



Policy Name: Travel Policy

Policy Number: TRV201912

Adopted: 01/15/2016

Revised: 12/05/2019

Policy:

Travel is a standard aspect of the competitive season. Central Ohio Rowing will establish policies to guide travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

LOCAL AND TEAM TRAVEL

Local travel includes travel to training, practice and local competition.
Team travel includes travel to a competition and/or an overnight stay.

LOCAL TRAVEL

Local travel occurs when Central Ohio Rowing does not sponsor, coordinate or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle and compliance with all state laws.

In an effort to minimize one---on---one interactions, Central Ohio Rowing staff members, coaches and/or volunteers, or other applicable adults should not drive alone with an unrelated minor athlete and should only drive with at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the minor athlete's local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with a minor athlete or minor participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who also are an athlete's guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

TEAM TRAVEL

Team travel is overnight travel that occurs when Central Ohio Rowing sponsors, coordinates or arranges for travel so that teams can train or compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes.



However, no coach, staff member, volunteer or applicable adult will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

Central Ohio Rowing should make every effort to provide adequate supervision through coaches and other adult chaperones on teams with athletes. Central Ohio Rowing policy dictates a maximum ratio of nine athletes to one chaperone on trips and away camps.

For team travel, Central Ohio Rowing will book hotels and air travel in advance. Athletes may share rooms, with 2-4 athletes assigned per room depending on accommodations. Central Ohio Rowing will notify hotel management should any special arrangements be warranted. For instance, hotels may be asked to block pay per view channels and remove mini-bars. Meetings are not to occur in hotel rooms. Separate space should be reserved for coaches and athletes to socialize.

Regardless of the location of the event, Central Ohio Rowing policies on providing alcohol to minors follow the laws of the state of Ohio. Parents and Applicable Adults are expected to adhere to this policy, especially when staying near or with the team. No parent should provide alcohol to minors during Team Travel. Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.

TRAVEL NOTIFICATION

When possible, Central Ohio Rowing will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice also will include designated team hotels for overnight stays, as well as a contact person within Central Ohio Rowing.

Specific travel itineraries should be distributed when they become available. These will include a more detailed, hour-by-hour itinerary, as well as contact information for team travel chaperones.

MIXED-GENDER AND MIXED-AGE TRAVEL

Central Ohio Rowing teams are made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will be grouped by age and sex for the purposes of assigning an appropriate chaperone. Every effort should be made to provide these groups at least one chaperone of the same sex.

Regardless of gender, neither a coach nor any applicable adult shall share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered as a coach of a Central Ohio Rowing he or she will be allowed to share a room with another registered coach of the same gender.

COACH AND STAFF RESPONSIBILITIES

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy and Reporting Policy.



If a coach or staff member transports an athlete or other organization member in their private car or a vehicle rented or owned by Central Ohio Rowing for team travel, a copy of the coach's or staff member's valid driver's license, vehicle registration and proof of insurance is required.

When not practicing, training, competing or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

1. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
2. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
3. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
4. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
5. help athletes be on time for all team commitments (as possible)
6. assist with team travel logistical needs (as possible)
7. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
8. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
9. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
10. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
11. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
12. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the athletes, coaches, staff and volunteers adhere to the Central Ohio Rowing's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in Central Ohio Rowing's Participant Safety Handbook.

If a chaperone has not undergone a criminal background check and Central Ohio Rowing's awareness training, the chaperone will not be permitted to have anyone---on---one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one---on---one interactions as outlined in Central Ohio Rowing's Participant Safety Handbook.

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license, vehicle registration and proof of insurance is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:



1. familiarize themselves with all travel itineraries and schedules before team travel
2. monitor for adherences to club policies during team travel
3. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
4. help athletes be on time for all team commitments (as possible)
5. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
6. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
7. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
8. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
9. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
10. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a Central Ohio Rowing Board member or the Director of Rowing.



Travel Approval Form

Athlete (name) _____ has my permission to travel with Central Ohio Rowing parent chaperones and participate in the _____ regatta(s) in consideration of the benefits to be derived, and having the full confidence that reasonable precautions will be taken to insure the safety and wellbeing of my child during this trip; furthermore, I understand that my child will be staying in a hotel room with another teammate of the same sex. My child has read and signed the Central Ohio Rowing Code of Conduct and understands that participating in Crew Rooms is contingent upon upholding those rules. I hereby waive all claims and release liability against **Central Ohio Rowing, Inc.** its agents, and/or their representatives, on account of any accident, illness or other damage that may occur in connection with this trip. My child is in good physical condition, unless I have noted otherwise on this slip:

Parent's or Guardian's Signature: _____



Parents Authorization:

In the event of an emergency and I cannot be reached by telephone or other reasonable means, I hereby:

(Please check one of the following)

_____ authorize permission for the physician selected by the adult leader in charge of my child to hospitalize, secure proper anesthesia, other injections, to do surgery, and whatever else appears medically necessary for my child.

_____ do **not authorize** for the physician selected by the adult leader in charge of my child to hospitalize, secure proper anesthesia, other injections, to do surgery, and whatever else appears medically necessary for my child.

Parent's or Guardian's Signature: _____

Address: _____

Home Phone: _____

Cell Phone(s): _____

_____ **Copy of Insurance Card & Child's ID Attached (Driver's License or School ID)**

Medical Condition and/or Prescription Medication: _____

If applicable: please list medical condition that would need to be disclosed in an emergency and/or list names of any medication(s) currently taken and dosage:

