



## **WHEELCHAIR RUGBY CANADA (WRC) CHILD CARE SUPPORT POLICY (CCS)**

Approved May 2022

This policy has been developed to ensure the provision of support for a National Team Staff member's child in the camp and competition environment. This policy defines our program to support the ability of National Team Staff to fulfill the responsibilities of their position, during the first year of return to work following parental leave. The CEO and HPD will review the request for CCS during the first year of return to work. The key considerations in the development of this policy are:

- The role of the CCS in the camp and competition environment is solely to provide childcare and ensure the well-being of the staff member's child to ensure the staff member's ability to fulfill their responsibilities.
- The staff member is responsible for ensuring the CCS has an appropriate level of experience and/or training to provide childcare in the camp and competition environment. Whenever possible it is preferred that this role is fulfilled by a family member or friend of the staff member.
- The CCS has no responsibilities related to the national team athletes and staff in the camp and competition environment.

### **REQUEST FOR SUPPORT**

WRC will consider a staff member's request for CCS support with the following:

- The Staff member will notify WRC of the request for support, in writing, that includes details of the type and level of support required.
- The Staff member will have autonomy in determining who is best suited, and available, to provide the support required.
- The Staff member will, whenever possible, have a "reserve" CCS available in the event that their primary CCS is unable to travel for any reason.

### **RESPONSIBILITIES OF THE CCS**

To ensure that the needs of the Staff member's child are met, the CCS will:

- Hold a passport that is valid for six months beyond the departure date from the camp/competition in question.

- Be available to meet with the Staff member and Team Management, prior to departure for a camp/competition, if required.
- Sign a Team Staff Agreement and abide by the WRC Code of Conduct and Ethics.
- Ensure that the care requirements of the Staff member's child are discussed between the Staff member and the CCS prior to departure for camps and competitions.
- All individuals traveling with Team Canada are members of the Team but CCS's are asked to restrict their services to the Staff member's child and they will refrain from providing any services or support to all other team members.

## **REVIEW AND EVALUATION**

The CEO and HPD will review, with the Staff member, the CCS requirements for each quarter during the first year of return to work. The review will evaluate how the addition of the CCS is enhancing the Staff member's performance in the professional work environment.

## **RESPONSIBILITIES OF TEAM STAFF**

The primary role of Team Staff (TS) is performance related. Team Medical Staff (TMS) are also responsible for emergency medical care that may be required for Athletes and Team Staff members. To focus on performance, the TS and TMS will not provide any childcare services.

## **FINANCIAL RESPONSIBILITIES OF WHEELCHAIR RUGBY CANADA**

WRC is financially responsible for:

- 100% of the cost of the lowest available airfare for the CCS traveling with the Staff member and their child.
- 100% of the cost of meals that are provided to Team Staff members. Meal expenses that are not included for all Team Staff members are the responsibility of the CCS.
- 100% of the cost of accommodation for the CCS sharing accommodation with the Staff member and their child.
- 100% of applicable registration fees as paid for all Team Staff members.
- 100% of WRC's standard out of country travel insurance for international training camps and competitions.

## **FINANCIAL RESPONSIBILITIES OF THE TEAM STAFF MEMBER**

Staff members are financially responsible for:

- 100% of the cost of any fees or salary paid to the CCS for services rendered to the Staff member and their child.
- The cost of any incidental expenses.