

**WEST OTTAWA SOCCER CLUB**  
**SECTION 16 – CLUB POLICY MANUAL**  
**TRAVEL POLICY**

**Purpose**

1. The purpose of this Policy is to inform players, parents, and coaches travelling to tournaments outside of the City of Ottawa of their responsibilities and the expectations of the WOSC.

**Application of this Policy**

2. Specific individuals have responsibilities when teams travel outside of Ottawa. These individuals include:
  - a) Parents traveling with the athlete;
  - b) Parents not traveling with the athlete;
  - c) Chaperones;
  - d) Coaches;
  - e) Team/Tournament Managers;
  - f) Players.

**Travel Consent Form**

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is attached as **Appendix A**.

**Responsibilities**

4. Parents traveling with the athlete are responsible for their child during the entirety of the tournament, league game trip, or soccer activity and have the following additional responsibilities:
  - a) Pay all tournament fees prior to the start of travel;
  - b) Register for tournament accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made;
  - c) Punctual drop off and pick up of their children at times and places indicated by coaches;
  - d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events;
  - e) Adhere to coach requests for player curfew times;
  - f) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
  - g) Report any player illness or injury;
  - h) Report any incident likely to bring discredit to the WOSC;
  - i) Adhere to the WOSC policies and procedures, particularly the *Code of Conduct and Ethics*;
  - j) If travelling outside of Canada, ensure that all passports are valid and not expired.
5. Parents not traveling with the athlete have the following responsibilities:
  - a) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager;
  - b) Provide the chaperone with a Travel Consent Form;
  - c) Provide the chaperone with emergency contact information;
  - d) Provide the chaperone with any necessary medical information;
  - e) Pay all tournament fees prior to the start of travel;
  - f) Provide the child with enough funds to pay for food and incidentals;
  - g) If travelling outside of Canada, ensure that all passports are valid and not expired.

6. Chaperones have the following responsibilities:
  - a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information;
  - b) Punctual drop off and pick up of their children at times and places indicated by coaches;
  - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events;
  - d) Adhere to coach requests for player curfew times;
  - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
  - f) Report any player illness or injury;
  - g) Report any incident likely to bring discredit to the WOSC;
  - h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach;
  - i) Approve visitors to the player accommodations, at their discretion;
  - j) Adhere to the WOSC policies and procedures, particularly the *Code of Conduct and Ethics*.
  
7. Coaches have the following responsibilities:
  - a) Arrange all team meetings and practices;
  - b) Determine curfew times;
  - c) Work in close co-operation with the chaperones on all off-field matters;
  - d) Report to the WOSC any incident likely to bring discredit to the WOSC;
  - e) Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the WOSC for further disciplinary action, if applicable, under the WOSC's *Discipline and Complaints Policy*;
  - f) Adhere to the WOSC policies and procedures, particularly the *Code of Conduct and Ethics*.
  
8. Team/Tournament Managers have the following responsibilities:
  - a) Ensure an appropriate chaperone-to-player ratio that does not exceed ten athletes per chaperone;
  - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations;
  - c) Room female and male athletes separately. Coaches and chaperones shall be roomed separately from athletes, unless the athlete is the child of the coach or chaperone;
  - d) Coordinate and collect all travel expenses from parents.
  
9. Players have the following responsibilities:
  - a) Arrive at each game ready to participate;
  - b) Make any visitor requests to chaperones, before the visit is expected;
  - c) Represent the WOSC to the best of their abilities at all times;
  - d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents;
  - e) Check in with the chaperone, when leaving their rooms;
  - f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning;
  - g) Adhere to the WOSC policies and procedures, particularly the *Code of Conduct and Ethics*.

**WEST OTTAWA SOCCER CLUB  
APPENDIX A  
TRAVEL CONSENT FORM**

To whom it may concern,

I / we, the parent(s)/guardian(s) of \_\_\_\_\_ officially give my / our consent for my / our minor child to travel with the following individuals, who are also associated with the West Ottawa Soccer Club:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My / our child was born on \_\_\_\_\_ at the location of \_\_\_\_\_. My / our child's birthday is \_\_\_\_\_. If required, my / our child's passport number is \_\_\_\_\_.

I / we understand that the event is a \_\_\_\_\_ which is located in \_\_\_\_\_. Barring extenuating circumstances the event should last for a duration of \_\_\_\_\_ days between the dates of \_\_\_\_\_ and \_\_\_\_\_.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) \_\_\_\_\_ and the following email addresses

\_\_\_\_\_.

Sincerely,

Signed, \_\_\_\_\_

Dated, \_\_\_\_\_