

Team Travel

Approved August 1, 2024

Coach Responsibilities

- Determine the following and communicate to athletes prior to departure:
 - Schedule and curfews, including free time
 - Rules, expected behaviour - review Club Code of Conduct
 - Planned team activities
- During tournament time (arrival at facility until released by coach), coaching staff is responsible for the whereabouts and behaviour of athletes
- Ensure that athletes are aware of the designated emergency meeting place at both hotel and tournament facility
- Monitor athletes' behaviour, assess consequences for infractions, document and report issues to the Board as necessary
- Do not enter players' hotel rooms without notice in respect of their privacy; and only enter athlete hotel rooms with another coach/adult/guardian accompanying you
- All social and team communication with players needs to take place in a common room (hotel lobby) as a group or individually in the hall with another coach/guardian/adult present.

Team Manager

- Team Manager (or designated parent chaperone if the Team Manager is not travelling with the team) should meet with the coach in the week prior to the tournament to review rules, plans for the tournament
- Confirm that all athletes and coaches have transportation to the tournament; confirm anticipated departure/arrival times
- Communicate the coach's tournament plans to parents (schedule, curfews, rules, etc)
- Ensure that parents are aware of the designated emergency meeting place at both hotel and tournament facility
- Make arrangements for hotel booking (group rate) and team activities (team dinners, sight-seeing, etc.)
- Monitor athletes and report any infractions to coaching team (curfew, rules, Code of Conduct infractions)
- Outside of tournament time, Team Manager or designated parent chaperone must be aware of the whereabouts of all athletes at all times

Athletes

- Act in a manner consistent with the LUVVC Code of Conduct
- Know and adhere to schedule, curfews, rules set out by your coach

- Understand that infractions will have consequences, including being sent home for a major infraction
- Participate in all planned team activities
- Athletes must not leave the facility (even with their own parent) without checking first with their coach. (While it does not happen regularly, the time and/or location of a match can be changed without notice. Athletes need to be available just in case.)

Guardians

- Ensure your athlete's transportation to the tournament, by yourself or another guardian. Communicate travel plans to the Team Manager. Players are not allowed to drive themselves to tournaments without their guardian in the car.
- Respect the schedules set out by the coach, especially if you are providing transportation for athletes. Plan your travel to ensure that athletes are present for team meetings and that they can meet curfew unless you have made prior arrangements with the coach. Get them to tournament facilities and team activities on time.
- Support the coach and team manager/designated parent chaperone in enforcing curfews and the established rules. Report infractions to the team manager/designated parent chaperone or coach.
- Notify the team manager/designated parent chaperone if you are taking athletes off-site (even your own); make sure they know how to reach you if needed.

Additional Considerations

Coaches and parents should review the Club Code of Conduct and the policy on dealing with behaviour contrary to the code with the athletes prior to the tournament.

- Hotel assignments are a useful tool for coaches in support of team building. All athletes will stay at the specified team hotel unless prior approval has been given by the coach for other arrangements.
- When booking hotel rooms, Team Managers should try to get all of your team's rooms (including parents and coaches) in close proximity. That way you can monitor curfew and noise levels more easily.
- A meeting location to be used in case of an evacuation should be set upon arrival at hotel and tournament facility, especially the larger venues (provincials, nationals, etc.).
- Select a specific curfew. For example: athletes in their own rooms by 10:00, lights-out by 10:30.
- Provide a detailed schedule. Let guardians and athletes know where they are expected to be at all times, preferably in writing. Review the schedule daily with parents and athletes. (For multi-day tournaments, the tournament schedule for the next day is typically only known once all play has been completed in the group for the day.)
- Coaches should schedule mandatory study/quiet time whenever athletes are missing school for tournaments. This is not to be considered free time for those who don't have school work – they should come prepared with something to occupy the time. Travel time can be used for this purpose.

- At the coach's discretion, certain meals and activities will be designated as team activities. These are **mandatory** for all athletes.
- Coaches and team managers should set out any limitations/restrictions on free time and make sure they are reviewed and understood.
 - In general, athletes should not be allowed to leave the hotel/tournament facility without a parent chaperone.
 - Older athletes (17U, 18U) may be allowed out on their own at the coach's discretion, but they should be in groups of at least three and make sure they can be reached at all times. Team manager/designated parent chaperone must know where they will be, who they will be with, and how they can be reached. Curfews/schedules must be respected.
 - Many of the hotels will have pools, hot tubs, and/or fitness facilities. Coaches should make clear any restrictions to their use.