



Trip and Travel Policy

Definitions:

Event – A trip, camp, training activity, race or other activity planned for or attended by a specific group or groups of Foothills Orienteering members.

Event Coach – The coach, parent or other volunteer in charge of the day to day activities of the Event.

Event Planning Group – A planning group comprised of the Event Coach, VP of Juniors and an athlete (or parent of an athlete) attending the Event.

Volunteer – One of a required group of parents or other helpers assisting in the day-to-day activities of the Event. The Event Coach determines the number of parents or other helpers required.

1. Transportation – The Event Group will determine if parents/athletes are individually responsible for athlete and volunteer transportation to the event or if Foothills Orienteering will be organizing athlete and volunteer transportation to the event. This information will be communicated in a timely manner prior to each event.

Foothills Orienteering insurance coverage is dictated by our insurance policy, which is negotiated by the Orienteering Canada. Under no situation does Foothills Orienteering insurance provide liability coverage for the transportation of athletes or volunteers. Drivers are personally taking on a liability as soon as they transport anyone. As such, the insurance industry suggests that all drivers carry a minimum of \$2,000,000 liability insurance as a standard practice.

When parents/athletes are individually responsible for athlete and volunteer transportation, they may choose to coordinate their own carpool arrangements. Coaches and Foothills Orienteering volunteers will not organize carpooling for these Events. If parents/athletes choose to carpool they are making a private arrangement. Should an individual not want to take on the liability associated with this, they should not agree to carpool or to share rides. Coaches are not

expected to be involved in carpooling arrangements and are not expected to 'provide a lift' when parents/athletes are individually responsible for transportation.

At Events where Foothills Orienteering will be organizing athlete and volunteer transportation (Group Transportation), the following applies:

- i. Options for athlete and volunteer transportation include private vehicles, rental vehicles, coaches' vehicles, public transportation, charter bus, aircraft, etc.
- ii. Rental vehicles are strictly for the use of athletes, coaches and volunteers attending the event.
- iii. Rental, private and coaches' vehicles will carry at least \$2,000,000 liability insurance.
- iv. Private and coaches' vehicles used for Group Transportation must be in good working order and must be equipped with winter tires between November 1 and April 30.
- v. It is the responsibility of the parents, athletes or coaches who are providing their vehicles for Event use to ensure that the vehicle meets insurance and safety requirements.
- vi. Foothills Orienteering cannot ensure which driver will be driving which particular athlete or volunteer during the Event.
- vii. Foothills Orienteering does not test or verify the driving aptitude of the Event drivers and does not verify the condition of the vehicles used for Foothills Events.
- viii. Athletes, parents and volunteers must rely on their own judgment and responsibility in accepting the risks involved with Group Transportation.
- ix. Foothills Orienteering will not pay for the cost of repairs to private or coaches' vehicles used at Events.
- x. Athletes, at age of majority or older for the province attending may provide driving assistance while at events &/or act as a relief driver on long trips. This will be agreed upon by the Event Coach, athletes attending the event & their parents prior to departure for the event.

- xi. 15-Passenger vans are not to be used.
- xii. These safe-driving requirements must be followed at Foothills Orienteering Events:
 - a. Seat belts must be worn.
 - b. Frequent breaks (every 2-3 hours) must be taken.
 - c. The driver is not to use of cellular phones while driving including hands free.
 - d. Respect speed limits and reduce speed in snowy conditions.
 - e. Return trips greater than 4 hours and/or 400 km are not permitted immediately following a multi day Event per driver. An overnight rest period following the Event is mandatory for the Event drivers if only one driver is available.
- xiii. For Events requiring air travel, the Event Group will recommend flight options, but booking and payment of flights is the responsibility of the individual athlete and volunteer. If an athlete or volunteer cannot or does not travel on the recommended flight, they may be responsible for arranging their own transportation from the airport to the place of accommodation or Event site.
- xiv. All Group Transportation expenses are split equally among all athletes scheduled to attend the Event. When applicable, these expenses include coaches' and volunteers' airfare.
- xv. Athletes may not opt out of group transport expenses. If an athlete chooses to supply their own way to or from an Event, expenses are still split equally by all athletes who committed to attend the Event. Seat space is chosen & calculated for the largest number of bodies using the vehicles at any given time during the Event & split equally among all.

2. Minor Athlete Supervision - The age of majority in Canada is the age at which a person is considered by law to be an adult. A person younger than the age of majority is considered a "minor child". Age of majority as set by province: 18 yrs. of age (AB, MB, NB, ON, PE, QC, SK); 19 yrs. of age (BC, NL, NT, NS, NU, YT).

An Event including athletes under the age of majority for the province attending requires an adult chaperone. The Event Planning Group will agree upon chaperones. Best efforts will always be made to provide a male and a female chaperone for all events; exceptional circumstances where this is not possible, the board can make approval for exceptions with parental consent.

- i. Coaches may be considered as one of the chaperones on a trip.
- ii. In the event that adequate chaperones cannot be recruited, the Event may pay for a chaperone and all the costs will be distributed to the attendees
- iii. Coaches and chaperones will not consume alcohol during on-duty hours (as defined by the Event Coach) and will use discretion and moderation if drinking in the presence of minor athletes.
- iv. A ratio of 1 chaperone to 5 athletes will be respected. Should circumstances occur where this is not possible, parents will be advised and the President can approve if acceptable to all parties.

3. Chaperone Duties - Chaperone selection will be by Event Planning Group - consultation with the Foothills Orienteering Board (via the president) if necessary.

- i. Chaperones are responsible for the care & well being of all attending athletes during transportation, accommodation & supervision of the entire event.
- ii. A chaperone/volunteer with driving privileges will be available to athletes at all times.

4. Accommodations - The Event Group will determine if parents are individually responsible for arranging Event accommodations or if Foothills Orienteering is organizing accommodations for the Event. This information will be communicated in a timely manner prior to each Event. At Events where Foothills Orienteering is responsible for organizing accommodations (Group Accommodations)

- i. Coaches will not share rooms with minor athletes.

- ii. All Group Accommodation costs (including those of the coaches and volunteers) are split equally among all athletes originally scheduled to attend the Event.
- iii. Athletes may not opt out of Group Accommodation.
- iv. Group Accommodations often requires advance booking and deposits.
- v. Accommodations will be separated by gender

5. Financial – Group Transportation costs, Group Accommodation costs and Group Meal costs (Group Expenses) will be estimated by the Event Group in a timely manner prior to the Event. The following applies to Group Expenses:

- i. If possible, all payments for Group Expenses will be processed through the Foothills Orienteering Zone4 payment system.
- ii. All trips are operated on a full cost recovery basis unless the Foothills Orienteering board has agreed to subsidize event.
- iii. Event deposits are due prior to the Event to secure accommodation/transportation bookings. All deposits are non-refundable.
- iv. The balance of estimated Group Expenses is due prior to the start of the Event.
- v. Final trip accounting, including all athlete, parent and volunteer expenses, must be emailed to the Event Group within 2 weeks of the conclusion of Event. Late expense submissions may not be accepted.
- vi. When actual Group Expenses are greater than the balance paid, the outstanding portion is due for immediate payment. Under no circumstance will an athlete with an outstanding Group Expense balance be permitted to participate in additional Events. Any refunds for excess funds will be managed through Zone 4 following completion of the event.
- vii. Payment of race registration fees and applicable license fees are the responsibility of the athlete.

viii. The salaries of coaches are covered by program fees. There is no Event coaching fee when coaches attend an event. An Event coaching fee, payable equally by all athletes scheduled to attend the Event, may be applicable if hourly coaches are required to attend the Event.

ix. Event cancellation: All deposits are non-refundable. In circumstances where an athlete does not attend an Event due to serious illness, injury, family emergency or because the athlete has qualified for a higher level race that conflicts with the Event for which a deposit has been paid, best efforts will be made to reimburse the athlete for as much as possible of the deposit fees paid, without adding cost to the other athletes confirmed for the Event. Each special case will be presented to the Foothills Orienteering Executive by the SOGO program director.

6. Code of Conduct – Foothills Orienteering will not tolerate disruptive athletes or volunteers at its Events. All Event attendees will adhere to the SOGO Adventure Running Code of Conduct. If they cannot conduct themselves in this nature they will be asked to leave the Event. No refund will be given and immediate transportation home will be at the expense of the athlete & care of the parents.

7. Dispute Resolution - When disputes arise that are not covered by this policy, the Event Group shall decide upon the best course of action. This decision shall be binding. If the Event Group cannot reach a consensus the issue will be referred to the Foothills Orienteering Executive for final arbitration.

