provide the chaperone with a Travel Consent Form
  - c. Provide the chaperone with emergency contact information
  - d. Provide the chaperone with any necessary medical information
  - e. Pay all event fees prior to the start of travel
  - f. Provide the child with enough funds to pay for food and incidentals
  - g. If travelling outside of Canada, ensure that all passports are valid and not expired
  - h. To provide a list of individuals who are approved to pick up the child upon conclusion of the travel.
7. Chaperones have the following responsibilities:
- a. Obtain and carry any 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
  - g. Report any incident likely to bring discredit to the Organization
  - h. Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
  - i. Approve visitors to the athlete accommodations, at their discretion



- j. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics
  - k. Only release children to approved individuals responsible for pick-up per the Travel Consent Form
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
9. Team/Event Managers 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
10. 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 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 chaperone 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



**APPENDIX A: Travel Consent Form**

<h2 style="margin: 0;">Travel Consent Form</h2>
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:
Name:
Name:
Name:
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 _____.
The following individuals are approved for pick-up of my child at the conclusion of the trip:
Name:
Name:
Name:

Sincerely,  
 Signed, \_\_\_\_\_

Dated, \_\_\_\_\_