

1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club (“CKASC”) Bylaws.

- **“Chaperone”** - A parent volunteer who has been selected by the Programming Staff to travel with the team. A Chaperone is Designated Person as defined in the Alberta Artistic Swimming [Screening Policy](#)
- **“Chaperone Coordinator”** - The parent volunteer responsible for coordination of the Chaperones in advance of any travel done for CKASC. The Head Chaperone is responsible to the Travel Director on the CKASC Board of Directors.
- **“Event(s)”** - A scheduled opportunity for Artistic Swimming teams to perform; Events are organized by, or Sanctioned by a governing body in the sport of Artistic Swimming. Governing bodies include but are not limited to Alberta Artistic Swimming (**“AAS”**), Canada Artistic Swimming (**“CAS”**), Fédération internationale de natation (**“FINA”**).
- **“Fees & Expenses”** - As defined in the CKASC Fees and Expenses Policy.
- **“Head Chaperone”** - The parent volunteer responsible for coordinating the Chaperones while CKASC athletes are traveling for a Meet or Event.
- **“Meet(s)”** - A scheduled competition that has been organized by, or Sanctioned by a governing body in the sport of Artistic Swimming. Governing bodies include but are not limited to Alberta Artistic Swimming (**“AAS”**), Canada Artistic Swimming (**“CAS”**), Fédération internationale de natation (**“FINA”**).
- **“Parent(s)”** - Shall for the purpose of this policy refer to parents and/or guardians.
- **“Programming Staff”** - The Programming Staff shall include the Program Manager and coach or coaches for each individual team.
- **“Travel Coordinator”** - The Parent volunteer responsible for working with the Travel Director to coordinate travel to away Events.

2. Purpose

During the year, athletes from all levels of Calgary Killarney Artistic Swim Club attend out-of-town Meets and/or Events. There are different needs for each of these competitive streams, but these Meets and/or Events fall within the definition of “Club Travel” and all aspects

are managed by the Travel Director in conjunction with the Programming Staff who will choose the vendors to provide services that best meet the needs of the athletes.

3. Change History

This document is part of the Calgary Killarney Artistic Swim Club’s policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.0	May 25, 2019	C Foster	Original updates for name change from Killarney Synchronized Swim Club to Calgary Killarney Artistic Swim Club.
0.1	May 25, 2019	C Foster	Updates to policy to include definitions and re-ordered sections.
0.2	June 9, 2019	C Foster	Updates based on feedback from Board of Directors
1.0	June 18, 2019	Board	Final review and edits; as approved by CKASC Board of Directors
1.1	Oct 9, 2019	S Hanzel and S Vander Ziel	Changes arising from discussion at October Board meeting. Approved by Board (e-mail)
1.2	Jan 13, 2020	S Hanzel and S Vander Ziel	Addition of contingency for alternate chaperone coordinator standardization of terms (member)
1.3	Feb 29, 2020	C Foster	Changes required as a result of the Alberta Artistic Swimming Screening Policy
1.4	Dec 15, 2020	C. Dilger, S. Hanzel	Change to assignment of coaches travel costs
1.5	Nov 10, 2021	S. Hanzel and C. Dilger	Ability to make alternate travel plans during a pandemic
1.6	Feb 14, 2024	L. Stinton D. Hoynick K. Rolheiser S. Burkholder	Changes to requirements for Chaperones to drive and prerequisites (5.2.1 and 7.1). Change wording from “swimmer(s)” to “athlete(s)”. Change travel exemption submission deadlines. Change to on-call parent at in town competition wording. Clerical changes to Appendix A. Approved by Board (email).

4. Application of this Policy

This policy applies to Non-Competitive Members, Competitive Members, coaches, Parents of Competitive Members, Parents of Non-Competitive Members when traveling or coordinating travel for a Meet or Event.

Note: Non-compliance with this Policy may result in a denial of the Competitive Member's or Non-Competitive Member's privilege to swim at the Meet/Event.

4.1 Pandemic Circumstances

In consultation with the Program Manager, the Travel Director may choose to authorize alternative approaches to travel relative to what is set forth in this policy to minimize risks associated with a pandemic (i.e. COVID19), including (but not limited to) asking families to make their own travel arrangements.

5. Travel to and from Meets & Events

Team travel arrangements are made only for Athletes, Programming Staff and Chaperones. Travel is coordinated according to the following guidelines:

- For all airline travel, it is mandatory that Athletes, Chaperones and Programming Staff travel together to and from Meets subject to the exceptions specified in Section 5.1 below.
- For motor coach travel, Athletes and Coaches will travel together except where a Coach may need a pre-approved exemption. Chaperones are encouraged to travel on the motor coach where space allows, understanding that
 - Where space allows each team will be required to have at least one Chaperone on the motor coach; however, CKASC will not incur additional motor coach rental fees for the sole purpose of providing space for Chaperones.
 - Where Chaperones can not be accommodated on the motor coach, it is encouraged that they carpool. If a chaperone decides to drive their personal vehicle, associated costs (including but not limited to: gas, mileage, parking) will not be reimbursed by the club.

The goal is to help foster and maintain team dynamics.

5.1. Alternative Travel Arrangements

On occasion, alternate travel plans may be necessary for an Athlete in the case of emergency, illness or death in the family. Any deviation from team travel must be approved in advance by the Director of Travel and Program Manager. No athlete may be removed from the club jurisdiction on an ad hoc basis.

5.1.1 Alternative Air Travel

In the case of travel involving airfare, Parents must complete the Travel Exemption Form (Appendix A) and submit to both the Program Manager and Director of Travel a minimum of 90 days prior to scheduled travel. If granted leave from the group, any costs incurred related to fee changes will be the responsibility of the Athlete requesting the change. Any changes that will impact the group booking will not be allowed.

As per airline regulations regarding unaccompanied minors, any athlete under the age of 12 that requests to stay after a Meet or Event involving flights, and not fly home with the team, will be billed for the cost of the return flight.

5.1.2 Alternative Motor Coach Travel

In the case of chartered motor coach travel, Parents must complete the Travel Exemption Form (Appendix A) and submit to both the Program Manager and Director of Travel a minimum of one month before the scheduled travel. If granted leave from the group, full costs associated with team travel are still owed.

5.2. Local transportation while attending Meets and Events

Appropriate motor coach or rental vehicles for local transportation at an out-of-town Meet or Event will be arranged taking into consideration how best to transport the number of athletes involved between the airport, accommodations, the pool and extra team events.

- All motor coach drivers will be qualified and will operate their vehicle according to their company and jurisdiction standards.
- Chaperones may be required to act as drivers for the group and should advise the Travel Coordinator as soon as possible of any issues that may impact this responsibility.
- Chaperones that are driving athletes to any activities during an out-of-town meet will:
 - Wear a seatbelt and require passengers to wear a seatbelt.

- Agree to operate the vehicle safely and in a legal manner.

5.2.1 Local Vehicle Rentals

At no point will personal vehicles be used for athlete transportation at any Meet or Event where the club has coordinated travel. Vehicle rental will be coordinated by the CKASC Travel Coordinator to ensure sufficient seating for all approved travelers. Cost will be part of the travel budget. Chaperones will be responsible for transport of athletes.

The Chaperone must:

- Provide a Certified Driver's Abstract from governing agency for 5 years of driving record
- Provide Proof of personal liability insurance in the amount of \$2 million. In the case where the Chaperone does not have the amount of \$2 million, it will be their responsibility to increase personal coverage and cover the cost associated with this.

Vehicle rentals will be booked by the travel coordinator with the cost part of the travel budget. Gas and parking costs are to be shared equally among team members and with reimbursement being coordinated by the Chaperones. If a Chaperone driver chooses to increase the insurance Loss Damage Waiver (LDW) at time of rental, it will be an individual cost incurred to the Chaperone and not the responsibility of the team/travel costs.

Occasionally, taxis or rideshares, such as UBERs, will be used to transport athletes or coaches. Costs will be shared equally amongst the team and reimbursed to the chaperone.

Note: No Athlete will be allowed to drive other Athletes while at an out-of-town competition.

5.3. Accommodation

Team travel accommodations will consider cost, location, on-site facilities, proximity to the pool, and access to other amenities. Team accommodations will be booked with the following guidelines:

- Wherever possible, adequate cooking facilities will be available so that the nutritional needs of the athletes are more easily met by using the cooking facilities at the hotel. It is preferred that meals are prepared onsite (home-cooked).
- Non-smoking rooms, in close proximity will be selected.
- An appropriate Chaperone/athlete ratio will be considered depending on factors including but not limited to: athlete age, accommodations configurations, and maturity of the athletes. At the Youth and Junior age group level Chaperones are not required to

stay in the same room as the athletes, but in close proximity, unless the Program Manager and/or Programming Staff decide otherwise.

- Programming Staff will have separate accommodations or may share accommodations with other coaches within the same hotel. Programming Staff will share accommodations with Athletes only as a final option if Chaperones are not available. This is considered a last resort and the “Rule of Two” as per the “Coach Code of Conduct” must be observed.
- Parents attending meets as spectators are responsible for their own accommodations and transportation. If the Travel Coordinator is able to secure a parent block booking, parents will be advised of this option well in advance and are asked to make their arrangements to stay at the same hotel. Sometimes CKASC is able to secure complimentary rooms for the club by bringing additional rooms to the hotel resulting in cost savings for the team travel.

It is mandatory that all athletes stay together as teams in the arranged accommodations. This provides:

- Team bonding time for coaches and athletes.
- Opportunities for mental and physical conditioning during the competition.
- Ensures seamless organization of daily routines among athletes, coaches, and chaperones.

Rooming lists are developed by the Travel Coordinator and Programming Staff taking into consideration athlete ages and competition events. For example, duets are often roomed together so a potential early wake-up call does not disrupt the entire team.

6. Parents/Guardians

It is the responsibility of Parents to make sure that:

- The athlete arrives on time at the proper departure site and is picked up at the end of the Meet / Event at the appropriate place and time.
- The Chaperones are notified of contact numbers and any alternate arrangements that exist for an athlete's pick up on return from out-of-town travel.
- They advise the Chaperone of any of the special concerns for their athlete such as:
 - Medical conditions (e.g. diabetes, epilepsy, asthma)
 - Sleep disorder (e.g. sleepwalking, night terrors)

- Special dietary requirements.

After January 1, families will be responsible for all team travel costs. Any athlete not attending a particular Event (home or away) will still be responsible for paying their share of the total team travel costs.

7. Chaperones

7.1. Chaperone Prerequisites

No Parent or other volunteer shall be allowed to Chaperone any athlete until such time as they have completed following prerequisites:

- Be registered as an associate member with Alberta Artistic Swimming in good standing in H2OReg (when you register with H2OReg, it automatically grants a Canada Artistic Swimming number).
- In accordance with the Canadian Artistic Swimming's and Alberta Artistic Swimming's Screening Policies have completed a valid police background check using [Sterling Talent Solutions](#) where this background check is valid for no more than five years.

Note: Chaperones will require their CAS Number for the purpose of completing their background check using [Sterling Talent Solutions](#). There is a nominal fee associated with the background check that is a personal cost.

7.1.1. Chaperones as Drivers

Where a Chaperone will be designated as a driver transporting athletes for an Event, the following additional prerequisites must be complete:

- Provide Certified Driver's Abstract from governing agency for 5 years of driving record
- Provide Proof of personal liability insurance in the amount of \$2 million
- Vehicle rental costs will be covered by team travel fees, except for the cost of fuel, which is to be split equally among the athletes, with reimbursement to be coordinated by the chaperone. If a Chaperone driver chooses to increase the insurance Loss Damage Waiver (LDW) at time of rental, it will be an individual cost incurred to the Chaperone and not the responsibility of the team/travel costs.

In addition, no Chaperone under the age of 25 will be designated as a driver.

7.2. Selection of Chaperones

At the beginning of each year, the Program Manager will provide the Parent(s) of each athlete with a calendar of the team travel itinerary for the season and the number of chaperones being requested for each event and for each team. The Program Manager will request that the parents, if interested, provide a response as to the events that they would like to chaperone in order of priority to the Chaperone Coordinator. The Programming Staff will review each response and will make a final decision as to the number of chaperones that are required per team and per event. When selecting chaperones, the following considerations will inform the Programming Staff's decision:

- Only female Chaperones will attend each meet and stay with the athletes
- There is an expectation that a Parent for each athlete will Chaperone once per season, unless repeat Chaperoning is required or other parents have declined due to extenuating circumstances.
- An appropriate Chaperone/athlete ratio is determined depending on factors including, but not limited to, athlete age, accommodation configuration and maturity of the athletes. At the Youth and Junior age group levels, Chaperones are not required to stay in the same room as the athletes, but in close proximity.
- Coaches may only be considered as chaperones in unique circumstances and upon approval from the Board of Directors.
- Every effort will be made to ensure that Chaperone preferences are met.

When in the best interests of the Club, meals for team travel will be coordinated across age groups. The selected Team Chaperones will meet and provide their proposed meal plan to the Programming Staff for each team at least 7 (seven) days prior to travel for approval, unless otherwise agreed.

The Club encourages and supports all opportunities for the teams to arrange for a team meal while traveling.

7.3. Chaperone/Volunteer Hours

As the Chaperone job requires a high level of engagement to ensure the safety, security, and smooth operation of CKASC travel for out-of-town competitions, eight hours of volunteer time per day can be claimed by each chaperone.

For an in-town Event, an on-call parent may be assigned at the request of the Program Manager. An on-call position will garner one hour of volunteer time per shift, to a maximum of three hours a day, claimed by each parent on-call.

7.4. Expenses

Chaperone and Programming Staff airfare, ground transportation and hotel accommodation, as well as Programming staff wages are paid for by the group (e.g. National Stream combined or Provincial Stream combined) they are a part of, and these costs are not reflected in the CKASC annual budget.

7.5. Responsibilities of a Chaperone

All Chaperones will:

- Adhere to all CKASC policies and handbook guidelines.
- Travel with the team to and from all out-of-town trips.
- Follow the schedule and plans as directed by the Programming Staff, Travel Coordinators, Lead Chaperone (i.e. accommodation, transportation, meals, and attendance at all Meet/Event functions).
- Ensure athletes' sleep, dietary, transport, safety and emotional needs are met for the duration of the Meet/Event.
- Supervise the athletes when they are not in the care of their coach at the pool. This includes travel to the Meet/Event, trips between cities, attendance at facilities and hotels, etc.
- Understand that this supervision, while not in the care of a coach, is to be continuous for the duration of the entire Meet/Event at all hours of the day and night.
- Report to the assigned Lead Chaperone and/or Programming Staff for the duration of the Meet/Event.
- Be aware of specific hotel rules to ensure the club does not incur charges for damages or missing items.
- Be willing and able to drive a vehicle while at a Meet/Event if necessary for the purpose of athlete transportation, grocery and supplies shopping, etc.



- Acquire from Chaperone Coordinator and carry for each athlete their full names, ages, parent names and phone numbers, emergency contact information, AHC numbers, medical information, special information, etc.
- Be aware of any medical conditions, allergies, or circumstances that each athlete may have, as declared by their parent. Instructions for any medication or support required during the trip will be discussed with the parent prior to departure.
- Remain with athletes upon return to Calgary until they have been met by their families.
- Safeguard the athletes plane tickets, identification, keys, valuables, and money.
- Under no circumstance consume any alcoholic beverage, cannabis or other illegal substance while chaperoning.
- Not volunteer/officiate at a Meet/Event unless it has been pre-approved by the Travel Coordinator, Travel Director or another Member designated by the CKASC Board of Directors. Pre-approval shall not be granted unless there are sufficient Chaperones to cover duties for all teams.

The assigned Lead Chaperone for out-of-town trips will carry the club First Aid Kit and is responsible for giving it to the next Lead Chaperone for subsequent trips.

7.6. Discipline

A Chaperone will immediately inform the Programming Staff of any incident requiring disciplinary action. Within 48 hours of returning home, the athlete's parent(s) should be informed about the incident in writing by the Programming Staff and/or member of the Board of Directors. A copy should also be given to the team coach and the President. It will then be dealt with through the Athlete Code of Conduct & Discipline Policy within 7 days.

7.7. Illness/Injury

Should an athlete become ill or injured during an out-of-town meet, where the Parent is available, they will attend to the afflicted Athlete. In the event that the Parent is not attending the meet, a Chaperone (preferably from a team which has two chaperones) will stay with the afflicted athlete at the hotel while the other athletes attend the planned events.

8. MEDICAL EMERGENCY PROCEDURES

8.1. What to do if an athlete experiences a medical emergency

- Assess the athlete, get the attention of the lifeguards or and call 911 if necessary.
- Give your name, location, telephone number you are calling from. Tell what happened, who needs help, condition of the athlete. Tell what assistance is being given. Don't hang up the phone.
- Clear the area around the athlete. Assign someone to continue to keep the area clear.
- Contact the parent of the athlete as soon as possible. They may have important information about the athlete which medical personnel would need to know such as names of medications, etc.
- Alert the head coach (and or assigned lead coach).
- Alert the president (or assigned board member).
- Alert the chaperone of the athlete.

The safety and health of the athlete is always the priority. Keep your attention on the athlete and have others help with communication paths.

8.1.1. If the Parent is present:

Who is allowed on deck?

Programming Staff, parent of the athlete

Who goes to the hospital?

Athlete and Parent of the athlete.

8.1.2. If the Parent is not present:

Who is allowed on deck?

Programming Staff, president or alternate board member, chaperone of the athlete (if other athletes in her charge are under supervision or already on deck).

Who goes to the hospital?

- Athlete
- Board member (president or alternate assigned board member.)
- Programming Staff – if they wish and if the other athletes are not under their care. Coaches should not be placed into a situation where they are the sole source of decision making for the athlete’s medical care. Another adult must be in attendance.
- Chaperones have other athletes to attend to so they must continue to ensure that all athletes in their care have supervision.
- Other athletes should not go to the hospital as this creates another person who needs to be supervised by the adult in attendance. Emergency rooms offer their own challenges and risks. You never know what will come in the door. All the focus needs to remain on the athlete who has had the emergency medical situation occur. Stays in the emergency room can also be very long.

Important: Fill out an incident report and send it to Alberta Artistic Swimming. This is necessary for insurance coverage.

9. Extra Travel

There may be opportunity for extra team travel, defined as those Meets or Events that fall outside of the Alberta Artistic Swimming calendar and/or any Meets discussed at the June team information meetings. Once a decision has been reached in the fall by the Programming Staff regarding the attendance at any extra Events and Meets, there is a 30 day window to reverse or modify the decision.

Any modifications made are upon the approval of the Programming Staff and the Board of Directors. Team parents are responsible for coordination of all aspects of this extra travel, including application for the travel to be sanctioned through Alberta Artistic Swimming. All costs associated with this travel (including coach wage costs) are divided evenly among the team families and will include all the costs for chaperones and coaches.

When two or more teams representing CKASC participate in an “Extra Meet” the club will allocate Travel Coordinator resources and apply the parameters around group travel (ie: the booking of airtfares, accommodation, ground transportation, communication of schedules, etc).



Before a travel exemption can be granted, Parents must acknowledge the following:

Parent Initials

1. Parents are responsible for all Fees and Expenses incurred by CKASC and Chaperones related to the club's arranged travel. _____
2. For air-travel where an Athlete is over 13 years of age, there may be reduction in airfare for the Athlete when the airline is able to provide a reduced travel cost for CKASC; Parents are still responsible for their portion of the airfare associated with Chaperones and Programming Staff travel. No other reduction in travel Fees and Expenses will be provided. _____
3. Parents must pick-up their Athlete at the time specified on this form. In the event that the Athlete is not picked up, they will continue to travel with the club. Any additional costs associated with this travel will be billed directly to the Athlete's account. _____
4. Parent's must pick-up and sign-out the Athlete from Chaperones at a location already identified in the schedule; no additional arrangements will be made to have an Athlete transported to an alternate location. _____
5. CKASC has no liability for the Athlete once the Athlete has been signed out from the Chaperones. Only the Parent or approved delegate (named in this form) may pick-up the Athlete from the Chaperones. _____
6. I understand that all Athletes are required, barring reasonable circumstances, to attend and cheer for all other CKASC Athletes and their routines. _____

Athlete's Name: _____

Athlete's Signature: _____

Date: _____

Parent / Guardian's Signature: _____
(if under 18)

Date: _____