

TRAVEL POLICY for TEAMS and ATHLETES

Type:	Governance	Policy Number:	
Authority:	Board of Directors	Date Approved:	March 19, 2025

Rationale: This policy is designed to ensure consistent and transparent travel protocol for all teams whether the MWPA Provincial Team or Member Club teams.

Purpose: The purpose of this document is to identify MWPA's position on travel for games and tournaments. Participants must always remember that they are representing MWPA when travelling.

Application: This policy applies to travel by MWPA Provincial Teams and Member Club teams.

1.0 Requirements pre and post travel

1.1 Member Clubs

1.1.1 Member Club Teams must submit a Travel Permit Request prior to travel as outlined in the Sanction Policy.

1.2 MWPA Provincial Team

1.2.1 Arrangements for anyone travelling as an athlete, Coach or in an official capacity with the Provincial Team will be made by the MWPA.

1.2.2 The Executive Director will work with the Provincial Development Program Head Coach and High Performance Committee to ensure that the following are completed:

1.2.2.1 Initial Travel Planning and Budgeting:

a. It is essential for all budgeting processes to be proactive and organized in both projecting and planning travel. Where possible, all travel arrangements should be made through the MWPA office.

b. As part of the budget planning process, the

following must be considered: estimated or actual expenses for transportation, lodging, meals, incidentals and entry fees.

- c. A Travel Itinerary Form must be filed with the MWPA Office for each trip prior to departure and should be submitted as soon as possible after the need for travel is known or at a minimum 30 days before travel. (*Schedule A*).

1.2.3 Anyone travelling in an official capacity with the Provincial Team must be a member in good standing of the MWPA and have complied with the MWPA Screening Policy.

1.2.4 Post travel, the Head Coach, or their designate, shall complete:

1.2.4.1 A tournament report.

1.2.4.2 An Incident Report Form, if applicable (*Schedule B*).

1.2.4.3 A travel expense reconciliation.

1.2.5 Post travel, anyone having personal expenses for which they are seeking compensation, must submit an Expense Claim Form (see Financial Policy). The MWPA Financial Policy outlines what expenses may be claimed.

1.2.5.1 Failure to submit adequate supporting documentation may result in the expense not being reimbursed.

1.2.5.2 All claim forms must be signed and dated by the person making the claim.

1.2.5.3 All claims must be received no later than 30 days after travel. Failure to submit within this time may result in the expense not being reimbursed.

1.2.6 Cancellation and Refunds for Provincial Team Travel

1.2.6.1 Once non-refundable expenses have been incurred and the cost per player has been established, deposits are non-refundable, and athletes and/or their families may also be required to pay any additional non-refundable costs associated with travel.

1.2.6.2 Partial refunds may be considered in rare circumstances

where an athlete has been injured while playing water polo prior to the tournament. A doctor's note is required, and any refund is at the discretion of the MWPA.

2.0 Procedures During Travel

- 2.1 Always remember that individual athletes, coaches and support personnel are representing the MWPA.
- 2.2 The Head Coach and support personnel (Chaperones and/or Team Manager(s)) are responsible for managing all members of the travel party.
- 2.3 The Head Coach must clearly outline the appropriate attire for the situation.
- 2.4 Parents must provide a current medical form for all athletes to the Chaperones and/or Team Manager for each trip, to ensure the most up-to-date information is available.
- 2.5 Tournaments for athletes who are 12 years of age and under are generally limited to Brandon (day trip) and possibly Saskatchewan (overnight) where carpooling is generally the mode of transportation. The MWPA expects that parents/guardians will travel with their child for these tournaments. If a child's parent/guardian is not able to be present, then arrangements should be made for a child to carpool with another athlete and their parent/guardian¹.
- 2.6 Two Chaperones are required to travel with each 14U, 15U, 16U and 18U team (of up to fifteen (15) athletes).
 - 2.6.1 The Chaperones shall not also be acting as a Coach.
 - 2.6.2 Chaperones must:
 - 2.6.2.1 be a minimum of 25 years old²;
 - 2.6.2.2 comply with the MWPA Screening Policy.
 - 2.6.3 desired for Chaperones, but not mandatory:

¹ It is recommended that the parent/guardian be screened under the MWPA Screening Policy.

² Water Polo Canada NCL requirement

- 2.6.3.1 have a valid credit card
- 2.6.3.2 have a valid driver's licence
- 2.6.3.3 have First Aid and CPR training
- 2.6.3.4 be comfortable driving a 7-passenger van
- 2.6.3.5 be the same gender as the team, especially if the coach is not.

2.7 Chaperones are responsible for:

- 2.7.1 the safety and well-being of the athletes in conjunction with the Head Coach. This includes being responsible for the behaviour of athletes when they are not under the control of the Head Coach or other Coaches.
- 2.7.2 reporting to the Head Coach any illness or injury.
- 2.7.3 reporting to the Head Coach any incidents likely to discredit the team or the MWPA.
- 2.7.4 being aware of the athletes' health or allergy concerns and have athlete's medical information with them at all times (whether paper or electronic).
- 2.7.5 knowing where the athletes are at all times with the exception of when the athletes are on the pool deck or in the water.
- 2.7.6 ensuring athletes are aware of the schedule each morning as set by the Head Coach and any changes throughout the day.
- 2.7.7 here appropriate, organizing group meals for the team, whether take-out or catering is brought to the hotel or making reservations at a restaurant.
- 2.7.8 making sure athletes have water and snacks with them as appropriate for the tournament schedule. Chaperones may obtain healthy snack items that can be kept at the hotel and distributed to the athletes as needed.

2.8 The Coaches and Chaperones have the right to inspect all bags and personal belongings of athletes.

- 2.9 The Coaches and Chaperones are NOT responsible for athlete's possessions, including money and electronic devices.
- 2.10 Regular team meetings are mandatory for the entire travel party to attend. These and any other meetings between Coaches and athletes should always take place in public areas of the hotel or pool facility and never in hotel rooms.
- 2.11 At the end of the day before bed checks, Chaperones and Coaches should meet to review the day and confirm the next day's schedule so that the Chaperones can relay the information to the athletes as they do room checks at curfew.

3.0 Transportation

- 3.1 In most circumstances, all members of the travel party are expected to travel as a unit to and from the competition, however in special instances, alternate travel options for individuals may be approved. For example, families may wish to use vouchers, airmiles or similar.
 - 3.1.1 Families must identify their desire to make alternate travel arrangements at the time the deposit is due.
 - 3.1.2 If an exception is approved, the Head Coach and/or the Executive Director must sign a written contract with the parent or legal guardian granting permission for the alternate travel arrangements. Individuals not traveling with the travel party assume full responsibility and liability for their travel until they join or leave their team.
- 3.2 Wherever possible, travel arrangements will be made so that they can be changed or cancelled with minimal penalties. Travel insurance will also be arranged.
- 3.3 It is expected that the Head Coach and Chaperones will always travel with the team. If there are extenuating circumstances and they cannot travel with the team or must depart the site for any reason, the Head Coach must submit a travel plan providing alternate coverage to the MWPA Office and have approval in writing.
- 3.4 If rental vehicles or private vehicles are used at the destination, steps must be taken to ensure the drivers have:
 - 3.4.1 A valid driver's licence.

3.4.2 Vehicle insurance.

3.4.3 Personal liability coverage for a minimum of \$2M.

4.0 Athlete Accommodations

- 4.1 Some tournaments have a “stay and play policy” which requires teams to stay at designated hotels. Failure to stay at the designated hotel can result in disqualification from the tournament. For other events, consideration will be given to booking a hotel that includes breakfast, is within a reasonable distance from the event facility, is in a safe neighborhood, and close to amenities.
- 4.2 During overnight team travel, if athletes are paired with other athletes they shall be from the same team and should be similar in age.
- 4.3 Athletes will stay with designated roommates as assigned. Room assignments will take into consideration the Canadian Centre for Child Protection Travel Guidelines to Help Protect Children in Sport, as well as the Resource Supplement.
- 4.4 Athletes are expected to respect each other’s property and support each other.
- 4.5 Athletes must keep their room tidy, always move in pairs or in threes, and always request the permission of the Chaperone before leaving the accommodation area.
- 4.6 Additional expenses/services shall not be charged to hotel rooms without prior authorization. Any charges which were not approved shall be reclaimed upon return.
- 4.7 Athletes must be courteous to other hotel guests and respect the hotel property.
- 4.8 Athletes will be provided the room number where the Chaperones and Coaches are staying. For any issues after curfew, the expectation is that athletes first point of contact is the Chaperones so that the Coaches can rest.
- 4.9 After curfew, athletes must not leave their room unless in case of an emergency and not open their door to anyone but the Chaperones.
- 4.10 Chaperones will inspect rooms upon check out. All athletes assigned to a room will be held jointly liable for any damage or missing items.

5.0 Coach and Chaperone Accommodations

- 5.1 Chaperones must be located on the same floor as the team.
- 5.2 A Coach or Chaperone shall not share a hotel room or other sleeping arrangements with any athlete, unless they are related to that athlete and have the consent of the parent/guardian.
- 5.3 Coaches should not share rooms with Chaperones but may share with other Coaches. Coaches need to rest and focus on the tournament, while Chaperones must be available 24 hours a day.
- 5.4 Chaperones may share a room with other Chaperones. If in their own room, Coaches and Chaperones need to be mindful of the Rule of Two when making themselves available to athletes at any hour of the day.
- 5.5 For the Provincial Development Program, if any Coach or Chaperone prefers to have their own room, they will be responsible for ½ of the room rate.
- 5.6 Additional expenses/services shall not be charged to hotel rooms without prior authorization. Any charges which were not approved shall be reclaimed upon return.

6.0 Supervision

- 6.1 When doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained. This rule includes when travelling in vehicles.
- 6.2 Under no circumstances should individuals be entering each other's hotel rooms. Hotel rooms are meant to be a safe space where athletes can have quiet time and privacy.
- 6.3 Public spaces in the hotel should be used for social gatherings.
- 6.4 Curfews shall be established by the Head Coach.
- 6.5 The Chaperones are responsible for enforcing curfew and are expected to be available at all hours of the night.
- 6.6 The directions and decisions of the Head Coach and Chaperones are final.
- 6.7 Athletes are expected to always remain with the team during the trip. Athletes may not leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission of the Head Coach or Chaperones. When visiting public places such as

shopping malls, movie theatres, etc. athletes will stay in groups of no less than three persons.

- 6.8 Athletes may not take any mode of transportation such as rideshares or public transit on their own or in a small group.

7.0 Expectations of Behaviour

- 7.1 Athletes are expected to behave appropriately at tournaments and follow the rules laid out by the Head Coach, Chaperones and/or Team Manager.
- 7.2 All participants must adhere to the Code of Conduct of the MWPA, Canada Water Polo and of the tournament.
- 7.3 If an athlete has an issue with another athlete, they should speak to a Coach or Chaperone. Their privacy will be respected to the greatest extent possible.
- 7.4 If there is a breach of the Travel Policy or Code of Conduct, depending on the severity of the infraction, the Head Coach will make a decision that could include benching an athlete or sending the person home at their own expense.
- 7.5 If there is a breach of the Travel Policy or Code of Conduct involving athletes who are under 18 years old, the Head Coach shall contact the parent/guardian to advise of the infraction and the discipline decision made, at the earliest possible opportunity.
- 7.6 Where there is a breach of the Travel Policy or Code of Conduct, an Incident Report Form shall be provided to the MWPA at the end of travel, who in turn will consider whether additional action is to be taken under the Discipline and Complaints Policy.

8.0 Health Issues

- 8.1 During longer tournaments, many health problems are caused by lack of food, fluid, or sleep. If an athlete feels unwell, they need to notify the Coach(es) or Chaperones immediately. The person receiving the information will keep this information private to the extent possible.
- 8.2 Travelling teams ought to carry a basic first aid kit. Players should bring their own KT tape, etc. and know how to apply it.

- 8.3 For younger athletes, the chaperones are available to assist with storage and distribution of medications if this is a concern for the family and athlete. Clear directions should be provided.
- 8.4 Chaperones and coaches are unable to dispense any non-prescription medications (such as Tylenol or Advil) to athletes without first contacting a parent/guardian for permission.
- 8.5 Pre-existing injuries must be disclosed. Any athlete with pre-existing injuries may only attend the tournament if they have medical clearance and the parent/ guardian has discussed the issue with the Head Coach. Athletes may still be permitted to travel with the team, however playing time may be limited.
- 8.6 Optional out-of-province medical insurance is available from Water Polo Canada. Instructions are provided on the Water Polo Canada website: "[Out of Province Medical Insurance Form](#)".
- 8.7 In the event of injury or illness, the parent/guardian shall be notified at the earliest opportunity.
- 8.8 If the injury or illness is serious enough to warrant care from a medical facility, if the parent/guardian is not present at the tournament or training camp, then the Chaperone(s) are responsible for calling an ambulance or transporting the athlete to the hospital. Under no circumstances should the athlete be sent alone by taxi or similar mode of transportation.

Schedule "A"

Travel Itinerary Form

This form must be submitted at least thirty (30) days prior to intended travel for the Provincial Development Program ("Team Manitoba").

Name of Water Polo Event:

Host of event:

Whether travel is for training or competition:

Dates of Water Polo Event:

Location of Water Polo Event:

Number of Teams

Rosters:

Coaches travelling with team(s):
Confirm date(s) of Screening Policy compliance.

Chaperones travelling with team(s)
Confirm date(s) of Screening Policy compliance.

Team Manager: travelling or not?
Confirm date(s) of Screening Policy compliance.

Date of departure

Date of return

Mode of transportation (details)

Lodging accommodations (address and phone number)

Indication of any individuals who are traveling via alternative travel modes, with signature of parent/guardian

Attach budget and proposed schedule.

Schedule "B"

Incident Form

This form must be submitted upon return from any team travel. The MWPA will determine if further disciplinary action is warranted under the Discipline and Complaints Policy.

Name of Individuals involved:

Name of Parent/Guardian contacted (if individual is a vulnerable participant)

Date and location of incident:

Witnesses:

Details:

Breach of Code of Conduct section:

Breach of Travel Policy section:

Other breach:

Discipline decision made by Head Coach: