

**FIELD HOCKEY ONTARIO**

Box# 80030
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TRAVEL POLICY AND CONSENT FORM

Purpose

1. The purpose of this Policy is to inform athletes, parents/guardians, and coaches travelling to all field hockey events of their responsibilities and the expectations of FHO.

Application of this Policy

2. Specific individuals have responsibilities when teams travel. These individuals include:
 - a. Parents/guardians traveling with the athlete
 - b. Parents/guardians not traveling with the athlete
 - c. Chaperones
 - d. Coaches
 - e. Team Managers
 - f. Athletes

Travel Consent Form

3. Minor athletes (anyone under the age of 18) 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 provided as **Appendix A**.

Responsibilities

4. Parents/guardians traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a. Pay all event fees prior to the start of travel
 - b. Register for event 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/guardian meetings, team meetings, or team functions and be punctual to such events
 - e. Adhere to coach requests for athlete curfew times
 - f. Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - g. Report any athlete illness or injury
 - h. Report any incident likely to bring discredit to FHO
 - i. Adhere to FHO's 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/guardians not traveling with the athlete have the following responsibilities:
 - a. Assign to their child a chaperone from among the other parents/guardians in attendance, or at the discretion of FHO. The chaperone may not be a team coach, assistant coach, or manager



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- 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 event 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 may be asked by Managers to assist, but have no official responsibility in the following duties:
- a. Adhering to coach requests for parent/guardian meetings, team meetings, or team functions and being punctual to such events
 - b. Enforcing requirements for athlete curfew times
 - c. Reporting any athlete illness or injury to the coach/team manager
 - d. Report any incident likely to bring discredit to FHO
 - e. Additional support to coaches and team/event manager(s) as needed
 - f. Adhere to FHO's policies and procedures, particularly the *Code of Conduct*
7. A chaperone's duties **do not** involve the following:
- a. Paying athlete expenses if the athlete's parent/guardian has not provided the athlete with money for expenses
 - b. Assisting the athlete to look for lost items or equipment
 - c. Any activity requested of them by an athlete that may place the chaperone at physical risk or that may result in the chaperone breaching any FHO policy or procedure
8. Coaches have the following responsibilities:
- a. Arrange all team meetings and training sessions
 - b. Determine curfew times
 - c. Work in close co-operation with the team/event manager(s) and chaperones on all non-sport matters
 - d. Report to FHO any incident likely to bring discredit to FHO
 - e. Together with the team/event managers, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents/guardians of the athletes involved as well as to FHO for further disciplinary action, if applicable, under FHO's *Discipline and Complaints Policy*
 - f. Adhere to FHO's policies and procedures, particularly the *Code of Conduct and Ethics*
9. Coaches and Team/Event Managers have the following responsibilities:
- a. Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
 - b. Punctual transportation of athletes and other team support staff at times and places indicated by the coach
 - c. Enforcing requirements for athlete curfew times



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- d. Enforcing requirements for limiting outside activities for athletes (for example, swimming, shopping) and ensuring that athletes remain in designated areas
 - e. Conducting nightly bed checks, provided that such checks are conducted in accordance with any FHO policies or procedures related to ensuring a safe sport environment
 - f. Inspecting hotel rooms rented for damage before check-in and after check-out, and reporting any damage to the supervisor
 - g. Approving or denying visitors to the athlete accommodations, at the discretion of the chaperone or supervisor (as applicable)
 - h. Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
 - i. Organize accommodations and inform parents/guardians and chaperones how to register and pay for accommodations
 - j. Coordinate athlete and coach room assignments
 - k. Coordinate and collect all travel expenses from parents/guardians
 - l. Adhere to FHO's policies and procedure, particularly the *Code of Conduct*
10. Athletes have the following responsibilities:
- a. Arrive at each event ready to participate
 - b. Make any visitor requests to chaperones before the visit is expected
 - c. Represent FHO 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/guardians
 - 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 FHO's policies and procedures, particularly the *Code of Conduct*





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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 FHO:

My / our child was born on _____ at the location of _____. If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

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 _____.

By signing this Form, we agree to waive, personally and on behalf of the athlete or any of the athlete's related kin, heirs, executors, administrators, and legal and personal representatives, all claims against the chaperone and FHO for any acts conducted within the scope of the duties assigned to the chaperone by FHO or the chaperone's supervisor, or for any omissions related thereto, that has resulted in any injury, personal injury, damage, property damage, expense, loss of income or loss of any other kind suffered by the athlete and/or their parents/guardians.

Sincerely,

Signed, _____ Dated, _____

