



## 2018-2019 TRAVEL POLICY

**THIS TRAVEL POLICY IS INTENDED TO BE READ IN CONJUNCTION WITH THE TRIP SHEET FOR ANY RACES AND TRAINING CAMPS INVOLVING TRAVEL OUTSIDE OF WHISTLER (“TRIPS”). IN CASE OF A DISCREPANCY BETWEEN A PARTICULAR TRIP SHEET AND THIS TRAVEL POLICY, THE TRIP SHEET SHALL PREVAIL.**

### **Athlete Conditioning**

Any athlete wishing to participate in a Trip must possess sufficient physical and mental strength to benefit from the Trip. The Club reserves the right to determine that a particular athlete should not participate in a Trip or set pre-requisites for athletes’ participation in a Trip.

### **Trip Sheets**

Trip planning is initiated by the circulation of the Trip Sheet, normally 4 weeks before a domestic Trip and 12 weeks before an international Trip. Trip sheets will be prepared by the Lead Coach and posted to the Document page of the Club’s website. Trip Sheets are intended to include all significant information required for the Trip.

### **Fees and Refunds**

Trips are not included in program fees and can be purchased when the Trip Sheets are posted on the Club’s website. Family Memberships must be renewed, and athletes must be registered to a program with the program fee (or deposit if pre-season) paid in full before an athlete can be registered for any Trips. The Estimated Trip Fee **must be paid in full 2 weeks prior** to the posted departure date. **Registration is not complete until the Estimated Trip Fee, together with any other outstanding balances due to the Club, are paid in full.**

WMSC bases its Estimated Trip Fee on the anticipated costs of the Trip, which is set out in the Trip Sheet. Actual costs of each Trip will be provided to participants by the Lead Coach as soon as possible after the Trip, once the final expenses have been reconciled, with either a balance due or a credit posted to the athlete’s account.

Where the Club makes group travel and accommodation arrangements for a Trip, there will be no credits or refunds for athletes who elect to make their own arrangements, in whole or in part, without the prior written consent of the Lead Coach.

There are no refunds for cancellations within two weeks of domestic Trips and three weeks of international Trips. In addition, there are no refunds should an athlete be injured on a Trip, or be sent home for a violation of the Athlete Code of Conduct. Request for cancellations must be made in writing to the Lead Coach, within the permitted time windows, and will be subject to a \$100 administration fee.

### **Age Groups**

At the U18/U21 level, there is no expectation that parents accompany their children on Trips. At the U14 and U16 level, the Club may ask parents to chaperone athletes on Trips, to assist with off-mountain supervision of and care for athletes. See Chaperone Guidelines, below.

At the U12 age level, each athlete’s parents are solely responsible for their athlete’s travel arrangements including accommodations and meals, as well as their athlete’s supervision outside the specified on-hill training and competition windows.

**Guest Racers**

Trips are provided primarily for our athletes, and space is limited. However, we do welcome guest racers to participate in our Trips when space is available. Guest Racers Trip Fees will be subject to 15% surcharge.

**Chaperone Guidelines**

Chaperones provide pastoral and logistical support to athletes during Trips. The Club goals to rely on self-catering in rental accommodation as much as possible, to reduce trip costs, improve nutritional standards and foster athlete engagement. Chaperones enable coaches to access needed downtime, allowing them to remain concentrated and focused on delivering the best athletic program possible.

Chaperones are expected to exercise a reasonable degree of care for the athlete's in their charge, and not less than the care they provide for their own children. As such Chaperones are expected to be on-site and accessible during Trips, to sleep in same units as athletes, to organize meals and prepare (or ideally assist the athletes to prepare) meals. Where using hotel rooms, every attempt will be made to group athlete rooms together. Chaperone/Athlete ratios must be reasonable, depending on the age of the athletes. Trips should have at least one chaperone of each gender. Athletes must be in their rooms by 9:00pm with lights out no later than 10:00pm. Lead coaches will advise chaperones of any dietary issues.

Chaperones must communicate with coaches regarding any discipline issues, and ensure that athlete doors remain open until lights out. Chaperones may set policies on use of electronics. Athletes are responsible for their own schedules.

Trip Sheets will outline any chaperone requirements and subsidies. Chaperone selection, delegation of responsibilities and planning details are to be coordinated by the Parent Reps for the applicable age groups, and the Lead Coach.

Members wishing to chaperone Trips must be a parent of a participating athlete and must provide a vulnerable sector check which is obtained here: <https://justice.gov.bc.ca/eCRC/> using Access Code RCEZV57JY2. Vulnerable sector check results will be sent directly to the Club.

**Transportation Requirements**

Attached to this Travel Policy sets out the Club's Transportation Requirements, which apply to any person transporting athletes on behalf of the Club.

**Medical Condition Disclosure and Consent**

All athletes must complete and provide to their Lead Coach the Club's Medical Condition Disclosure and Consent Form (available on the Club's website) not less than five days before departure. The Club reserves the right to determine that a particular athlete should not participate in a Trip based on the information provided in the Medical Condition Disclosure and Consent Form, or to send home an athlete, at the parents' expense, should the information provided in the Medical Condition Disclosure and Consent Form prove to be inaccurate.

**Consent Letter**

For all international travel athletes must complete and provide to their Lead Coach the Government of Canada's recommended Consent Letter for Children Travelling Abroad (<https://travel.gc.ca/travelling/children/consent-letter>) not less than five days before departure.

**Athlete Conduct**

The Club's Athlete Code of Conduct and Teamship Values apply on all Trips. In addition, there is a strict prohibition on female athletes in male athletes' rooms and vice versa (siblings excluded). Violations of the Club's Athlete Code of Conduct on Trips will result in immediate disciplinary action, as determined by the Lead Coach, which may include an athlete being immediately sent home at the parents' expense.



## TRANSPORTATION REQUIREMENTS

*These requirements apply to all persons transporting athletes on behalf of the Whistler Mountain Ski Club.*

**Club Representatives:** Vehicles owned or leased by WMSC are representations of our Club, and drivers must uphold the Club's image and reputation.

**Safe & Prudent Operation:** All persons (coaches, chaperones, other parents) driving athletes to and from events must drive in a manner respectful of other drivers, obey all posted regulatory signs and restrictions as well as operate vehicles in a manner that is safe and prudent for current road conditions. For Club trucks, the use of engine braking/exhaust braking is required on extended descents.

**Payloads:** Payloads must be suitable for the vehicle in question, not exceed manufacturer specifications and appropriate for weather and road conditions. All payloads must be properly secured.

**Winter Tires:** All vehicles used to transport athletes must be in good working condition, and have appropriate winter tires when traveling during the winter months. As most rental companies do not provide these on their vehicles it is the driver's responsibility to ensure proper winter tires are installed.

**Licensing Requirements:** All drivers of Club vehicles or drivers transporting Club athletes on behalf of the Club must hold a valid Class 5 BC Driver's License (or equivalent) and have at least 5 years driving experience. In addition, any person transporting more than nine passengers must hold a valid Class 4 BC Driver's License.

**Limited Driving Time:** WMSC staff have limited driving time following either a training day or competition day, to not exceed a total work day of 10 hours. Drivers will follow applicable Canadian National Safety Code protocols.

**Passenger Responsibilities:** Passengers must act in a manner that is considered safe, and avoid distracting the driver while the vehicle is in motion. All vehicle occupants must wear safety belts at all times.

**Routing:** In most cases for organized team trips, pick up typically happens first in Whistler at the Club Cabin and then in Vancouver. The opposite would typically be true for the return journey. Times and locations will vary and must be confirmed with the Lead Coach in advance.

**Club Vehicle Log Books:** Where required for the vehicle, Log Books must be maintained by entering the date; starting mileage; ending mileage; group, trip and purpose. Any issues, concerns or maintenance requirements must be noted. Entries must be initialled.

**Pre-Trip Protocol (Vehicle):** Check fluid levels (fuel, oil, transmission, washer, & exhaust fluids, as applicable), tire condition/pressure, safety equipment (first aid, visibility vest, snow scraper/brush). Make opening entry in vehicle log book. **Pre-Trip Protocol (Trailer):** Check tire condition/pressure, trailer lights, vehicle connection & safety chain. Ensure driver is comfortable operating a vehicle with a trailer.

**Fuel Purchases:** Use issued WMSC Master Card for all fuel purchases.

**Post-Trip Protocol:** Refuel vehicle. Check all fluids. Complete vehicle log book. Notify appropriate party of any vehicle maintenance/safety concerns, as well as any damage incurred. Clean inside of vehicle incl. interior window wipe-down. Clean outside of vehicle as required. Submit all receipts.

**Accidents:** The attached WMSC Vehicle Incident Report **MUST** be completed for **ALL** accidents or incidents involving vehicle damage.



### WMSC Vehicle Incident Report

<b>Vehicle:</b>	
<b>Date:</b>	
<b>Incident Location:</b>	
<b>Time of Day:</b>	
<b>Description of Incident (include drawing if necessary):</b>	
<b>Particulars of Other Vehicle, if applicable (Driver Name, License No, Insurance Details Contact Info):</b>	
<b>Damage to WMSC Vehicle:</b>	
<b>Damage to Other Vehicle, if applicable:</b>	