



SASKATOON DIVING CLUB

Travel Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a. "Association" – **SASKATOON DIVING CLUB**

Purpose

2. To define the parameters around travel with the Association or to participate in an event while representing the Association.
3. Define travel reimbursement amount for coaches, officials or chaperones.

Application of this Policy

4. This Policy applies to all travel with or on behalf of the associate by coaches, athletes, parents, chaperones, officials or volunteers.

Travel Reimbursement

5. Travel costs for chaperones and coaches will be reimbursed as follows;
 - a. Flight: includes fare plus taxes and fees and baggage fee if incurred.
 - b. Own vehicle;
 - i. Mileage: \$0.40/km includes cost of gas, maintenance, insurance and depreciation.
 - ii. Mileage reimbursement will be limited to the lesser of the actual cost incurred or the cost of a flight, car rental/insurance/gas.
 - c. Rental vehicle;
 - i. Vehicle rental includes the cost of the rental, rental insurance and gas for a rental vehicle.
 - d. Per Diem: \$35/day
 - e. Other: emergency, unforeseen incidentals are reimbursable at the discretion of the Board of Directors.

Cost Coverage for Athlete Travel

6. Percentage for coach and chaperone costs covered by the Association

Event	% by Association	% by Athlete Family
Provincial/ National Qualification Competitions	0%	100%
National Competitions (incl. Novice Nationals)	50%	50%
International Competitions	100%	0%

7. The Association covers the cost of coach(es) salary or hourly pay during the competition/ event.

Competition Schedule

8. The tentative competition schedule for each season to be distributed each fall by the Head Coach.
9. Confirmation will be sent to the invited athletes and their families within 8 weeks or as early as possible in advance of the scheduled competition dates.



SASKATOON DIVING CLUB

Travel Policy

Agreement to Travel

10. Upon agreeing to travel, the family must sign a travel waiver consenting to the details and conduct outlined in this document. The waiver is a contract for the family to pay their proportion of coach costs (even in the event of an unforeseen cancellation or withdraw from the competition/ training camp, within ten (10) days of planned departure). The divers portion of coach fees must be paid even if the athlete does not travel due injury, illness, or other unforeseen circumstances. Each circumstance will be reviewed by the board of directors prior to invoice issuance.

Payment of Invoices

11. Expenses incurred by coach(es) and chaperone(s) will be submitted within 3 weeks from the end of the event. Invoices to the athletes family will be sent within 3 weeks of obtaining the expense forms from the coach(es) and chaperone(s). Payment of invoices for travel is expected within 30 days of receiving the invoice. Unpaid invoices will be subject to interest at a rate of prime +1%.

Family and Team Travel

12. Competitions will be designated Family or Team travel by the Head Coach at the beginning of the season.

13. Family Travel

- a. In the case of Family Travel, coaches will be responsible for supervising the athletes only while on the pool deck for the competition or event. SDC does not sponsor, coordinate, or arrange travel. Athletes or their parents are responsible for making all travel arrangements. Parents are responsible for the supervision of their diver when the diver is not on the pool deck for the competition or event.

14. Team Travel

- a. Team Travel competitions/training camps are defined as functions where the travel and accommodations are arranged by the club Travel Coordinator. Participating divers must travel and have their meals with the team and stay with the team at the hotel for the duration of the competition. The divers are supervised by the coaching staff and designated chaperone(s). All travel must be done with the team. Divers must stay with the team, the coach(es) and chaperone(s) at all times.
 - i. Exceptions may apply on a case by case basis when reviewed and approved by the Head Coach and the Board of Directors.
- b. Any damages, excessive mess or thievery incurred at a motel/hotel will be at the shared expense of the divers assigned to that room and further disciplinary action may be taken. No loud or boisterous behaviour will be tolerated in the hallways or public areas. Hotel rooms should be kept neat, with garbage removed regularly and maid service accepted daily.
- c. Regardless of gender, a coach/chaperone may not be alone with an athlete in a hotel room. This is to ensure the propriety of the athlete and protect the coach/ chaperone. Under extenuating circumstances (i.e. illness), injury, every effort must first be made to;
 - i. have another athlete or adult in the room,
- d. Coach/ parents/ board member must be contacted to explain the circumstance and obtain consent to care for said athlete.
- e. Regardless of gender, a coach or chaperone shall not share a hotel room or other sleeping arrangement with an athlete.
 - i. The chaperone may only share a hotel room or other sleeping arrangement with an athlete, if said athlete is their child.



SASKATOON DIVING CLUB

Travel Policy

- f. To ensure the propriety of the athletes, no males are permitted in female hotel rooms and no females are permitted in male hotel rooms.
- i. Male and female athletes can interact with each other in common areas such as the bus, restaurants and pool facilities.
- g. Meals may be cooked and served in any of the rooms as long as all divers are supervised and not alone with the chaperone.
- h. During team travel, when doing room checks or during discussions with divers, two-deep leadership will be maintained. Coaches and chaperones will interact with the divers in open and observable environments at all times, except during extenuating circumstances noted above.
- i. Curfews shall be established by the coach/chaperone each day of the trip. There may be one curfew for divers to be in their assigned rooms and another for lights-out and quiet. No team member may be out of his or her room after the curfew and the “no noise” policy must be respected. Permission must be obtained from the coach or chaperone to leave the room past this time. Cell phones and computers should be turned off after “lights-out” has been established. If this rule is not respected, the cell phone and/or computer may be confiscated for the evening and will be returned to the diver the next morning.
- j. When visiting public places such as shopping malls, movie theatres, etc. divers will stay in groups of no less than three persons. Athletes under 12 years old will be accompanied by a chaperone.
- k. All team members will be polite and quiet in restaurants. Divers are not to disturb the other patrons of the restaurant. If there has been a problem with the service, see the coach or chaperone.
- l. Parents are welcome to attend the meet as spectators; however they must provide their own transportation, lodging, and meals (refer to section “Parent Behaviour At Competitions”). Furthermore, parents who are spectators are asked to keep a distance from their children for the duration of the trip so that they may have a chance to interact and bond with their teammates and coach(es) at the event. Parents must have permission from the chaperone prior to removing their child from the chaperone’s watch (for example, parents are not allowed to take their child from the pool for meals without permission of the chaperone and coach).

Chaperone

Refer to Attachments for “Chaperone Roles and Responsibilities” document.

Team Travel Without a Chaperone

15. Under certain circumstances and as a last resort, team travel without a chaperone maybe used. In this case, the coach will perform the duties of the chaperone (refer to section “Chaperone”). The coach and the parents must both sign waivers of agreement: the athlete must have his/her parents’ (or legal guardians) written permission in advance to travel alone with the coach and the coach must sign a waiver consenting to perform chaperone duties. No diver or coach will be subject to harassment or retaliation for not agreeing to Team Travel without a chaperone.

Athlete Behaviour At Competitions/ Training Camps

16. When competing in competitions, participating on trips and/or attending other meet-related or training camp functions, divers must understand that they are representing both themselves and the Saskatoon Diving Club. Athlete behaviour must positively reflect the high standards of the club. All athletes are to act in accordance with the club Code of Conduct, when there is a discrepancy between the items noted below and the Code of Conduct, the Code of Conduct shall take precedent.

17. Divers must;



SASKATOON DIVING CLUB

Travel Policy

- a. Adhere to the Code of Conduct at all times.
 - b. Act safely on the pool deck and observe all pool rules/safe diving rules. Abusing aquatic facilities or equipment is not permitted.
 - c. Be punctual and wear the team uniform. Team wear is mandatory during the competition and team track jackets are to be worn on the bus, van or plane during team travel.
 - d. Divers must follow the instructions of the chaperone and rules regarding Team Travel.
18. Divers will not consume or possess alcohol, tobacco, or any other illegal drug/substance of any kind and will abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
19. Divers must adhere to all federal, provincial, municipal and host country laws.
20. Divers have a responsibility to display proper respect and sportsmanship towards coaches, officials, administrators, teammates, chaperones, fellow competitors and the public at all times by;
- a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status.
 - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members.
 - c. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. **Types of behaviour that constitute harassment include, but are not limited to;**
 - i. Written or verbal abuse, threats, or outbursts.
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances.
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts.
 - iv. Leering or other suggestive or obscene gestures.
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect the person.
 - vi. Practical jokes that cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
 - vii. Any form of hazing defined as any potentially or actual humiliating, degrading, abusive, or dangerous activity expected of an athlete by a more senior individual, which does not contribute to any positive development, but is required to be accepted as part of a team, regardless of the athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability.
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.
 - ix. Physical or sexual assault.
 - x. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
 - xi. The use smart phones, cameras, imaging, or digital devices inappropriately. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.



SASKATOON DIVING CLUB

Travel Policy

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- xiii. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to: sexist jokes, display of sexually offensive material, sexually degrading words used to describe a person, inquiries or comments about a person's sex life, unwelcome sexual flirtations, advances, or propositions, persistent unwanted contact.
21. **If the coach determines that an athlete's behaviour is detrimental to self or teammates, and depending on the severity, such inappropriate behaviour may result in immediate removal from the competition/ training, potential future travel or termination of membership. Removal from competition/training as a result of inappropriate behavior does not result in a refund of fees.**

Parent Behaviour At Competitions

22. Parents are to conduct themselves in accordance with the Code of Conduct at all times.
23. Parents should remain as spectators during practice/competition time and ensure they do not enter into practice at any time, in any way to avoid distraction and encourage focus. Parents must stay off the deck unless taking photos at competitions for medal ceremonies
24. Parents should not coach from the stands as this is not the role of the parent and it may be very distracting and disruptive to the diver and coach. The stands are meant for viewing and enjoying the efforts of our athletes.
25. Refrain from negative comments in the stands and at competitions in regards to the coach, the program, judging, officials, or other athletes.
26. Any conversations with the coach should occur prior to, or following and preferably pre- arranged. In the case of an emergency, state it as such at the beginning of the conversation. Any questions or concerns should be brought to the coach in a timely manner.
27. Avoid technical discussions as your child gets enough of that from the coach.
28. On Family Travel competitions, parents should take great care of the diver's eating and sleeping habits.

Nutrition

29. All divers should practice a healthy and balanced diet according to the National Food Guide. A balance of carbs, protein and fat consisting of milk (or alternatives), grains, fruit, vegetables, and meat is a simple way to ensure your diver is getting all they need.
30. Athletes should equally maintain a healthy balanced diet. It is beneficial to take energy (pasta, grain, fruit) foods prior to a practice. It is also beneficial to take good protein foods (nuts & milk) immediately following a hard strength training session to improve restore and rebuilding capabilities. It is never necessary to carb load or protein load in our sport. Providing adequate energy food prior to practice, and protein at the end, is all that is necessary. During competition and long days of events, the same applies: keep the body nourished throughout the day with lots of healthy grazing and water.
31. Three large meals throughout the day is not the best route to provide their needs. Have main meals, but healthy snacking in between meals. Drink lots of small amounts of water, not big glasses at few periods, limit caffeine, water down juices so the natural sugar content is low and stay away from powders/sugars and pop. Gatorade is flavored sugar and salt. Your body loses these in a long hard activity and it's important to replenish, but it takes very little of this in our sport. We have heat issues during warm up and water is the best replacement with a balanced diet. Bring a water bottle with you at all times.



SASKATOON DIVING CLUB

Travel Policy

Disciplinary Action

32. **Failure of anyone to comply with the SDC Team Travel Policies as set forth in this document may result in disciplinary action. Discipline shall be in accordance with the Discipline and Complaints Policy.**
33. Inappropriate behaviour of a chaperone should be reported to the coach immediately and will be investigated according to the policies of the Saskatoon Diving Club.
34. The directions and the decisions of the coach(es) and chaperone(s) regarding rules and disciplinary actions while at a competition/training camp are final.
35. Within 48 hours of return, the parents of the diver should be informed in writing by a designate of the SDC Board of Directors. A copy should also be given to the Head Coach and the President. It will then be dealt with through a disciplinary committee/ dispute resolution process.
36. Warnings will be given to the athletes in the following fashion;
 - a. Verbal warning describing the infraction by the chaperone or coach.
37. Coach or Chaperone will contact the parents or legal guardians (anytime of the day or night) to discuss the situation.
38. Discipline may include, but may not be limited to;
 - a. New room assignments.
 - b. Scratch one or more events from current or future competition(s).
 - c. Disqualification from one or more future team travel competitions.
 - d. Financial penalties.
 - e. Suspension or dismissal from the team.
 - f. Dismissal from the team trip and immediate return home at the athlete's expense. Parents may be asked to pick up their child from the competition.
 - g. Termination of membership.

Attachments

Chaperone Roles and Responsibilities

Agreement to Family Travel

Agreement to Team Travel With Chaperone

Agreement to Chaperone

Agreement to Team Travel without a Chaperone (Parental Consent)

Agreement to Team Travel without a Chaperone (Coach Consent)