

Team Travel Policy

Approved: September 14, 2025

Coach Responsibilities for Team Travel

Before any team travel, coaches are responsible for outlining and the Team Manager will communicate the following to all athletes and their families:

- Communicate to the Team any curfews, expectations, and any planned free time.
- A review of the Club Code of Conduct and specific expectations for behavior while traveling.
- Develop a list of all planned team activities with the Team Manager.

During Tournament Travel

From the moment the team arrives at a tournament until they are released from the tournament, the coaching staff is responsible for the whereabouts and behavior of all athletes while at the competition site. Guardians will be responsible for athlete behaviour at all times.

Safety & Supervision

- Ensure athletes are aware of the designated emergency meeting places at both the hotel and tournament facility.
- Monitor athlete behavior, assess consequences for any rule infractions, and report issues to Guardians and/or the Board as needed.
- Respect athlete privacy. Never enter an athlete's hotel room without notice, and always have another coach, adult, or guardian with you when you do.
- All social and team communication with athletes must take place in a common area, such as a hotel lobby, as a group, or in the hallway with another coach, guardian, or adult present.



Team Manager's Responsibilities for Travel

The team manager (or a designated parent chaperone) plays a crucial role in making team travel run smoothly. Before any trip, you should meet with the coach to review all plans, including:

- Confirm that all athletes and coaches have transportation to the tournament and that everyone knows the anticipated departure and arrival times.
- Communicate the coach's tournament plans to all guardians. This includes the game schedule, curfews, and team rules.
- Make sure all guardians are aware of the designated emergency meeting places at both the hotel and the tournament facility.

During the Trip

The Team Manager's job is to ensure that the team is organized and supported throughout the tournament.

- Handle hotel bookings (including securing group rates) and organize team activities, such as group dinners or sightseeing.
- Monitor the athletes' behavior and report any rule violations or issues to the respective guardian and/or coaching staff.
- Outside of tournament time, you or the designated chaperone must be aware of the whereabouts of all athletes at all times.

Athletes' Responsibilities for Travel

When traveling with the team, all athletes are expected to represent LUVU with respect and integrity. Your actions should always be consistent with the LUVU Code of Conduct.

On the Trip

- Know and follow the schedule, curfews, and all rules set by your coach.



- Understand that breaking these rules will have consequences, and a major infraction could result in you being sent home.
- Participate in all planned team activities.
- Never leave the facility without first getting permission from your coach, even if you are with your guardian. Game times and locations can change unexpectedly, and you need to be available in case of a last-minute adjustment.
- No underage drinking, smoking, vaping or drug use will be tolerated.

Guardian's Responsibilities for Team Travel

As a guardian, you play a key role in ensuring team travel is safe and successful. By working together, we can make every trip a positive experience for the athletes.

Before and During the Trip

- You are responsible for your athlete's transportation to and from the tournament. Please communicate your travel plans to the team manager and note that athletes are not allowed to drive themselves without a guardian in the vehicle.
- Respect the schedule and rules set by the coach, especially if you are providing transportation for other athletes. Ensure your athlete attends all team meetings and activities on time and respects the curfew.
- Support the coaches and team manager in enforcing all curfews and rules. If you notice any infractions, please report them to the team manager and/or coach.
- If you take your athlete off-site, even for a short time, you must notify the coach and team manager to provide a way for them to reach you.



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 guardians 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.
- Team Managers should let guardians and athletes know where they are expected to be at all times, preferably in writing. Review the schedule daily with guardians 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 guardian 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.

Team Travel

Unless there is a municipal, provincial, federal, or public health directive to the contrary that may change the LUVc normal practice, teams may make travel arrangements to events via air, charter bus, rental vehicle, train or private vehicle.

Driving to out-of-town events in a private vehicle

It is LUVc's expectation that all athletes will arrange personal transportation to and from practices/tournaments/events. Note that all athletes must be picked up in a timely manner at the end of events.

Coaches will not transport athletes home (unless they are the athlete's guardian).

When a team travels to a competition, it is LUVc's expectation that team members will arrange their own personal transportation. Unless there is a municipal, provincial, federal, or public health directive to the contrary that may change the LUVc normal practice, shared transportation/carpooling is encouraged, but it is understood that athletes and guardians make these arrangements privately. Guardians who drive their own personal vehicles while transporting athletes acknowledge that any accidents or losses will be covered by their personal automobile insurance policy. Where vehicles are rented by a team for transportation purposes and driven by parent volunteers, any accidents or losses



will be covered by their personal automobile insurance policy in the event that it provides such coverage or by insurance procured at the place and time of rental.

An individual driving LUVC athletes or coaches to an out-of-town event must:

- Possess a valid driver's license and must be insured as well as the vehicle validly registered for the jurisdiction in which it is being driven.
- Agree to comply at all times with laws and regulations concerning driving including laws pertaining to the use of seatbelts, cellular phones and other handheld devices, and speed limits.
- Drive safely and at reasonable speeds; any traffic infractions remain the sole responsibility of the driver; and
- Strictly adhere to all laws and regulations, including but not limited to laws prohibiting driving under the influence.

For the health and comfort of all passengers, no individual shall be permitted to smoke in a vehicle carrying LUVC athletes or coaches while in transit.

Athletes may not drive themselves to a tournament if the tournament is further than two hours from Smiths Falls. Coaches should not be transporting athletes unless the athlete is a member of their own family. It is within a guardian's discretion with respect to whether an athlete may drive to LUVC functions provided that a guardian is present and in no circumstances where the distance is more than 250 km from Smiths Falls.

Poor driving conditions may arise from time to time while traveling to out-of-town tournaments. Drivers are asked to be in contact with the Team Manager regarding any question as to whether an event may be canceled or regarding a decision to drive or not. When returning home from a tournament, drivers should plan to complete the trip before 1:00 am. If they expect the trip to take much longer or if driving conditions are unsafe, they should plan to spend the night at a hotel.

Accommodation



Unless there is a municipal, provincial, federal, or public health directive to the contrary that may change the LUVC normal practice, while traveling to regular OVA tournaments **further than 150 km from Smiths Falls**, LUVC will provide a hotel for coaches. **Coaches may request that athletes stay overnight before the tournament** for locations beyond 150km from Smiths Falls.

Hotel accommodation:

- Coaches sharing a room must have their own individual beds.
- Athletes who are underage may not stay unaccompanied by a guardian or a person authorized by the guardian in a hotel room (must be accompanied).
- Athletes may share with guardians. The following shall apply:
 - A parent/guardian may only share with athletes who are not related if they are of the same gender, and the guardian of the athlete involved has explicitly provided prior consent.
 - If not enough guardians are traveling with the team to make this possible, athletes should room together with a parent chaperone in the same room.