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Purpose

1. The purpose of the policy is to ensure a supportive, age-appropriate and consistent approach to competitive events for all our athletes. It applies to athletes, their families, volunteers and coaches.

Competitions

2. In order to ensure sufficient time for families to plan, shortly following team selection:
 - a. the Head Coach will identify which competitions each team/athlete will attend; and
 - b. the Board, in collaboration with the Head Coach, will decide on the approach to transportation, accommodation, and meals.
3. All athletes must participate in the competitions identified by the Head Coach. Absences for family emergencies and health issues must be approved by the Head Coach prior to the competition. Medical notes may be requested by the Head Coach.

Dress and Comportment

4. All athletes, volunteers and coaches are expected to contribute to a respectful, inclusive and supportive environment at all times during competitive events, whether at the pool, at the hotel or travelling.
5. Athletes will wear club clothes while at the pool and at other times as requested by the athlete's coach. When and where athletes will be required to wear club clothes will normally be included in the competition package.

Transportation and Accommodation

6. On occasions where the Board, in collaboration with the Head Coach, has decided on "individual travel", families must arrange for their own travel to, from and at the competition (hotel to pool and return).

- a. Athletes MUST stay at the same hotel that the Club-designated hotel but will stay with their family or another family as arranged by the athlete's family. The Club will not be organizing travel, accommodation or meals for athletes for these competitions.
 - b. Athletes must abide by the schedule set out by the team coach
 - c. The athlete's family is responsible for feeding their athlete throughout the competition
 - d. While at the pool, the athlete is the coach's responsibility. The athlete's family is encouraged to support their athlete from the stands and allow their athlete the time to focus with their team and coach.
 - e. Coaches are responsible to arrange for their own transportation and accommodations which will be billed to individual teams for reimbursement
 - f. Teams are responsible for providing coaches meals throughout the competition
7. The food, accommodation and travel costs for "individual travel" meets are the sole responsibility of the athlete's family.
 8. When the Board has decided to travel together as a club, "club travel", all athletes and coaches are expected to travel and room together. The Head Coach may authorize:
 - a. coaches to bring their personal vehicles, at their own cost, on a case-by-case basis; and
 - b. athletes to travel separately in exceptional circumstances only.
 - c. Chaperones must arrange their own travel to and from the competition city for in-province meets.
 9. The Team Coach will determine room assignments for athletes, chaperones and coaches.
 10. For each 11-12 team and younger, the chaperones will room with the athletes. Normally, each chaperone will have no more than 3-4 athletes in their room.
 11. Each 13+ team will have one chaperone for competitions. Chaperones will share a room with other 13+ team chaperones.

12. High quality and sufficient sleep is an important part of our athletes' overall health and directly contributes to their athlete success. Chaperones and athletes will respect the curfew and lights out timings set by the coaching staff.

Nutrition

13. Athletes, coaches and chaperones should take care to ensure proper nutrition and hydration throughout competitions.

Chaperones

14. Chaperones are required for out-of-town competitions where the Board has decided to travel together as a club/team, "club travel".
15. Chaperones must arrange their own travel to and from in-province competitions.
16. The number of chaperones required will be determined by the Head Coach, in collaboration with the Board, and varies depending on the number of athletes on each team and their ages.
17. All chaperones will be over 18 years of age and the same gender as the athletes they supervise.
18. Adults interested in volunteering as a chaperone require a valid police records check, which must be shown to the Club President no later than November 30th of each competitive season.
19. Chaperones will have their accommodation costs covered, based on shared accommodation with other chaperone(s). The cost of one half of a double room will be covered per chaperone.
20. Chaperones are expected to look after their athletes whenever they are not with their coaches, including at the hotel, at the pool, and while travelling. They may also be required to assist with gelling and other activities at the request of the coach. Days can be very long and chaperones are expected to work closely with their team's coach(es) to provide a positive, supportive and safe environment for everyone. Chaperones will follow the parent/guardian code of conduct.
21. For Club Travel with no catering, chaperones are expected to plan, arrange, prepare and serve all meals not provided with the accommodation for the athletes they have been assigned **and the team coach**. The Chaperones are responsible to collect payment for the cost of meals/food from the team parents. The Treasurer will not be responsible for the collection or distribution of any food costs.

22. Chaperones are expected to look after their assigned athletes. Other children are not permitted to stay with the chaperone in the hotel room or to be under the chaperone's care during their time when they are fulfilling their role as chaperone.
23. The number of Chaperones for club- travel/stay competitions requiring air travel is expected to be two per team however the exact number will be assessed each season by the board, depending on size and team ages.
 - a. Costs for flight and accommodation per chaperone will be distributed among the participating athlete families. The chaperone role may be shared, however the total cost coverage will remain the same.
 - i. The costs for two (2) chaperone per team are covered (as per a)
 - ii. Exceptions are by board approval.
 - b. Chaperones will share a room with one another.
 - c. Chaperones will assist with driving the coaches and athletes to and from the pool.
24. Parents interested in chaperoning should email the team coach to volunteer for a specific competition. The team coach will have the final decision on selecting which parents chaperone each competition.

Costs and Cancellations

24. All athletes participating in the same competition will be invoiced for competition costs which include coaching and registration fees. In addition, when the Board has decided to travel as a club/team, costs will also include accommodation and transportation.
25. All athletes are responsible for these costs whether they used the service or not (ie: they were granted an exemption to travel separately or did not stay for the duration of the meet).
26. When travelling as a team/club group transportation will be provided to the coaches, chaperones and swimmers only.
27. When travelling as a team/club group accommodation will be provided to the coaches, swimmers and chaperones. Costs will be divided and invoiced to the participating swimmer families.
28. There is no mileage or fuel reimbursement for any drivers.

29. When the Club has booked accommodation for families, families will be responsible for these charges, even in the event of a cancellation or change of duration of stay, if the cancellation or change was not received by the Treasurer in writing at least 2 weeks prior to the hotel cancellation date.

Medical Emergencies

30. Athletes who require medical attention will be brought to the closest clinic or hospital.

31. They will be accompanied by a coach or chaperone at all times.

32. The athletes' parent/guardian will be contacted as soon as possible by a coach or Board member.

33. Any change to accommodations or transportation during a competition must be approved by the Club President and Treasurer prior to alternate arrangements being made by coaches or chaperones. Chaperones and coaches do not have the authority to make financial decisions regarding travel without approval from the Club President and Treasurer. Any additional expenses incurred for travel without the approval of the Club President and Treasurer shall be the financial responsibility of the individuals involved.