



**WHEELCHAIR  
RUGBY CANADA**

# **WHEELCHAIR RUGBY CANADA (WRC) TRAVEL AND CHAPERONE POLICY**

**Updated: February 10, 2023**

# **WHEELCHAIR RUGBY CANADA (WRC)**

## **TRAVEL AND CHAPERONE POLICY**

### **PURPOSE**

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events of their responsibilities and expectations of WRC.

### **APPLICATION OF THIS POLICY**

2. Specific individuals have responsibilities when teams travel to camps and competitions. These individuals include:
  - a. Parents travelling with the athlete
  - b. Parents not travelling with the athlete
  - c. Support Staff
  - d. Coaches
  - e. Team Managers
  - f. Athletes

### **WRC RESPONSIBILITIES**

3. As part of its responsibilities related to travel, WRC will:
  - a. Ensure that athletes are properly supervised by recruiting the requisite amount of team support staff
  - b. Ensure Travel Consent forms are distributed and completed as required
  - c. Require the following accommodation conditions:
    - i. Adults are not permitted to share a room with an athlete unless the adult is the athlete's parent/guardian or a Personal Support Worker.
    - ii. Athletes may share a room provided they share the same gender identity

### **TRAVEL CONSENT FORM**

4. Minor athletes travelling 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.

### **RESPONSIBILITIES**

5. Parents travelling 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 and travel expenses prior to the start of travel

- b. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved in advance of arrangements being made
  - c. Punctual drop off and pick up of their minor child at times and places indicated by coaches
  - d. Adhere to coach or manager requests for parent meetings, team meetings, or team functions and to 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 WRC
  - i. Adhere to WRC's policies and procedures, particularly to the *Code of Conduct and Ethics*
  - j. If travelling outside of Canada, ensure that all passports are valid and not expired
6. Parents not travelling with the athlete have the following responsibilities:
- a. Assign to their child a chaperone from among the support staff members in attendance
  - b. Provide the chaperone with a completed 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 not provided by the team and incidentals
  - g. If travelling outside of Canada, ensure that all passports are valid and not expired
7. Chaperones have the following responsibilities
- a. Participate in screening procedures, at the discretion of WRC
  - b. Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
  - c. Punctual drop off and pick up of their charges at times and places indicated by coaches
  - d. Adhere to coach or manager requests for parental meetings, team meetings, or team functions and to 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 WRC

- i. Inspect hotel rooms rented for damage before check-in and check-out. Report any damage to the coach
  - j. Approve visitors to the athlete accommodations, at their discretion
  - k. Adhere to WRC policies and procedures, particularly the *Code of Conduct and Ethics*
8. Coaches have the following responsibilities:
  - a. Participate in screening procedures, including obtaining a Vulnerable Sector Check (includes Criminal Records Check) at the discretion of WRC
  - b. Arrange all team meetings and training sessions
  - c. Determine curfew times
  - d. Work in close co-operation with the chaperones on all non-sport matters
  - e. Report to WRC any incident likely to bring discredit to WRC
  - f. 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 WRC for further disciplinary action, if applicable, under WRC's *Discipline and Complaints Policy*
  - g. Adhere to WRC's policies and procedures, particularly the *Code of Conduct and Ethics*
9. Team/Event Managers have the following responsibilities:
  - a. Participate in screening procedures, including obtaining a Vulnerable Sector Check, at the discretion of WRC
  - b. Ensure appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
  - c. Organize accommodations and inform parents and chaperones how to register and pay for accommodations if required
  - d. 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
  - e. 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 WRC 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 WRC's policies and procedures, particularly to the *Code of Conduct and Ethics*

Policy History	
Approved	February 10, 2023
Next Renewal Date	February 2024



## **WHEELCHAIR RUGBY CANADA (WRC) TRAVEL CONSENT FORM**

To whom it may concern,

I/we, the parent(s)/guardians of \_\_\_\_\_ officially give my/our consent for my/our minor child to travel with the following individuals who are also associated with Wheelchair Rugby Canada:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My/our child was born on \_\_\_\_\_ (dd/mm/yyyy) 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

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

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