

NEW PROCEDURE

DOCUMENT: PP1 - Section F - Safe Sport

SECTION: F-4.2 Travel Policy Procedures

CURRENT WORDING:

New procedure

PROPOSED NEW PROCEDURE:

The following guidelines are based on the Coaching Association of [Canada's Travel Guidelines to Help Protect Children in Sport](#). Participants and Parents are to be informed of the Rule of Two and these procedures.

DEFINITIONS

“Rule of Two” - The Rule of Two is a guideline to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. For more information visit - <https://coach.ca/three-steps-responsible-coaching>

OVERNIGHT STAYS

The guidelines on managing overnight stays prioritize the physical and emotional safety of all athletes:

1. Always aim to ensure that people are roomed with those with whom they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable. The following resource may be helpful to consider the inclusion of all participants. ([Inclusive Travel Guidelines](#) - Coach.ca)
2. It is recommended that athletes under the age of 13 stay in hotel rooms with their parents/guardians.
 - a. If a child's parent/guardian is not present, then arrangements should be made (signed permission form) for a child to share a room with another athlete and their screened guardian.
 - b. If there are situations where athletes under the age of 13 do not have a parent/guardian available for travel, consider grouping these athletes together with older athletes who are chosen to help supervise.
3. If athletes over the age of 13 are assigned to hotel rooms together, arrangements should include placing similarly aged and same gender teammates together.

4. Coaches and/or athletic staff or chaperones should not be permitted to share rooms with athletes unless they are related.
5. Screened adult chaperones are placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel. Interactions between athletes and adult chaperones, coaches, and/or athletic staff follow a Rule of Two.
6. Establish expectations of privacy with athletes, coaches, and athletic staff around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, including team staff and chaperones, should not share bathrooms or showers with athletes.
7. Specify where athletes can and cannot go on their own or without an adult accompanying them. Establish expectations that athletes must use the buddy system when within the hotel, but outside of the room. If leaving the hotel, an adult chaperone must be informed, athletes must be in groups of three or more, and athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.
8. Athletes do not leave the room after curfew without adult chaperones and only within team guidelines or with expressed permission (except in the event of emergency).
9. Coaches and athletic staff should not be meeting with the athletes in personal/private spaces such as hotel rooms or change rooms.
10. Always use designated conference rooms/meeting areas in hotels for socialization between athletes and coaches, athletic staff, or chaperones (e.g., athletic therapists, doctors, and nutritionists). All socialization occurs in groups and is subject to a Rule of Two. Meetings and other interactions between athletes, coaches, athletic staff or chaperones take place in public areas of the hotel or an athletic facility, and do not occur in hotel rooms.
11. Chaperones are responsible for the safe transport of athletes and are to accompany them in groups. If a situation requires transporting a single athlete, adhere to a rule of two or parents should transport their own child. All transportation should be transparent where it is well communicated who is with the youth athletes, when, and for what purpose.
12. Where possible, adults travelling with the teams should represent different genders.
13. Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:
 - a. Having adult chaperones, who adhere to a Rule of Two, in the hotel and available to athletes at all times.
 - b. Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected).
 - c. Coaches, athletic staff, and adult chaperones (and in some instances parents) should not show up at the hotel rooms without phoning in advance.
 - d. Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.

- e. Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).
- f. A phone list should be shared with athletes and parents which includes numbers for coaches and athletic staff on the trip, parents/guardians of each child, and emergency phone numbers.
- g. Where possible, group communication platforms such as group texts or “WhatsApp” should be used.
- h. Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
 - i. Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms, when changing, or when sleeping), or in a secretive or disrespectful manner;
 - ii. Prohibiting private communications between an individual athlete and a coach/athletic staff member/chaperone other than for that which is directly related to and necessary for the sporting event. Should communication be in an electronic format, the athlete’s parent/guardian should be included in the communication
- i. Refer to the Code of Conduct and Discipline policy for guidance regarding non compliance with these guidelines.

TRANSPORTATION

- 14. Drivers must submit for both: an ICBC motor vehicle [Driving Record and Insurance History](#) and complete the Employee and Volunteer Screening procedure.
- 15. Drivers should be aware of and follow the Rule of Two.
- 16. While BCSSA does have limited insurance coverage, Drivers must be aware they are assuming personal liability for transportation and therefore must have sufficient insurance coverage.
- 17. BCSSA and member clubs reserve the right to refuse any driver and are responsible to check on the insurance and liability aspect of the driver.
- 18. Where possible, drivers should transport their own children.
- 19. Cell phones may not be used by the driver when driving, except in accordance with BC driving regulations.
- 20. Drivers must have a phone list of family contact numbers for those they are transporting. Drivers should be aware that personal information is confidential and should be treated as such.
- 21. Drivers should always be aware of the driving conditions and be in communication with parents or guardians should they need to alter travel plans due to inclement weather.

RATIONALE:

As part of our commitment to the Responsible Coaching Movement, we must have a travel policy in place.

PROPOSED BY: Policy Committee

RESULT: Adopted by the Board Feb 27, 2022

DATE: