FREESTYLE WHISTLER TRAVEL POLICY - PERFORMANCE STREAM PROGRAMS

1. PURPOSE

To provide clear, consistent standards for safe, inclusive, and well-organized athlete travel, training, and competition.

This document combines and updates Freestyle Whistler's 2022 Travel Policy, Discipline & Complaints Policy, and related Codes of Conduct, aligning them with the **Freestyle BC Safe Sport Policy Manual** and **Canadian Safe Sport Program (CSSP)**.

2. SAFE SPORT ALIGNMENT

Freestyle Whistler formally adopted and implemented the **Freestyle BC Safe Sport Policies**, as outlined in the **Freestyle BC Safe Sport Member Declaration** (2024).

These policies include the Screening Policy, Athlete & Minor Protection Policy, Code of Conduct & Ethics, Discipline & Complaints Policy, Investigation Procedure, Social Media Policy, and Dispute Resolution & Appeal Policy.

All club members, athletes, parents, coaches, and volunteers are bound by these policies, which take precedence over any conflicting provisions in this document.

3. SCOPE

This policy applies to all Freestyle Whistler ("FW") athletes, staff, coaches, contractors, chaperones, parents, and volunteers involved in FW-sanctioned activities outside Whistler, including:

- Training camps and competitions
- Off-hill activities
- Any environment where FW members represent the club
- We **DO NOT** provide logistics support for provincial-level events (example, Timber Tours) and below

4. ADMINISTRATIVE STRUCTURE

To ensure consistent travel planning and communication:

- **Freestyle Whistler** oversees all logistics, parent communication, and Trip Sheet management, program delivery and athlete welfare.
- Any incidents arising during a Trip will be handled through the Discipline and Complaints Policy.
- The **Board** approves policy, reviews incidents, and ensures compliance.

5. AGE & SUPERVISION STANDARDS

- **Under 13:** Must travel with a **parent or designated guardian approved by the Head Coach and Program Administrator.**
- **Ages 13–14:** May travel without a parent only if supervised by a **dedicated non-coaching chaperone** (1:5–6 ratio).
- **Ages 15+:** May travel independently under club supervision, subject to signed consent.
- Minimum **two adults (coach or chaperone)** required on any overnight trip.

6. CHAPERONES

Chaperones provide logistical and pastoral care to athletes outside of training hours. They must:

- Be **non-coaching and non-training** during the trip.
- Sleep in the same accommodation (but separate rooms) as athletes.
- Be available **24/7** with access to a vehicle in case of emergency.
- Lead grocery shopping trips
- Support breakfast prep; supervise athletes as they make lunches and group dinners.
- Enforce curfews, perform room checks, and maintain communication with coaches.
- Report any safety or conduct concerns immediately.
- Please see “Trip Sheets” below for Chaperone reimbursement policies
- Chaperones are expected to fulfill all duties outlined in the **“Freestyle Whistler Chaperone On-Trip Job Description & Responsibilities (2025)”**, which forms an appendix to this policy.
- This includes supervision during travel, meal preparation oversight, curfew checks, emergency response, and post-trip reporting.
- All chaperones must review and acknowledge this document prior to travel.

Minimum Ratio: 1 chaperone per 6 athletes under age 15, and 1 chaperone per 8 athletes aged 15 and older, subject to approval by the Executive Director and Program Administrator based on group composition and trip logistics.

7. COACHES

- Lead all athletic programming and athlete preparation.
- Ensure chaperones understand their duties.
- Maintain safety, report incidents, and model professional conduct per the **Coaches Code of Conduct.**
- Athletes must not be left unsupervised overnight or during travel.
- Abstain from drugs, vaping, or alcohol when supervising athletes.

8. ATHLETES

- Must follow the **Athlete Code of Conduct** at all times.
- Respect teammates, staff, property, and event officials.
- **Zero tolerance** for alcohol, cannabis, vaping, or drugs.
- Abide by curfews: **in rooms by 9:30 p.m., lights out by 10:30 p.m.**

- **Athletes are not permitted to enter rooms or sleeping areas of the opposite sex** at any time. This rule applies at all hours and includes social visits.
- Report any injuries, safety issues, or bullying concerns immediately to a coach or chaperone.
- Participate in meals and clean-up as part of the team environment.
- Understand that serious infractions may result in being sent home at the parent's expense and/or further disciplinary action under the **2025 Discipline & Complaints Policy.**

9. MEALS & NUTRITION

Freestyle Whistler expects all athletes and staff to maintain healthy eating habits that support performance, recovery, and overall well-being while travelling.

- **Balanced Nutrition:** Meals should emphasize **whole foods**, **lean protein**, **complex carbohydrates**, and **fruits and vegetables**. Processed foods and excessive sugar should be minimized.
- **Protein Intake:** Every meal and snack should include a **protein source** (e.g., eggs, yogurt, meat, fish, tofu, legumes) to support recovery and strength.
- **Hydration:** Athletes are expected to bring reusable water bottles and stay hydrated throughout the day, particularly during training and competition.
- **Meal Planning:**
    - Chaperones and coaches will plan grocery lists with athlete's input prior to departure.
    - Breakfast is typically organized by the chaperone.
    - Athletes are responsible for preparing their **own lunches** and assisting with **group dinners** under chaperone supervision.
    - Everyone shares in clean-up duties.
- **Special Diets:** Any dietary restrictions or allergies must be communicated to the Program Administrator prior to travel.

Healthy, balanced eating is considered an essential part of athlete development and performance.

10. PARENTS / GUARDIANS

- Ensure athlete readiness and compliance with policies.
- Maintain positive and respectful communication with coaches and staff per the **Parent Code of Conduct.**
- Complete all required consent, medical, and travel forms before departure.

11. TRIP SHEETS

Trip Sheets & Communication Timelines:

Trip Sheets provide the full logistical and financial outline for each Freestyle Whistler camp or competition and will be circulated to parents and athletes as early as possible to support planning.

For planned travel, Trip Sheets will typically be distributed at least:

- 4 weeks prior to domestic camps or competitions
- 12 weeks prior to international travel

However, some competition invitations and event confirmations are received on shorter timelines (often 2–3 weeks in advance). In these cases, Trip Sheets will be distributed as soon as information is confirmed, and families are expected to respond within an accelerated timeframe to support travel planning and Safe Sport requirements.

Trip Sheets must include:

- Event location and dates
- Coach/chaperone roster
- Travel and accommodation details
- Daily itinerary and training schedule
- Emergency contacts and supervision plan
- Estimated trip costs per athlete

Trip Sheet Financial Guidelines

- **Coach Compensation:**
  - Coaches receive a **full-day rate** when travelling with athletes under their care.
  - Coaches receive a **half-day rate** when travelling alone (for event setup, meetings, or return travel days).
- **Chaperone Reimbursements:**
  - Chaperones using their own personal vehicles will be reimbursed for **100% of submitted gas receipts** related to the trip.
  - Chaperones' **flight costs** will be divided equally among athletes, **unless** the chaperone was already planning personal travel or engaging in unrelated activities (e.g., visiting family).
  - Chaperones must submit all receipts to the Executive Director no later than 3 days post-trip.
- **Meal Costs:**
  - All food and grocery costs for the trip will be divided equally among all participating athletes who are part of the shared accommodation.
  - Coaches and chaperones will be reimbursed for 100% of meal expenses incurred while supervising or supporting athletes.
  - Athletes who choose not to stay in shared accommodation will still be responsible for contributing to their proportional share of coach meal costs associated with the trip.
  - Meal planning will prioritize healthy, balanced options that support athlete nutrition and recovery.
- **Team Housing:**
  - Athletes staying in designated **team housing** will share all relevant expenses incurred.
  - Families choosing to arrange **their own accommodation** (outside team housing) are still responsible for paying their share of **coaching costs**, including:
    - Coach travel costs (flight, food, and accommodation)

        - Any applicable coaching fees
    - Families should review their **program webpage** to confirm which coach fees are already included in their athlete's program and which are billed per trip.
- **Post-Trip Review:**
  After each trip, a brief debrief and reconciliation of expenses will be completed by the Program Administrator to ensure accurate cost allocation and documentation. Freestyle Whistler will deliver the invoice post-trip.

12. TRAVEL PLANNING & REGISTRATION

- **Trip Registration Deadline:**
  To ensure proper accommodation, transportation, and chaperone coverage, all athletes must confirm participation in any Freestyle Whistler camp or competition trip by the registration deadline on the Trip Sheet.
- **Late Additions:**
  Additions after this deadline are **not permitted** without prior approval from both the **Executive Director and Program Coordinator.** Exceptions may be granted only when space, supervision, and logistics can be safely accommodated.
- **Changes to Itinerary:**
  Any adjustments to travel plans (departure/return times, lodging, transportation) must be communicated to the Program Administrator and approved by the Head Coach to ensure Safe Sport compliance and adequate supervision ratios.
- **Chaperone Ratios:**
  Minimum supervision standards are **1 chaperone per 6 athletes under 15**, and **1 chaperone per 8 athletes aged 15 and older**, subject to approval by the Executive Director and Program Administrator based on group composition and trip logistics.
- **Late Cancellations & Financial Responsibility:**
    - Athletes who withdraw from a trip after confirming participation may be responsible for any non-refundable costs incurred on their behalf. This may include, but is not limited to, accommodation, transportation, and coach travel expenses.
    - Freestyle Whistler will make reasonable efforts to minimize costs where possible; however, if refundable options are not available or timelines have passed, the athlete's account may be charged for their portion of these expenses.

13. TRANSPORTATION

- All vehicles must be insured, in safe condition, and equipped with winter tires when applicable.
- Drivers must have a **valid Class 5 licence** (minimum 5 years' experience).
- Seatbelts are required for all passengers.
- FW staff must not exceed **10 total working hours per day**, including driving.

14. BEHAVIOUR & DISCIPLINE

Freestyle Whistler follows the **2025 Discipline & Complaints Policy** and **Freestyle BC Safe Sport reporting standards.**

Infractions are categorized as:

- **Minor infractions:** lateness, disrespect, inappropriate language → may result in a verbal or written warning, loss of privileges, or short suspension.
- **Major infractions:** use or possession of drugs, alcohol, cannabis, or vaping products; harassment; bullying; theft; or violence → may result in immediate suspension or expulsion from the trip.

Parents or guardians will be notified immediately if disciplinary action is taken during travel and may be required to arrange or fund the athlete's return home if removal from the trip is deemed necessary.

Reports involving maltreatment, harassment, abuse, discrimination, grooming, or retaliation must be submitted through the **Freestyle BC Safe Sport Portal** (freestylebc.ski/safesport), which is managed independently to ensure confidentiality and neutrality.

Serious Safe Sport violations (harassment, abuse, or discrimination) are referred to the **independent Safe Sport mechanism** via Freestyle BC/CCES.

15. REPORTING

- All trip incidents must be documented using the **Freestyle Whistler Incident Report Form** and submitted to the **Program Administrator** within 24 hours of occurrence.
- **Serious or urgent issues** must be reported **immediately** to the **Executive Director** and **Club President**.
- If the incident involves suspected **maltreatment, abuse, harassment, discrimination, or any other Safe Sport-related concern**, it must also be reported through the **independent Safe Sport mechanism** via freestylebc.ski/safesport (Freestyle BC / CCES).
- All other operational or Code of Conduct matters will be addressed internally under the **2025 Discipline & Complaints Policy**.
- **Confidentiality** must be maintained throughout all stages of the reporting and follow-up process.

Emergencies: If someone is in immediate danger, or if the concern involves potential criminal behaviour (e.g., assault, abuse, child exploitation), contact **9-1-1** or **local child protection authorities** immediately before reporting through other channels.