

# TRAVEL POLICY SUITE

## INTRODUCTION

Sport organizations have a fundamental obligation and responsibility to protect the health and well-being of the organization and its participants. This includes ensuring that a safe and comfortable environment exists for any individual or team representing the organization that is travelling for competition, training, or any other athlete and team travel related activities. The Travel Policy Suite provides a toolkit to fulfill this obligation and establish a high standard of care for the organization.

The Travel Policy Suite contains four documents, which consist of the following:

- A **Process Guide** on how to use the Policy Suite, adapt it to an organization's needs, and the key travel risks that must be addressed by the organization;
- A **Travel Risk Management Policy** that provides the overarching framework to ensure a safe and comfortable environment for any travelling individual or team representing the organization;
- A **Team Member Handbook** to inform team members (athletes, coaches, supporting personnel, parents, etc.) of their responsibilities while travelling (national and international); and
- A **Team Manager Manual** for effectively managing team travel and achieving high organizational standards

The Policy Suite was largely created to address international travel risks, but it also encompasses travel within Canada. In addition to general guidelines and responsibilities, it includes more specific protocols in the areas of emergency planning, incident management, vehicle transportation, insurance, and travel risk assessment. These protocols include medical preparedness and response, bad/extreme weather, local violent activities, travel first aid, crisis communications, and equipment guidelines. The Policy Suite is a robust package that provides the organization with a clear framework for mitigating team travel risks, both nationally as well as internationally.

This Policy Suite is intended to align with and compliment any existing organizational policies, not conflict with them. It is the responsibility of the organization to ensure that the appropriate policies will be referenced and integrated into this Policy Suite.

**TABLE OF CONTENTS**

Introduction ..... 1

**PROCESS GUIDE..... 3**

**TRAVEL RISK MANAGEMENT POLICY..... 5**

**TEAM MEMBER TRAVEL HANDBOOK ..... 10**

Appendix A – Travel Consent Form & Disclaimer - Adult ..... 19

Appendix B – Travel Consent Form & Disclaimer - MINOR ..... 22

Appendix C – Travel Advisories..... 24

APPENDIX D – NEED TO KNOW (EXAMPLE – EL SALVADOR)..... 25

**TEAM MANAGER TRAVEL MANUAL ..... 29**

APPENDIX A – TRAVEL CONSENT FORM & DISCLAIMER - ADULT..... 45

APPENDIX B – TRAVEL CONSENT FORM & DISCLAIMER – MINOR..... 48

APPENDIX C - TRAVEL RISK ASSESSMENT CHART ..... 50

APPENDIX D – TRAVEL RISKS..... 51

APPENDIX E – TRAVEL ADVISORIES..... 52

APPENDIX F – NEED TO KNOW (EXAMPLE – EL SALVADOR) ..... 53

APPENDIX G – WORLD SEXUAL ORIENTATION LAWS – VISUAL MAP MAY 2017 ..... 57

APPENDIX H – TRAVEL FIRST AID CHECKLIST FOR ORGANIZATION (EXAMPLE) ..... 58

APPENDIX I – INFECTIOUS DISEASE PREVENTION ..... 59

APPENDIX J – MEDICAL EMERGENCY RESPONSE AND FOLLOW-UP ..... 61

APPENDIX K – EXTREME BAD WEATHER PROTOCOL..... 64

APPENDIX L – EXTREME VIOLENCE PROTOCOL ..... 67

APPENDIX M – CRISIS COMMUNICATION PLAN - TRAVEL..... 69

APPENDIX N – EQUIPMENT TRAVEL GUIDELINES..... 72

## PROCESS GUIDE

This Process Guide provides basic instructions on how to use the Policy Suite, adapt it to an organization’s needs, and the key travel risks that must be addressed by the organization.

### How to utilize each of the core Policy Suite documents:

Document	Function	Reviewed By
<b>Travel Risk Management Policy</b>	Public document that is featured on the organization’s website and publicly communicated as the organization’s framework for travel risk management. It co-exists with other core organizational policies and outlines the decision-making process for all types of travel.	Board of Directors & Senior Leadership
<b>Team Member Handbook</b>	Provided to all members of a team to inform them of their responsibilities while travelling (national and international). Shared well in advance of any trip and will be the primary resource for team members to reference. Utilized for orientation sessions.	Senior Leadership, with Team Managers & Committee
<b>Team Manager Manual</b>	For most trips, the organization will appoint a Team Manager, who will implement and manage the Manual standards. The Manual is shared with the Team Manager immediately upon their assignment to the role, and acts as their compass.	Senior Leadership & Team Managers

Within each of the core documents, there is language that is denoted **in red font** to indicate the following:

- Organization name, policies or details that are specific to the organization
- A standard recommended by SLSG
- A practice recommended by SLSG

*The organization must review and update these denoted areas to align with its language, procedures and policies.* The organization must all also review the entire document to determine if it has the capacity to implement all of the recommended standards and practices identified within the Policy Suite. All documents should be reviewed on an annual basis and updated to address situational risks experienced and the growing challenges associated with travel.

### **Additional steps to meet high organizational standards include:**

- **Host Team Member Orientations:** For international or significant national travel, the organization will endeavour to engage its team members in one or several forms of *orientation* to discuss the Team Member Handbook. A minimum number of orientations will be mandatory for team members to attend, and orientation sessions will include an overview of key guidelines and responsibilities, all of the necessary forms and documentation, sharing of critical updates and need-to-know information (i.e. local customs and advisories), and a question and answer period.
- **Utilize the Travel Risk Assessment Chart** found in the Team Manager Travel Manual. This tool will assist the organization in identifying and tracking its travel risks. All travel risks are scored using the Chart and, based on these travel risk 'scores', strategies to retain, reduce, transfer, and avoid the risks can be implemented and action steps can be taken by the Organization. Any travel risk, its score, and its ongoing action steps can be captured by the Organization (i.e., create a Travel Risk Registry) and reviewed on a regularly basis.
- **Acquire professional support** for team travel, either in the form of specialized personnel who participate in the trip (i.e., medical officer, translator) or who are on stand-by to serve in an advisory role through telephone or web services (i.e., crisis manager, legal counsel). The levels of support may vary based on the type of travel, the size of the team, location(s), budget, and other factors.

### **Key travel risks to be addressed by the organization include:**

- **Local site risks:** overall safety of participants, laws and cultural practices, language barriers, climate hazards, on-site resources and support available, etc.
- **Logistical risks:** flight and transportation challenges, proper documentation, accommodations, para-athlete accessibility, equipment transport, communications, medical preparedness, etc.
- **Roles and responsibilities:** who is responsible for what/where/when/how/why to ensure a safe and comfortable environment exists on any trip.
- **Insurance liability:** the organization's existing policy should provide excess travel coverage outside of Canada and adequately protects its participants.

***Happy Travels!***

## NAME OF ORGANIZATION

# TRAVEL RISK MANAGEMENT POLICY

## 1. PURPOSE OF POLICY

The intent of this Policy is to provide a framework that aims to ensure that a safe and comfortable environment exists for any individual or Team representing the Organization that is travelling for competition, training, or any other athlete and Team travel related activities.

## 2. APPLICATION OF THIS POLICY

This Policy applies to both travel for Activities within Canada (national travel) and outside of Canada (international travel) that is coordinated or sanctioned by the Organization. As such, certain sections or clauses within this document may specify to which type of travel (national or international) they apply. Where it is not specified, the Policy applies to both types. This Policy is supported by two documents that will serve to assist the Organization and Team members in preparing for travel:

- A ***Team Member Travel Handbook*** to inform specific Team members of their responsibilities while travelling, to communicate general team travel guidelines, and to provide important information to help them prepare for travel; and
- A ***Team Manager Travel Manual*** to inform Team Managers of their responsibilities for managing Team travel and the expected standards of the Organization in providing a safe environment.

This Policy is not intended to apply to travel for general business purposes of the Organization, however it may be applied to any travel that is coordinated or sanctioned by the Organization, as it deems necessary.

## 3. DEFINITIONS

- a) *Organization* – name of organization.
- b) *Team* – The group of athletes, coaches, responsible adults, staff, committee members, specialized personnel, volunteers and Team Manager(s) that are travelling and attending the Activities.
- c) *Activities* – Competitions, exhibitions, games, practices, training, meetings, team functions, meals, accommodations, sightseeing, related travel, and all modes of transportation related to Team travel for the duration of the trip.
- d) *Team Manager (TM)* – When appointed by the Organization, the primary authority for all ongoing team issues and primary contact for all team communication during the Activities. The TM reports to the Organization and is present for the duration of the Activities. The TM may be any individual deemed appropriate by the Organization. The TM is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization's policies or guidelines.
- e) *Vulnerable Individual* – A minor who is under the age of majority in his/her province or territory of residence and/or a person who, because of age, disability or other circumstance(s), is in a position of dependence on others or is otherwise at a greater risk

- than the general population of being harmed by people in positions of trust or authority.
- f) *Responsible Adult* – A coach, manager, TM, official, staff person, chaperone or volunteer who is over the age of majority in his/her province or territory of residence and who is acting in a supervisory role on the trip in place of a parent or caregiver. A Responsible Adult is a person of authority who is delegated and accepts the role of supervising Vulnerable Individuals throughout the Activities. As such, the Responsible Adult is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization’s policies or guidelines.

#### 4. TRAVEL RISK MITIGATION PROCEDURE

The Organization has a framework in place to achieve the goal of consistent, measured and comprehensive risk mitigation for its Team travel. This procedure will support the decision-making process for travel and participation in the Activities, and it varies depending on the type and scope of travel. The procedure will take place in three stages:

- 1) **Preliminary Stage:** The Organization will determine the type of travel (national or international) and the leadership required to manage the travel. As a general rule, the Organization will implement the following guidelines:
  - *National Travel:* A TM will be appointed by the Organization for any travel that is more than 300km from its starting point, or includes 10 or more athletes, or requires an overnight stay for Team members. For any national travel that does not meet any of these stipulations, a TM is not mandatory and the Organization may assign a TM at its discretion. A Travel Committee may be appointed at the discretion of the Organization.
  - *International Travel:* A TM will be appointed by the Organization for any international travel that includes Vulnerable Individuals, three (3) or more athletes, or requires an overnight stay for Team members. For any international travel that does not meet any of these stipulations, a TM is not mandatory and the Organization may assign a TM at its discretion. A Travel Committee may be appointed at the discretion of the Organization.

If an initial endorsement to participate in the Activities is required from the Organization’s Board of Directors or other authority, the Organization will obtain this endorsement at its earliest opportunity so that it can reasonably prepare for the Activities. The Organization may conduct a preliminary risk identification to consider the risks associated with the Activities and reserves the right to cancel or revise the trip to mitigate those risks.

- 2) **Secondary Stage:** in the months and weeks leading up to the Activities, travel risks may be identified, assessed, mitigated and continually monitored leading up to departure to ensure that a safe and comfortable environment is maintained for the entirety of the Activities (from beginning to end of trip). When appointed by the Organization, the TM (or TMs) and Committee will be responsible for conducting the secondary stage.
- 3) **Final Stage:** in the final week or days prior to the Activities, the Organization will ensure that all paperwork, documents, communications and planning is finalized to ensure that the

Team is prepared for all reasonable travel-related risks.

Risk management principles and tools may be used by the Organization to assess participation in the Activities, on an ongoing basis.

*Note that, at any time during the lead-up to and implementation of the Activities, including the Final Stage, the Organization reserves the right to cancel a part of, or the entirety of, the planned trip due to a change that results, or may have a reasonable and material risk of resulting, in an unsafe environment.*

## **5. GENERAL TEAM TRAVEL GUIDELINES**

The Organization's guidelines and responsibilities are fully outlined in the ***Team Manager Travel Manual*** and Team member guidelines and responsibilities are fully outlined in the ***Team Member Travel Handbook***. Several key travel guidelines that the Organization will abide by include:

1. The Organization will utilize its travel risk mitigation procedure for **all** authorized trips;
2. The Organization will ensure that all participants receive its Travel Consent Form(s) and Disclaimer(s) with reasonable opportunity to review them and submit the forms to the Organization in advance of the Activities. The Organization reserves the right to deny participation in the Activities of any individual who does not complete the required Travel Consent and Disclaimer forms and all related documentation to the satisfaction of the Organization;
3. The Organization will prepare for travel medical emergencies via a three-stage approach: medical emergency preparedness, medical emergency response and medical emergency follow-up;
4. The Organization will prepare for potential emergency situations that are specific to the sport and the travel destination that pose a significant threat to Team members (i.e. environmental conditions, natural disasters, extreme violence). Response procedures for those situations will be identified and implemented in the event that they occur;
5. The Organization will establish a plan to accompany and safely return home any Vulnerable Individuals who are denied entry into a country or who are prohibited from proceeding on the trip; and
6. The Organization will not activate any trip should an 'Avoid Travel' advisory be issued by the Government of Canada, or at its discretion when the Organization determines that there is a significant safety risk to participants and that the Activities should be canceled. Should such a travel advisory or risk assessment occur while the trip is taking place, the Organization may cancel the trip and all related Activities and return team members back to Canada as soon as reasonably and feasibly possible.

Any individual representing the Organization that is travelling for the Activities must abide by **the Organization's policies and procedures, particularly its Code of Conduct and Ethics**, and adhere to the travel guidelines within the ***Team Member Travel Handbook*** and as communicated by the Organization.

## 6. RESPONSIBLE SUPERVISION AND ABUSE PREVENTION

Consistent with its **policies for conduct standards, athlete protection, abuse, maltreatment, harassment, and screening** the Organization is committed to a safe sport environment free from abuse, maltreatment, harassment, and violence. In addition to adhering to those policies, the Organization will implement travel guidelines that endorse responsible supervision, inclusion and the 'Rule of Two'. These guidelines are fully outlined in the **Team Member Travel Handbook** and include requirements for Police Records Check and/or Vulnerable Sector Checks, minimum ratios of Responsible Adults to minors, gender-identified supervision, curfews, and movement of Vulnerable Individuals.

## 7. INSURANCE

Any individual who is part of the Team is considered to be participating in Activities that are coordinated or sanctioned by the Organization. These participants will be covered by a **single travel insurance policy** that is acquired by the Organization, which will ensure that policy coverage adequately protects its participants, its Board of Directors, its committees, its members and its assets.

### Insurance Procedure

1. On an annual basis, the Organization shall review the insurance requirements related to its team travel, in consultation with its insurance broker or other selected representatives from the insurance and sport industries;
2. For international travel, the Organization will ensure that its travel insurance policy provides **excess travel coverage outside of Canada, including** the following:
  - a) A minimum \$2 million aggregate limit;
  - b) Third party liability coverage;
  - c) Medical coverage as well as coverage for illness, accident, out-of-pocket expenses, and repatriation costs;
  - d) Trip interruption and cancellation coverage;
  - e) Lost luggage coverage;
  - f) Property, equipment damage and contents coverage related to any trip; and
  - g) Directors and Officers liability coverage (if not already covered by general liability coverage)
3. The Organization will ensure that all required documentation related to an insurance claim (forms, team lists, waivers) is **taken on the trip** and that all relevant insurance contact information (broker, underwriter, claim hotline) is easily accessible in the event of an insurance claim.
4. **Should an insurance claim occur:** In the event of any insurance claim related to the Activities, the Organization will conduct a briefing session to determine future risk mitigation efforts and to consider revising its insurance coverage. Depending on the nature of the claim the Organization may also conduct a more in-depth inquiry to ensure the proper care and rehabilitation of participants, or to determine any shortcomings on the part of the Organization or its trip leaders.

## **8. CANCELTION DUE TO IMPROPER BEHAVIOUR**

The Organization reserves the right to suspend the participation in the Activities of any Team member who fails to meet their travel responsibilities as detailed in this document, who violates the Organization's **Code of Conduct & Ethics** and/or who exhibits behaviour(s) that creates an unsafe environment for other participants. Should this occur, the Organization will ensure the safe return of the individual(s) home; however, additional costs incurred as a result of the behaviour(s) will be the responsibility of the individual and/or their parent/legal guardian(s).

## **9. SITE VISITS**

At the discretion and approval of the Organization, it may wish to conduct an on-site visit at the location of the Activities in advance of the intended trip when feasible and necessary. This site visit will be to identify and assess the associated risks for the Team and determine its viability for attending. The Organization will establish a Site Visit Checklist to assess site criteria. The TM (or his/her assignee) and at least one other individual representing the Organization will be responsible for conducting the site visit.

## **10. REPORTING AND COMMUNICATION**

To ensure that travel risk management remains a high priority within the Organization, and to promote an organizational culture that embraces a risk management perspective related to travel, travel risk management will be regularly reviewed by the Board of Directors, so that staff (if applicable) and Directors can provide updates as required. The Organization recognizes that communication is an essential part of travel risk management. This Policy will be communicated to members, staff, the Board of Directors, Committees and volunteers and the Organization will encourage all members to communicate their travel risk management issues and concerns. The supporting documents will also be shared to ensure that a high standard of care is effectively communicated and implemented by the Organization.

**NAME OF ORGANIZATION**

**TEAM MEMBER TRAVEL HANDBOOK**

### **1. PURPOSE OF HANDBOOK**

The intent of this Handbook is to inform Team members of their responsibilities while travelling, to communicate general travel guidelines, and to provide important information to help them prepare for travel. The goal of **the Organization** is to ensure that a safe and comfortable environment exists for Team member or any individual representing **the Organization** that is travelling for competition, training, or any other athlete and Team travel related activities.

### **2. APPLICATION OF THIS HANDBOOK**

This Handbook is a supporting tool for **the Organization's Travel Risk Management Policy**. It applies to both travel within Canada (national travel) and outside of Canada (international travel) that is coordinated or sanctioned by **the Organization**. Specific Team members have responsibilities when Teams travel and, in some instances, their roles vary by the type of travel. These individuals are named below and their responsibilities are outlined in this Handbook.

### **3. DEFINITIONS**

- a) *Organization* – **name of organization**.
- b) *Team* – The group of athletes, coaches, Responsible Adults, staff, committee members, specialized personnel, volunteers and Team Manager(s) that are travelling and attending the Activities.
- c) *Activities* – Competitions, exhibitions, games, practices, training, meetings, team functions, meals, accommodations, sightseeing, related travel, and all modes of transportation related to Team travel for the duration of the trip.
- d) *Team Manager (TM)* – When appointed by the Organization, the primary authority for all ongoing team issues and primary contact for all team communication during the Activities. The TM reports to the Organization and is present for the duration of the Activities. The TM may be any individual deemed appropriate by the Organization. The TM is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization's policies or guidelines.
- e) *Committee* – The group of individuals, when appointed by the Organization, and who are led by the TM, that will implement this document and coordinate the travel of the Team. The Committee may be comprised of **coaches, high performance (HP) staff and management staff**.
- f) *Vulnerable Individual* – A minor who is under the age of majority in his/her province or territory of residence and/or a person who, because of age, disability or other circumstance(s), is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.
- g) *Responsible Adult* – A coach, manager, TM, official, staff person, chaperone or volunteer who is over the age of majority in his/her province or territory of residence and who is acting in a supervisory role on the trip in place of a parent or caregiver. A Responsible Adult is a person of authority who is delegated and accepts the role of supervising

Vulnerable Individuals throughout the Activities. As such, the Responsible Adult is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization's policies or guidelines.

- h) *Specialized Personnel* – Any individual who is authorized by the Organization to travel as part of the team for a significant portion of the Activities, and who does not fit the description of other Team members. Examples include medical practitioners, contracted analysts or statisticians, and hired security, translators or drivers (i.e. for duration of trip).

#### 4. GENERAL TEAM TRAVEL GUIDELINES

Team members will abide by the following general travel guidelines:

1. Athletes participating in the Activities will generally be travelling as a whole Team under the direction of the TM, although it is permissible for adult participants to travel separately in coordination with the TM. *Minors will not be permitted to travel separately from the Team on any international trip, except in special cases with adult supervision that are approved by the Organization and their parents/guardians;*
2. For international travel, each Team member will possess and carry with them a valid Canadian passport that will not expire within six (6) months of the intended return date for the trip. Where a temporary travel visa or other stated travel document is required for entry into a particular country, each member of the team will ensure that this documentation is also in their possession. The name appearing on all travel documents must match the one printed on the passport;
3. All Team members (and parents/guardians of Vulnerable Individuals) must be aware of what is permitted and not permitted (restricted item) when traveling by air or passing through an international border. The Organization will communicate what is considered to be a restricted item and, if a Team member is found to possess a restricted item, they are ultimately responsible and they may be prevented from proceeding on the trip;
4. All Team members will wear the designated Team uniform(s) during team travel when specified by the TM or coaches. This will be to ensure easy recognition of Team members. When required by a local host committee or the Organization, all Team members will wear any official accreditation (name tags, identification badges);
5. All Team members must follow and obey the laws in foreign jurisdictions and be sensitive to cultural and traditional differences of other nations (see **Appendix C and D**).

#### 5. RESPONSIBLE SUPERVISION AND ABUSE PREVENTION

Consistent with its **policies for conduct standards, athlete protection, abuse, maltreatment, harassment, and screening** the Organization is committed to a safe sport environment free from abuse, harassment, and violence. **The Organization is further committed to its Inclusion Policy, ensuring that all participants feel comfortable and respected while participating in the Activities.** In addition to adhering to those policies, the following related travel guidelines will apply:

1. **All participants will follow the Organization's guidelines for the 'Rule of Two' to maintain a safe sport environment for all athletes and Vulnerable Individuals.**
2. Every Responsible Adult will have submitted an updated Police Records Check and/or Vulnerable Sector Check to the Organization, **as determined by the Organization (add the name**

**of policy if applicable**), and will have been deemed appropriate by the Organization to fulfill the role of a Responsible Adult.

3. Any additional individuals (i.e. Specialized Personnel) who are engaged in the Activities and who are deemed to be in a position of trust or authority related to supervision, young people, or people with a disability, will submit an updated Police Records Check and/or Vulnerable Sector Check to the Organization providing that the Organization deems it is reasonable to do so.
4. Each trip including Vulnerable Individuals will have a minimum of two designated Responsible Adult(s) regardless of team size, and the Organization will provide a minimum ratio of one Responsible Adult per every 10 minors.
5. Each trip will have a minimum of one coach or Responsible Adult for each gender identity that is travelling, and athletes will have a same-gender Responsible Adult present (or as requested for their comfort).
6. In addition to adhering to the Organization's policies **for conduct standards, athlete protection, abuse, maltreatment, and harassment**, the obligations of Responsible Adults with respect to athletes and Vulnerable Individuals will further include:
  - i. Coaches and/or Responsible Adults will be with athletes at all practices and competitions;
  - ii. Interactions between Responsible Adults and athletes/Vulnerable Individuals should not occur in any room where there is a reasonable expectation of privacy such as the locker room, restroom or changing area;
  - iii. A second Responsible Adult should be present for any necessary interaction between a Responsible Adult and an athlete/Vulnerable Individual in any such room (Rule of Two);
  - iv. If Responsible Adults are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, including but not limited to team communications and/or emergency;
  - v. Responsible Adults are not allowed to be alone with athletes/Vulnerable Individuals at any time or to enter an athlete's room without an accompanying Responsible Adult, unless they are the parent or guardian of the individual;
  - vi. Room or bed checks during overnight stays must be done by two Responsible Adults; and
  - vii. When traveling with **athletes/Vulnerable Individuals**, the coach and/or Responsible Adult will not transport **athletes/Vulnerable Individuals** without another Responsible Adult present and must stay in the same overnight accommodation location with additional adult supervision.
7. Vulnerable Individuals cannot travel alone; they must be in groups of at least three. They must receive permission from their Responsible Adult(s) and must always advise where they intend to go and with whom they are going.
8. Unless expressly permitted by their Responsible Adult (and compliant with 6.6 above), Vulnerable Individuals will not be permitted to leave the accommodation location unsupervised by a Responsible Adult after **9:00pm** local time, or after dark, whichever comes first.

## **6. TRAVEL CONSENT FORM & RELATED DOCUMENTATION**

All participants must fully complete the Organization's Travel Consent Form and Disclaimer and submit the forms to the Organization by a designated date in advance of the Activities. Minors must have signed consent from their parent or guardian on their forms in order to participate. The Travel Consent Form and Disclaimer is provided by the Organization in two versions, an adult

version and a minor (under the age of majority) version; **Appendix A & B** are the only acceptable forms.

The Organization reserves the right to deny participation in the Activities of any athlete, coach, staff, volunteer, parent/guardian or Responsible Adult who does not complete the required travel consent and disclaimer forms and all related documentation to the satisfaction of the Organization.

## **7. TEAM TRAVEL RESPONSIBILITIES**

Any individual representing the Organization that is travelling for the Activities must meet the responsibilities and expectations of the Organization. All individuals must abide by the Organization's policies and procedures, particularly its **Code of Conduct and Ethics**, and adhere to the travel guidelines set by the Organization. They must be fit to travel. All individuals must also be aware of restricted items when traveling by air or passing through an international border, and take responsibility for any restricted items that may be found in their possession. For the purposes of this Handbook, the individuals include:

- Committee Members
- Coaches
- Responsible Adults
- Parents/Legal Guardians
- Athletes
- Volunteers
- Specialized Personnel

### **Committee Members**

Committees are appointed formally or informally at the discretion of the Organization. Committee members commonly include the TM and coaches, but may include others. They commonly participate in the trip, although they may also not attend. Committee members have the following travel responsibilities:

- Assist the TM in coordinating Team logistics for the Activities including, but not limited to travel planning, registration, accommodations, scheduling, finances, fundraising, meal planning, uniforms, transportation, communications, and form collection;
- Ensure that Team travel is a standing agenda item for Team meetings between the Coaches, the Organization and the TM;
- When travelling with the Team, be responsible for the safety and security of the Team, particularly the athletes. It is expected that they will act as a reasonable and prudent person would in similar circumstances at all times when the athletes are in their care;
- Work closely with the TM to ensure that Team members are supported and that a safe and comfortable environment exists during the Activities;
- Where required by the Organization or the TM, assist in determining temporary disciplinary action(s) to be taken as the result of a serious incident, and assist in reporting such incident and action to the parents/family of the Team member(s) involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's ***Discipline and Complaints Policy***;

- Work closely with the TM to regularly review and assess ongoing travel risks, implement mitigation strategies, and update the Organization's documents accordingly;
- In the event that the TM is unable to perform his/her duties, a present committee member may be assigned the interim role of TM; and
- *Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media.*

## Coaches

Have the following travel responsibilities:

- Be responsible for the safety and security of the Team, particularly the athletes. It is expected that they will act as a reasonable and prudent person at all times when the athletes are in their care;
- Work closely with the TM, where applicable, to ensure that Team members are supported and that a safe and comfortable environment exists during the Activities;
- Serve on the Travel Committee and in doing so, assume the responsibilities of a Committee Member;
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse immediately to the TM, or in the absence of a TM, to the Organization;
- Unless this duty is fulfilled by the TM or another assigned Responsible Adult, conduct an inspection of the athlete accommodations for damage, reporting and documenting any damage upon check-in and prior to check-out;
- For overnight travel, ensure the following:
  - Roommates will be age-appropriate (e.g., Vulnerable Individuals within two years of age);
  - Roommates will be of the same gender identity. Individuals who do not identify by gender will be roomed in a manner that provides a safe, respectful and comfortable environment; and
  - Coaches and Responsible Adults must room separately from athletes, unless the athlete is the child of the coach or Responsible Adult.
- In the absence of the TM, determine temporary disciplinary action(s) to be taken as the result of a serious incident, and report such incident and action to the parents/family of the Team member(s) involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy*. If the TM is present, assist the TM as requested;
- Assist the TM, as required, in managing any report of bullying, harassment, maltreatment, or abuse that involves any members of the Team, as per *the Organization's policies for conduct standards, athlete protection, abuse, and harassment*. In the event that any such report involves the TM as a named party, respond swiftly and appropriately in consultation with the Organization and as per *the Organization's policies*. Coaches will maintain confidentiality and, in the case of Vulnerable Individuals, immediately inform the parents/legal guardians of any child involved in an incident of bullying, harassment or abuse; and
- *Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media.*

## Responsible Adults

Have the following travel responsibilities:

- Submit an updated Police Records Check and/or Vulnerable Sector Check to the Organization, as determined by the Organization (**add the name of policy if applicable**);
- Satisfy all obligations required by the Organization's *Screening Policy* and consent to a supervisory role for the entire duration of the Activities;
- Be responsible for the safety and security of the Team, particularly the athletes. It is expected that they will act as a reasonable and prudent person at all times when the athletes are in their care;
- Work closely with the TM and/or coach(s) to ensure that Team members are supported and that a safe and comfortable environment exists during the Activities, consistent with the TM's travel responsibilities;
- Limit any situation where they are alone with a Vulnerable Individual;
- Ensure athletes and Vulnerable Individuals do not find themselves in a situation where they are alone with a Responsible Adult without another coach, Responsible Adult or athlete present, unless prior permission is obtained from the parent or guardian;
- For any Team member that he/she has been assigned specific responsibility (i.e. his/her child), the Responsible Adult will obtain and carry any important documentation for that athlete including emergency contact information, medical information, additional insurance documents, emergency procedures for allergic reactions, etc.;
- For any Team member that he/she has been assigned specific responsibility (i.e. his/her child, Vulnerable Individual), the Responsible Adult will obtain and be responsible for any medical items or equipment that are important to the health of that participant such as prescription medications, inhalers, insulin pumps, catheters, para-athlete equipment, etc.;
- Adhere to coach or TM requests for team meetings or functions and be punctual to such events;
- Adhere to coach or TM requests for athlete curfew times, limiting outside activities (i.e., other sport, shopping), etc.;
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse immediately to the TM, or in the absence of a TM, to the coach(s);
- Approve appropriate visitors to the athlete accommodations, within the Organization's guidelines; and
- ***Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media.***

## Parents/Legal Guardians

Have the following travel responsibilities:

- Provide the TM/Organization with a completed Travel Consent Form, updated emergency contact information, and necessary medical information prior to departure;
- Should their child have specific dietary needs, allergies, or other needs, provide the TM/Organization with that information prior to departure;
- Should their child require specific medical items or equipment for their trip, provide the TM/Organization with those items prior to departure as well as any accompanying documentation (i.e. that explains medical condition) and instructions;

- Inform the TM/Organization of any medical or family emergency or other concerns;
- Pay all applicable fees prior to start of travel;
- Provide the child with sufficient funds to pay for food and incidentals prior to departure;
- Ensure that the mental and physical condition of their child (or children) is appropriate to participate in the Activities. In the event that they are participating in the Activities themselves, their mental and physical condition must also be appropriate to participate in the Activities;
- For international travel, ensure that passports for any travelling family members do not expire within six (6) months of the intended return date for the trip. Ensure that any temporary travel visa, or other stated travel document that is required for entry into a particular country, is also in the possession of their child and the TM/Organization (original or copies);
- Where the level of interaction with their children during Team travel is limited by the Organization, the parent/guardian must respect these boundaries and must refrain from distracting and unnecessary contact with their children and their Team coaches. This includes the use of personal communication devices;
- Ensure punctual drop off and pick up of their children at times and places indicated by coaches and the TM/Organization; and
- *Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media.*

### **Athletes**

Have the following travel responsibilities:

- Arrive at the Activities ready to participate, and be medically fit to participate;
- Represent the Organization to the best of their abilities at all times;
- Support their fellow Team members;
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse immediately to the coaches or TM, whether they or their team members are involved;
- Communicate any other problems, concerns, emergencies or needs to the coaches and TM;
- Check in with the coach, Responsible Adult, or TM when leaving their rooms;
- *Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media;* and
- In the case of Vulnerable Individuals:
  - Never leave the residence/accommodations alone or without permission of the coach/Responsible Adult/TM and check in upon return;
  - Make any visitor requests to the coach/ Responsible Adult/TM before the visit is expected.

### **Volunteers & Specialized Personnel**

Volunteers who are not fulfilling any of the other roles above, as well as specialized personnel, have the following travel responsibilities:

- Satisfy all obligations required by the Organization's *Screening Policy*;
- Act in a manner befitting of a representative of the Organization;
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse

immediately to the TM, or in the absence of a TM, to the coach(s); and

- *Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media.*

## **8. USE OF ALCOHOL AND DRUGS**

Per the Organization's **Code of Conduct & Ethics** individuals have a responsibility to **refrain from consuming alcohol, tobacco products, cannabis, or recreational drugs while participating in the Organization's programs, activities, competitions, or events.** In the case of adults, they must avoid consuming these products in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the **Organization's events.** As the definition of Activities is expanded in this Handbook to encompass *all* related travel activities, the Organization recognizes that *responsible alcohol consumption by adults may be permitted during team travel*, under the following circumstances:

- They are not currently serving in a supervisory role;
- They are not in the presence of minors;
- They are not wearing the branded gear of the Organization;
- They are not driving or operating any type of equipment;
- Consumption of alcohol is legally permitted in the local area;
- They must be at minimum the local legally allowed drinking age (i.e. 21 years of age in USA) and, in situations where the local legally allowed drinking age is lower (i.e. 18 years of age), they must still be a minimum 19 years of age to consume alcohol;
- Only moderate consumption is permitted (i.e. one or two drinks at dinner) and they must take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations. It is recognized that adults need downtime but, while participating in the Activities, this should not take the form of getting impaired; and
- Responsible Adults must be able to respond to urgent needs of athletes and others. The consumption of alcohol will not impede their ability to respond to a sudden incident or Team emergency, will not cause them to significantly alter their behavior, and will not result in their inability to fulfill their duties and responsibilities.

### **Cannabis**

Responsible Adults must not be under the influence of cannabis while in the presence of minors, while carrying out their duties, or while interacting with athletes. As with the use of reasonable use of alcohol, Responsible Adults must remain "fit for duty" so that they can respond to urgent needs of athletes and others.

Cannabis is not legal in many other countries. *An individual is not allowed to take legally purchased cannabis from Canada to another country even if cannabis is legal in that country.* Responsible Adults must always follow the local laws and be very careful about procuring and consuming cannabis in a country where it is legal.

## **9. CANCELTION DUE TO IMPROPER BEHAVIOUR**

The Organization reserves the right to suspend the participation in the Activities of any Team member

who fails to meet their travel responsibilities as detailed in this document, who violates the Organization's **Code of Conduct & Ethics** and/or who exhibits behaviour(s) that creates an unsafe environment for other participants. Should this occur, the Organization will ensure the safe return of the individual(s) home; however, additional costs incurred as a result of the behaviour(s) will be the responsibility of the individual and/or their parent/legal guardian(s).

## APPENDIX A – TRAVEL CONSENT FORM & DISCLAIMER - ADULT

### TRAVEL CONSENT FORM AND DISCLAIMER (for participants who are 18 years old and older)

*The following document must be legible and fully completed by the Participant*

---

#### Participant Information

Participant's Full Name (print): \_\_\_\_\_

Participant's Birthdate: \_\_\_\_\_ Participant's Gender Identity: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
Street Address City Prov Postal Code

Participant's Contact: \_\_\_\_\_  
Cell Phone Home Phone Email Address

---

#### Participant Passport Information (for International Travel Only)

Date and place of birth: \_\_\_\_\_  
dd/mm/yyyy Location

Number and date of issue of passport: \_\_\_\_\_  
Number dd/mm/yyyy

Issuing authority of passport: \_\_\_\_\_  
Country where passport was issued

---

#### Activity/Event Information

Name of Activity/Event: *Enter Activity/Event Name*

Activity/Event Location: *Enter City and Province (national travel) or Country (international travel)*

Expected Arrival Date: *Enter Date*

Expected Departure Date: *Enter Date*

Participant will be residing with the team at the following address(s):

Residence A: *Enter full name, address and contact information*

Residence B: *Enter full name, address and contact information*

Other Activity/Event Information [*enter as applicable*]:

## Disclaimer and Release of Liability

**Name of Organization** advises the participant of the following:

1. The Participant is attending the Activity/Event at the invitation of the **name of organization** and agrees to be subject to the authority of the **name of organization** and its policies, regulations, and rules.
2. The Government of Canada has issued a travel advisory (**enter travel.gc travel destination web link**) for the country of **enter country** indicating, at a minimum, that visitors should “**enter risk level advisory**” and “**enter travel health notice**”.
3. This is a binding legal agreement. As a Participant travelling to and participating in the organization’s sanctioned activities/events, which includes various modes of transportation, training, competitions, team travel, and sightseeing (collectively the “Activities”), the undersigned acknowledges and agrees to the terms below.

### Disclaimer

**Name of Organization** and its Board of Directors, Lead Manager(s), committee members, coaches and representatives (collectively the “Organization”), as well as its affiliated governing bodies the **enter governing partner names** (collectively the “Partners”), are not responsible for any personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused by the risks, dangers and hazards associated with the Activities.

### Description of Risks

I am participating voluntarily in the Activities. In consideration of my participation, I hereby acknowledge I am aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to, injuries from:

- a) The reasonably foreseeable hazards that are specific to the Activity(ies) in which I am participating;
- b) Executing strenuous and vigorous physical exertion;
- c) Travel to, from and while participating in the Activity(ies);
- d) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment or facilities;
- e) Contact, colliding, falling or being struck by other participants or equipment; and
- f) Blunt force trauma serious soft tissue injuries, broken bones, or spinal cord injuries which may render me permanently paralyzed.

Furthermore, I am aware:

- a) That injuries sustained can be severe;
- b) That I may experience anxiety while challenging myself during the Activities;
- c) That I may come into close contact with other participants;
- d) That my risk of injury is reduced if I follow all rules established for participation; and
- e) That my risk of injury increases as I become fatigued.

**Release of Liability**

In consideration of **name of organization** and its Partners allowing me to participate in the Activities, I agree:

- a) That my mental and physical condition is appropriate to participate in the Activities and I assume all risks related to my mental or physical condition;
- b) To comply with the rules and regulations for participation in the Activities;
- c) To comply with the rules of the facility or equipment;
- d) That if I observe an unusual significant hazard or risk, I will remove myself from participation and bring such to the attention of an Organization representative immediately;
- e) The risks associated with the Activities are increased when I am impaired, and I agree not to participate if impaired in any way;
- f) That it is my sole responsibility to assess whether any Activities are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity; and fully assume all such risks, dangers and hazards and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from the Activities; and
- g) To forever release **name of organization** and its Partners from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I may have or may have in the future, that might arise out of, result from, or relate to my participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of **name of organization** or its Partners.

**Acknowledgement**

I acknowledge that I have read and understand this agreement, that I understand that I may obtain legal advice before executing it, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

\_\_\_\_\_  
Name of Participant (print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

## APPENDIX B – TRAVEL CONSENT FORM & DISCLAIMER - MINOR

### TRAVEL CONSENT FORM AND DISCLAIMER (for participants who are 17 years old and younger)

*The following document must be legible and fully completed by one or more lawful parent/guardians of the participant.*

---

#### Participant Information

Participant's Full Name (print): \_\_\_\_\_

Participant's Birthdate: \_\_\_\_\_ Participant's Gender Identity: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
Street Address City Prov Postal Code

Participant's Contact: \_\_\_\_\_  
Cell Phone Home Phone Email Address

---

#### Participant Passport Information (for International Travel Only)

Date and place of birth: \_\_\_\_\_  
dd/mm/yyyy Location

Number and date of issue of passport: \_\_\_\_\_  
Number dd/mm/yyyy

Issuing authority of passport: \_\_\_\_\_  
Country where passport was issued

---

#### Activity/Event Information

Name of Activity/Event: *Enter Activity/Event Name*

Activity/Event Location: *Enter City and Province (national travel) or Country (international travel)*

Expected Arrival Date: *Enter Date* Expected Departure Date: *Enter Date*

Participant will be residing with the team at the following address(s):

Residence A: *Enter full name, address and contact information*

Residence B: *Enter full name, address and contact information*

Other Activity/Event Information [*enter as applicable*]:

---

**Person(s) Giving Consent**

To whom it may concern,

I / We,

\_\_\_\_\_ *full name(s)*

am / are the lawful

\_\_\_\_\_ *person(s) / organization with:*

- *custodial rights,*
- *guardianship rights, or*
- *parental authority (in Quebec only)*

of

\_\_\_\_\_ *participant's full name*

I (we) give my (our) consent for the Participant, my (our) child, to travel to the Activity/Event with the **Name of Organization** team and the following accompanying person:

*Enter Responsible Adult Name*

*Enter Responsible Adult Passport Number and date of issue of passport*

*Enter Issuing authority of Responsible Adult passport*

I (we) agree that the mental and physical condition of my (our) child is appropriate to travel to, and participate in, the Activities.

My (our) contact details are as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell/work/residence)

Email Address: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell/work/residence)

Email Address: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

I (we) understand that my (our) signature(s) is (are) also required at the end of the Disclaimer.

## APPENDIX C – TRAVEL ADVISORIES

You may wish to review and consider information from the following websites:

- <https://travel.gc.ca/>
- <https://travel.gc.ca/travelling/advisories>
- <https://travel.gc.ca/travelling/publications>
- <https://travel.gc.ca/docs/publications/child-travel-en.pdf>
- <https://travel.gc.ca/travelling/health-safety>
- <https://travel.gc.ca/travelling/health-safety/travel-health-notice>
- <https://travel.gc.ca/travelling/publications/bon-voyage-but>
- <https://travel.gc.ca/travelling/publications/her-own-way>
- <https://travel.gc.ca/travelling/publications/well-on-your-way>
- <https://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>
- <https://www.cbsa-asfc.gc.ca/travel-voyage/ifcrc-rpcrc-eng.html>
- Vaccines: <https://wwwnc.cdc.gov/travel/destinations/list>

### **International Travel Risk Map by International SOS:**

- <https://www.travelriskmap.com/#/planner/map/security>

### **Medical emergency phone number by country (911 equivalent):**

- [https://travel.state.gov/content/dam/students-abroad/pdfs/911\\_ABROAD.pdf](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)

### **World Health Organization (WHO) international travel and health updates:**

- <https://www.who.int/ith/en/>

### **Centre for Disease Control:**

- <https://wwwnc.cdc.gov/travel/destinations/list>

**Registration of Canadians Abroad** - a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest:

- <https://travel.gc.ca/travelling/registration>

**Embassies** - this online directory contains contact information for government offices that provide consular services to Canadian citizens abroad:

- <https://travel.gc.ca/assistance/embassies-consulates>

## APPENDIX D – NEED TO KNOW (EXAMPLE – EL SALVADOR)

### Important Contact Numbers

TM/Trip Leader	Name	Cell Number:
Staff	Name	Cell Number:
Head Coach	Name	Cell Number:
Responsible Adult	Name	Cell Number:
Team Medical Leader	Name	Cell Number:
Hotel	Hotel Name	Contact Number
Driver	Driver Name	Contact Number
Local Liaison/Translator	Name	Contact Number
Canadian Embassy in ES	Embassy Name	Contact Number

### What to Expect in El Salvador

- El Salvador benefits greatly from the Dominican Republic-Central American Free Trade Agreement and a Millennium Challenge Corporation compact but still depends on remittances for nearly one-fifth of its GDP. An estimated 33% of the population lives below the poverty line (2016 est.). Agriculture consists of 21% of the labour force, services 58% and industry 20% (CIA World Factbook).
- Spanish is the main and official language of El Salvador. The local Spanish vernacular is called Caliche. Nahuat is the indigenous language that has survived, though it is only used by small communities of elderly Salvadorans in western El Salvador.
- **Embassy** - The Canadian embassy is located near the Plaza Salvador del Mundo monument in San Salvador. The area to the east of this monument is high-risk and includes San Salvador's historic downtown.
- **Currency** - The currency in El Salvador is the US Dollar (USD). Canadian dollars cannot be exchanged in El Salvador. When exchanging money before your trip, ask for small denominations (\$1, \$5, \$10, \$20), since \$50 and \$100 bills are not widely accepted and can expose you to a greater risk of robbery.
- **Weather** – During our time of travel, average weather is (temperature range, rain patterns, etc.). El Salvador is located in a highly active seismic zone. Tremors occur regularly. Major earthquakes occur intermittently. Familiarize yourself with the proper safety measures to take in the event of an earthquake. Hurricanes usually occur from mid-May to the end of November. During this period, even small tropical storms can quickly develop into major hurricanes.
- **Crime** – Violent crime is a serious problem throughout the country. It includes homicide, assault (including rape), kidnapping, armed robbery and carjacking. Always maintain heightened vigilance and be on the alert. Be particularly discreet when using ATMs. Do not go anywhere alone, or at night, and use caution in markets. A police officer or security personnel may accompany the group to certain locations to ensure group safety.
- **Laws** - Drinking Age: 18, Driving Age: 18, Legal Blood Alcohol Level for Driving: <.05%. Possession, use and trafficking drugs (marijuana, cocaine, heroin, etc.) is illegal. Penalties for possession, use or trafficking of illegal drugs are severe. Convicted offenders can expect lengthy jail sentences and heavy fines.
- **Religion** - Roman Catholic 50%, Protestant 36%, other 2%, none 12% (2014 est.).
- **Food** – Soups and stews are very popular. Meats, cheeses and pastries are in many dishes.

Pupusa is one of El Salvador's most well-known dishes. It comprises a thick tortilla that is stuffed with cheese, chicharrón (cooked ground pork), refried beans and a loroco (a vine flour bud). Practice safe food and water precautions while travelling in Central America. In some areas, contaminated food or water can cause traveler's diarrhea. It can also carry diseases like cholera, hepatitis A and typhoid. Remember: *Boil it, cook it, peel it, or leave it!*

- **Property** - Leave all your valuables at home. Store your passport, money and other important items in the hotel lock box. Do not advertise where you are staying to strangers and do not bring anyone back to the hotel. Keep an eye on your possessions at all times.
- **LGBTQI2S** – A 2010 poll revealed that El Salvador had some of the lowest support for legalizing same-sex marriage in Latin America at 10%. Same-sex marriage is not recognized and the Federal Constitution defines marriage as between a man and a woman. Since 2008, there have been proposals to further change the Constitution to restrict recognition of same-sex marriage, even when these are couples married legally outside of the country. LGBTQ2 travelers should carefully consider the risks of travelling to this country.
- **Driving** - You must present Salvadoran authorities with your valid Canadian driver's license along with your valid Canadian passport before you may drive a vehicle in El Salvador. You can drive with a Canadian driver's license up to 30 days. If you intend to stay longer, you must obtain an international driving permit. Vehicle insurance is mandatory for foreigners, including residents. Driving in El Salvador can be hazardous because local vehicles are often overloaded and poorly maintained. Local drivers often ignore traffic rules. Always drive defensively.
- **Tours** - Stay with the group. Let the guides know if there is something you want to see or to slow down. If lost or separated from the group, retrace your steps or ask local shop keepers for directions back to the transport vehicle. Do not venture off of paths.

### Customs and Gestures in **El Salvador**

- Shake hands when meeting someone and also when leaving. While shaking hands, use the appropriate greeting for the time of day: "Buenos Dias"(good morning), "Buenas Tardes" (good afternoon), or "Buenas Noches" (good evening).
- Salvadoran women often pat each other on the right forearm or shoulder, rather than shake hands. Close friends may hug and kiss on the right cheek. Men shake hands with other men and with women, although they wait for the woman to extend her hand.
- Salvadorans have a strong sense of personal pride, honour and dignity. They can be very sensitive to comments or action that can jeopardize their standing among others. Due to the need to protect face Salvadorans are indirect communicators. If you are from a direct culture you may wish to moderate your communication style to avoid coming across as rude or abrasive. For example, disagreements and criticism should be handled in private, away from others.
- Machismo survives in a culture where traditional gender roles remain. The man is the breadwinner and the wife looks after the home. Attitudes have begun to change although machismo is still deeply rooted. Women should be reserved when speaking to an unknown man in a non-business or professional setting, otherwise very minor actions (a smile, eye contact, being engaged) could be easily interpreted as welcoming romantic advances. If there's any hint or suggestion of unwanted flirting, it's quite acceptable (and recommended) to distance oneself.
- When it comes to time, locals are much more relaxed than Canadians. Anticipate that services may be a little slower. Showing up a half hour, even an hour late is acceptable, so plan accordingly and enjoy your surroundings. That noted, make reservations when you can and do

your best to be on time.

- Tipping wait staff is common (usually around 10%). If you're staying in a mid-range or luxury hotel, tip anybody who helps you with your suitcases. It's also kind to leave a tip for housekeeping.
- **Photography** - Don't take photos of El Salvadorans without asking, especially children. Also, don't photograph religious ceremonies if you don't have explicit permission. If you aren't sure, ask permission. Be conscientious of the photos you take and share.
- **Dress** – Dress conservatively while traveling in El Salvador – yes, even when it's hot out. El Salvadorans are typically modest dressers, especially indigenous Mayans. Wear pants or a long skirt if you're visiting a religious attraction, like a church or ceremonial site. And take off your hat!

## Medical

- **Zika Virus** – the Zika virus is a concern in this country. It is important to take simple precautions against mosquito bites in El Salvador, due to the risk of Zika virus. Many people infected with Zika virus do not get sick. Among those who do develop symptoms, sickness is usually mild, with symptoms that last for several days to a week. Pregnant women should take special precautions to avoid infection with Zika virus. If you are pregnant, you should avoid travel to Zika-affected countries and areas. The Zika virus can be sexually transmitted. Infected men can carry the Zika virus (even if they never had symptoms) for a prolonged period of time. Partners should be aware of the risk so they can make informed travel decisions and take appropriate precautions.
- **Medications** - The most common illnesses that affect travelers are diarrhea, constipation, dehydration and heat exhaustion. We advise you to bring medicines like Pepto-Bismol, Imodium, ciprofloxacin, your epi-pen, inhaler and/or yeast infection treatments. Ensure that you leave all medicine in its originally labelled container to avoid problems at customs. Ensure that your regular prescriptions are filled to extend for the length of your time abroad. Note that some preventative medications (i.e. Diamox for altitude sickness) require a doctor's visit and a prescription and therefore should not be left to the last minute to acquire.
- **Vaccines** - You may be at risk for these vaccine-preventable diseases while travelling in this country: hepatitis A, hepatitis B, influenza, measles, rabies, and yellow fever. Be sure that your vaccines are up to date. Note that some vaccinations can take up to six months or more to complete (i.e. Hepatitis A/B).
- **Preventing Infection** – you can take the following steps to reduce the risk of infection when travelling:
  - If you are sick, stay home
  - Wash your hands frequently with soap and water for at least 20 seconds
  - Use alcohol-based hand sanitizer if soap and water are not available; it is a good idea to always keep some with you when you travel
  - Cover your mouth and nose with your arm when coughing and sneezing
  - Stay away from raw or undercooked food and meat
  - Avoid close contact with people who may be sick, especially if they have a fever, cough or difficulty breathing
  - Friendly waves/bow or 'elbow bumps' may be acceptable alternatives to handshakes
  - Avoid contact with animals (alive or dead) and items contaminated with their body fluid
  - Stock up on important prescriptions, sanitizers, and hygiene products
- **Dehydration** – avoid dehydration by drinking lots of clean water, by limiting exposure to the sun

and hot areas, wearing appropriate clothing, resting and avoiding strenuous activity, and limiting intake of alcoholic beverages. If you believe you are dehydrated and feel unwell, see below.

- **IF YOU FEEL UNWELL:**

- Inform the TIM/coach/Responsible Adult if you feel unwell, are intolerant or allergic to anything served and/or if your food is not satisfactory.
- In case you need it, Pepto-Bismol and hand sanitizer should be available via team staff.
- Bland and high carb diets (rice, pasta, bread) are easy to digest and are good for people with or recovering from upset stomachs and diarrhea.
- Visit a doctor. If illness persists for 3 days+, it is recommended to visit the hospital / clinic for an IV to help rehydrate.

### **Suggested Packing List (Add sport related)**

- Bring one piece of clearly-labelled carry-on luggage with your essential items and one checked bag with **XX** days' worth of lightweight, quick dry clothes that are easy to wash and suitable for hot weather. Packing essential items (medication, money, ID) and at least one change of clothing in your carry-on bag is important in case of your checked luggage being lost or delayed at the airport.
- Your Passport & Photocopy (Leave a copy of your passport, flight info & itinerary with your emergency contact.)
- Credit/Bank Card: ATMs/Credit Cards are accepted in a few places.
- US \$100 (+/-) Spending Money for souvenirs & treats
- US \$10 for Entry Fee into El Salvador. Bring exact change.
- Swimsuit/sarong
- Beach towel
- Sunhat, sunscreen and sunglasses
- Sandals /shoes
- 1 lightweight rain coat
- Water bottle
- DEET insect repellent
- Medications/inhaler/epi-pen
- Roll of toilet paper
- Hand sanitizer
- Earplugs
- Watch/alarm clock
- Small gifts to share (pins, stickers)

**NAME OF ORGANIZATION**

**TEAM MANAGER TRAVEL MANUAL**

## **1. PURPOSE OF MANUAL**

The intent of this Manual is to inform Team Managers of their responsibilities for managing Team travel and the expected standards of the Organization. **The Organization** has a framework in place that aims to ensure that a safe and comfortable environment exists for any individual or Team representing **the Organization** that is travelling for competition, training, or any other athlete and Team travel related activities.

## **2. APPLICATION OF THIS MANUAL**

This Manual is a supporting tool for **the Organization's Travel Risk Management Policy** and it is the responsibility of the Team Manager, or the Organization in the absence of a Team Manager, to implement and manage the standards outlined within it. The Manual applies to both travel for Activities within Canada (national travel) and outside of Canada (international travel) that is coordinated or sanctioned by **the Organization**. As such, certain sections or clauses within this document may specify to which type of travel (national or international) they apply. Where it is not specified, the Manual applies to both types.

This Manual is not intended to apply to travel for general business purposes of the Organization, however it may be applied to any travel that is coordinated or sanctioned by the Organization, as it deems necessary.

## **3. DEFINITIONS**

- a) *Organization* – **name of organization**.
- b) *Team* – The group of athletes, coaches, Responsible Adults, staff, committee members, Specialized Personnel, volunteers and Team Manager(s) that are travelling and attending the Activities.
- c) *Activities* – Competitions, exhibitions, games, practices, training, meetings, team functions, meals, accommodations, sightseeing, related travel, and all modes of transportation related to Team travel for the duration of the trip.
- d) *Team Manager (TM)* – When appointed by the Organization, the primary authority for all ongoing team issues and primary contact for all team communication during the Activities. The TM reports to the Organization and is present for the duration of the Activities. The TM may be any individual deemed appropriate by the Organization. The TM is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization's policies or guidelines.
- e) *Committee* – The group of individuals, when appointed by the Organization, and who are led by the TM, that will implement this document and coordinate the travel of the Team. The Committee may be comprised of **coaches, high performance (HP) staff and management staff**.
- f) *Vulnerable Individual* – A minor who is under the age of majority in his/her province or territory of residence and/or a person who, because of age, disability or other

circumstance(s), is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

- g) *Responsible Adult* – A coach, manager, TM, official, staff person, chaperone or volunteer who is over the age of majority in his/her province or territory of residence and who is acting in a supervisory role on the trip in place of a parent or caregiver. A Responsible Adult is a person of authority who is delegated and accepts the role of supervising Vulnerable Individuals throughout the Activities. As such, the Responsible Adult is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization’s policies or guidelines.
- h) *Specialized Personnel* – Any individual who is authorized by the Organization to travel as part of the team for a significant portion of the Activities, and who does not fit the description of other Team members. Examples include medical practitioners, contracted analysts or statisticians, and hired security, translators or drivers (i.e. for duration of trip).

#### 4. TRAVEL RISK MITIGATION PROCEDURE

The Organization has a framework in place to achieve the goal of consistent, measured and comprehensive risk mitigation for its Team travel. This procedure will support the decision-making process for travel and participation in the Activities, and it varies depending on the type and scope of travel. The procedure will take place in three stages:

- 1) **Preliminary Stage:** The Organization will determine the type of travel (national or international) and the leadership required to manage the travel. As a general rule, the Organization will implement the following guidelines:
  - *National Travel:* A TM will be appointed by the Organization for any travel that is more than 300km from its starting point, or includes 10 or more athletes, or requires an overnight stay for Team members. For any national travel that does not meet any of these stipulations, a TM is not mandatory and the Organization may assign a TM at its discretion. A Committee may be appointed at the discretion of the Organization.
  - *International Travel:* A TM will be appointed by the Organization for any international travel that includes Vulnerable Individuals, three (3) or more athletes, or requires an overnight stay for Team members. For any international travel that does not meet any of these stipulations, a TM is not mandatory and the Organization may assign a TM at its discretion. A Committee may be appointed at the discretion of the Organization.

If an initial endorsement to participate in the Activities is required from the Organization’s Board of Directors or other authority, the Organization will obtain this endorsement at its earliest opportunity so that it can reasonably prepare for the Activities. The Organization may conduct a preliminary risk identification to consider the risks associated with the Activities and reserves the right to cancel or revise the trip to mitigate those risks.

- 2) **Secondary Stage:** in the months and weeks leading up to the Activities, travel risks may be

identified, assessed, mitigated and continually monitored leading up to departure to ensure that a safe and comfortable environment is maintained for the entirety of the Activities (from beginning to end of trip). When appointed by the Organization, the TM (or TMs) and Committee will be responsible for conducting the secondary stage.

- 3) **Final Stage:** in the final week or days prior to the Activities, the Organization will ensure that all paperwork, documents, communications and planning is finalized to ensure that the Team is prepared for all reasonable travel-related risks.

*Note that, at any time during the lead-up to and implementation of the Activities, including the Final Stage, the Organization reserves the right to cancel a part of, or the entirety of, the planned trip due to a change that results, or may have a reasonable and material risk of resulting, in an unsafe environment.*

Risk management principles and tools may be used by the Organization to assess participation in the Activities. The Organization's Travel Risk Assessment Chart can be found in **Appendix C**. This tool will incorporate the travel risks identified in **Appendix D** as well as others throughout the three assessment phases. All travel risks are scored using the Chart and, based on these travel risk 'scores', strategies to retain, reduce, transfer, and avoid the risks will be implemented and action steps will be taken by the Organization. Any travel risk, its score, and its ongoing action steps will be captured by the Organization (i.e., in a Travel Risk Registry) and reviewed on a regularly basis.

## **5. GENERAL TEAM TRAVEL GUIDELINES**

The Organization and Team members will abide by the following general travel guidelines:

1. The Organization will utilize its travel risk mitigation procedure for **all** authorized trips;
2. The Organization will ensure that all participants receive the Travel Consent Form(s) and Disclaimer(s) (**Appendix A & B**) with reasonable opportunity to review them and submit the forms to the Organization in advance of the Activities;
3. When necessary, the Organization will proactively connect with local hosts/organizers (if applicable) and authorities in advance of the trip to assess local safety measures, determine available medical services, understand cultural practices and on-site logistics, vet service providers, review the condition of lodging, etc. This engagement may include meetings or communications with local hosts and a country's embassy/consulate (where necessary), conducting pre-trip on-site visits (when feasible and necessary), and reviewing travel advisories issued by the Government of Canada or other credible sources (a list of travel advisory links is provided in **Appendix E**);
4. Athletes participating in the Activities will generally be travelling as a whole Team under the direction of the TM, although it is permissible for adult participants to travel separately in coordination with the TM. *Minors will not be permitted to travel separately from the Team on any international trip, except in special cases with adult supervision that are approved by the Organization and their parents/guardians;*
5. The Organization, at its discretion, will determine whether parents of athletes are allowed to attend the Activities and the level of interaction that is permitted between the parent and the athlete(s) during Team travel. Unless explicitly advised of their role as a team member (i.e. Responsible Adult), parents of athletes are not considered to be members of the Team;
6. For international travel, each Team member will possess and carry with them a valid Canadian

passport that will not expire within six (6) months of the intended return date for the trip. Where a temporary travel visa or other stated travel document is required for entry into a particular country, each member of the team will ensure that this documentation is also in their possession. The name appearing on all travel documents must match the one printed on the passport;

7. All Team members (and parents/guardians of Vulnerable Individuals) must be aware of what is permitted and not permitted (restricted item) when traveling by air or passing through an international border. The Organization will communicate what is considered to be a restricted item and, if a Team member is found to possess a restricted item, they are ultimately responsible and they may be prevented from proceeding on the trip.
8. The Organization will establish a plan to accompany and safely return home any Vulnerable Individuals who are denied entry into a country or who are prohibited from proceeding on the trip.
9. All members of the Team will wear the designated Team uniform(s) during team travel when specified by the TM or coaches. This will be to ensure easy recognition of Team members. When required by a local host committee or the Organization, all Team members will wear any official accreditation (name tags, identification badges);
10. The Organization may consider appointing or electing an athlete representative for Teams travelling to Activities that other athletes feel comfortable approaching. The designated athlete representative could then relay any concerns to the coaches or other staff present at the Activities if a single athlete does not feel comfortable doing so or to relay any concerns to the TM or a designated individual within the Organization who has decision-making authority;
11. Where applicable, the Organization will communicate key differences in laws and cultural practices of the travel destination(s) (see **Appendices F & G**). All members of the Team must follow and obey the laws in foreign jurisdictions and be sensitive to cultural and traditional differences of other nations; and
12. The Organization will not activate any trip should an 'Avoid Travel' advisory be issued by the Government of Canada, or at its discretion when the Organization determines that there is a significant safety risk to participants and that the Activities should be canceled. Should such a travel advisory or risk assessment occur while the trip is taking place, the Organization may cancel the trip and all related Activities and return team members back to Canada as soon as reasonably and feasibly possible.

## **6. RESPONSIBLE SUPERVISION AND ABUSE PREVENTION**

Consistent with its **policies for conduct standards, athlete protection, abuse, maltreatment, and harassment**, the Organization is committed to a safe sport environment free from abuse, maltreatment, harassment, and violence. **The Organization is further committed to its Inclusion Policy, ensuring that all participants feel comfortable and respected while participating in the Activities.** In addition to adhering to those policies, the following related travel guidelines will apply:

1. **All participants will follow the Organization's guidelines for the 'Rule of Two' to maintain a safe sport environment for all athletes and Vulnerable Individuals.**
2. Every Responsible Adult will have submitted an updated Police Records Check and/or Vulnerable Sector Check to the Organization, **as determined by the Organization (add the name of policy if applicable)**, and will have been deemed appropriate by the Organization to fulfill the

role of a Responsible Adult.

3. Any additional individuals (i.e. Specialized Personnel) who are engaged in the Activities and who are deemed to be in a position of trust or authority related to supervision, young people, or people with a disability, will submit an updated Police Records Check and/or Vulnerable Sector Check to the Organization providing that the Organization deems it is reasonable to do so.
4. Each trip including Vulnerable Individuals will have a minimum of two designated Responsible Adult(s) regardless of team size, and the Organization will provide a minimum ratio of one Responsible Adult per every 10 minors.
5. Each trip will have a minimum of one coach or Responsible Adult for each gender identity that is travelling, and athletes will have a same-gender Responsible Adult present (or as requested for their comfort).
6. In addition to adhering to the Organization's policies **for conduct standards, athlete protection, abuse, maltreatment, and harassment**, the obligations of Responsible Adults with respect to athletes and Vulnerable Individuals will further include:
  - i. Coaches and/or Responsible Adults will be with athletes at all practices and competitions;
  - ii. Interactions between Responsible Adults and athletes/Vulnerable Individuals should not occur in any room where there is a reasonable expectation of privacy such as the locker room, restroom or changing area;
  - iii. A second Responsible Adult should be present for any necessary interaction between a Responsible Adult and an athlete/Vulnerable Individual in any such room (adhering to the Rule of Two);
  - iv. If Responsible Adults are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, including but not limited to team communications and/or emergency;
  - v. Responsible Adults are not allowed to be alone with athletes/Vulnerable Individuals at any time or to enter an athlete's room without an accompanying Responsible Adult, unless they are the parent or guardian of the individual;
  - vi. Room or bed checks during overnight stays must be done by two Responsible Adults; and
  - vii. When traveling with **athletes/Vulnerable Individuals**, the coach and/or Responsible Adult will not transport **athletes/Vulnerable Individuals** without another Responsible Adult present and must stay in the same overnight accommodation location with additional adult supervision.
7. Vulnerable Individuals cannot travel alone; they must be in groups of at least three. They must receive permission from their Responsible Adult(s) and must always advise where they intend to go and with whom they are going.
8. Unless expressly permitted by their Responsible Adult (and compliant with 6.6 above), Vulnerable Individuals will not be permitted to leave the accommodation location unsupervised by a Responsible Adult after 9:00pm local time, or after dark, whichever comes first.

## 7. TRAVEL CONSENT FORM & RELATED DOCUMENTATION

All participants must fully complete the Organization's Travel Consent Form and Disclaimer and submit the forms to the Organization by a designated date in advance of the Activities. Minors must have signed consent from their parent or guardian on their forms in order to participate. The Travel Consent Form and Disclaimer is provided by the Committee in two versions, an adult version and a minor (under the age of majority) version; **Appendix A & B** are the only acceptable forms.

The Organization reserves the right to deny participation in the Activities of any athlete, coach, staff, volunteer, parent/guardian or Responsible Adult who does not complete the required travel consent and disclaimer forms and all related documentation to the satisfaction of the Organization.

## 8. INSURANCE

Any individual who is part of the Team is considered to be participating in Activities that are coordinated or sanctioned by the Organization. These participants will be covered by a **single travel insurance policy** that is acquired by the Organization, which will ensure that policy coverage adequately protects its participants, its Board of Directors, its Committees, its members and its assets.

### Insurance Procedure

1. On an annual basis, the Organization shall review the insurance requirements related to its team travel, in consultation with its insurance broker or other selected representatives from the insurance and sport industries;
2. For international travel, the Organization will ensure that its travel insurance policy provides **excess travel coverage outside of Canada, including** the following:
  - a) A minimum \$2 million aggregate limit;
  - b) Third party liability coverage;
  - c) Medical coverage as well as coverage for illness, accident, out-of-pocket expenses, and repatriation costs;
  - d) Trip interruption and cancellation coverage;
  - e) Lost luggage coverage;
  - f) Property, equipment damage and contents coverage related to any trip; and
  - g) Directors and Officers liability coverage (if not already covered by general liability coverage)
3. The Organization will ensure that all required documentation related to an insurance claim (forms, team lists, waivers) is **taken on the trip** and that all relevant insurance contact information (broker, underwriter, claim hotline) is easily accessible in the event of an insurance claim.
4. **Should an insurance claim occur:** In the event of any insurance claim related to the Activities, the Organization will conduct a briefing session to determine future risk mitigation efforts and to consider revising its insurance coverage. Depending on the nature of the claim the Organization may also conduct a more in-depth inquiry to ensure the proper care and rehabilitation of participants, or to determine any shortcomings on the part of the Organization or its trip leaders.

## 9. TEAM MANAGER RESPONSIBILITIES

All individuals must abide by the Organization's policies and procedures, particularly its **Code of Conduct and Ethics**. They must be in a mental and physical condition that is appropriate for travel (see Section 13 – Medical Preparedness). All individuals must also be aware of restricted items when traveling by air or passing through an international border, and take responsibility for any restricted items that may be found in their possession. Team members must adhere to the travel guidelines set within the **Team Member Travel Handbook**. Team Managers have the following travel responsibilities:

- The TM is the designated Risk Manager for the Organization, responsible for the implementation and communication of this Manual and is the main representative in charge of the Team while travelling;
- Coordinate Team logistics for the Activities including, but not limited to travel planning, registration, accommodations, scheduling, finances, fundraising, meal planning, uniforms, transportation, communications, and form collection;
- Communicate travel requirements, available resources, timelines and key deadlines, team guidelines and the key risks to consider (i.e. vaccinations, local site risks);
- Obtain and carry copies of all completed Travel Consent and Disclaimer Forms, emergency contact information, medical information and proof of travel insurance;
- Obtain and carry photocopies of all participants' passports, visas and related travel documents (as necessary), additional insurance documents, emergency procedures for any Team members with an allergy, etc.;
- For international travel, acquire the contact information for the nearest Canadian government embassy or consulate in the designated country of travel. For trips that include 10 or more Team members, or include a stay in the destination country of more than seven days, the embassy or consulate must be contacted a minimum of one week in advance of the trip to advise of the team travel;
- Lead the Travel Committee (where applicable) by delegating responsibilities and providing a clear outline of responsibilities. If necessary, recruit appropriate members to the Committee;
- Establish and communicate Team travel guidelines to all Team members and parents/guardians, including responsible supervision, curfews, etc.;
- Recruit and assign Responsible Adults, ensuring that they are fit to travel, have complied with the Organization's applicable policies and guidelines, *and have submitted an updated Police Records Check and/or Vulnerable Sector Check to the Organization*;
- For overnight travel, ensure the following:
  - Roommates will be age-appropriate (e.g., Vulnerable Individuals within two years of age);
  - Roommates will be of the same gender identity. Individuals who do not identify by gender will be roomed in a manner that provides a safe, respectful and comfortable environment; and
  - Coaches and Responsible Adults must room separately from athletes, unless the athlete is the child of the coach or Responsible Adult.
- Adhere to Team travel schedules to the best of his/her abilities. In the event of a significant schedule change, the Organization and parents/guardians should be advised of the adapted schedule;

- **Be accessible to the athletes and aware of issues.** If any athlete wishes to escalate any concern or incident beyond their coach(s) to the TM, or beyond the TM to the Organization, both are fully accessible to the athlete (athletes must know how to reach both the TM and the Organization). The Organization (and TM where applicable) should be aware of any growing health concerns, tension between Team members, or any other situation that could lead to a Team crisis or harm to any Team member;
- Be responsible for the overall safety and security of the Team. It is expected that the TM will act as a reasonable and prudent person at all times when the athletes are in their care;
- Respond swiftly and appropriately to any reports of bullying, harassment or abuse that involves any members of the Team, as per the Organization's **policies for conduct standards, athlete protection, abuse, maltreatment, and harassment**. The TM will maintain confidentiality and, in the case of Vulnerable Individuals, immediately inform the parents/legal guardians of any child involved in an incident of bullying, harassment or abuse;
- Ensure that there is appropriate and accessible first aid or medical treatment on site or within a reasonable vicinity during the Activities, whether provided by the Organization, local hosts, or both;
- Report athlete illness or injury to parents/guardians as soon as possible;
- In the event of an emergency during the Activities, serve as the emergency response leader and implement the Organization's emergency response protocols. The TM may also serve as the Crisis Communications Manager – to be designated by the TM or the Organization;
- Respond appropriately to any incident likely to bring discredit to the Organization;
- Together with the Travel Committee, determine temporary disciplinary action(s) to be taken as the result of a serious incident, and report such incident and action to the parents/family of the Team member(s) involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's **Discipline and Complaints Policy**;
- Conduct a briefing session for each trip (where a TM is assigned) which includes a review of any incidents that occurred (minor – informal review, serious – formal review) and, where required, a review of the Organization's travel risk documentation (i.e. registry, insurance policy);
- Report to the Organization, specifically the Board of Directors, as required. Reporting will generally include key trip information (participant numbers, logistical priorities), budgeting, key risks and mitigating measures, incident reviews, and an overview of how the responsibilities were fulfilled;
- Identify a suitable backup TM in the event that he/she is unable to perform certain duties; and
- **Agree to abide by the Organization's Social Media Policy, which includes not posting any inappropriate comments or injuries/crises on social media.**

## 10. USE OF ALCOHOL AND DRUGS

Per the Organization's **Code of Conduct & Ethics** individuals have a responsibility to **refrain from consuming alcohol, tobacco products, cannabis, or recreational drugs while participating in the Organization's programs, activities, competitions, or events**. In the case of adults, they must avoid consuming these products in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the **Organization's events**. As the definition of Activities is expanded in this Manual to encompass *all* related

travel activities, the Organization recognizes that *responsible alcohol consumption by adults may be permitted during team travel*, under the following circumstances:

- They are not currently serving in a supervisory role;
- They are not in the presence of minors;
- They are not wearing the branded gear of the Organization;
- They are not driving or operating any type of equipment;
- Consumption of alcohol is legally permitted in the local area;
- They must be at minimum the local legally allowed drinking age (i.e. 21 years of age in USA) and, in situations where the local legally allowed drinking age is lower (i.e. 18 years of age), they must still be a minimum 19 years of age to consume alcohol;
- Only moderate consumption is permitted (i.e. one or two drinks at dinner) and they must take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations. It is recognized that adults need downtime but, while participating in the Activities, this should not take the form of getting impaired; and
- Responsible Adults must be able to respond to urgent needs of athletes and others. The consumption of alcohol will not impede their ability to respond to a sudden incident or Team emergency, will not cause them to significantly alter their behavior, and will not result in their inability to fulfill their duties and responsibilities.

## **Cannabis**

Responsible Adults must not be under the influence of cannabis while in the presence of minors, while carrying out their duties, or while interacting with athletes. As with the use of reasonable use of alcohol, Responsible Adults must remain “fit for duty” so that they can respond to urgent needs of athletes and others.

Cannabis is not legal in many other countries. *An individual is not allowed to take legally purchased cannabis from Canada to another country even if cannabis is legal in that country.* Responsible Adults must always follow the local laws and be very careful about procuring and consuming cannabis in a country where it is legal.

## **11. CANCELTION DUE TO IMPROPER BEHAVIOUR**

The Organization reserves the right to suspend the participation in the Activities of any Team member who fails to meet their travel responsibilities as detailed in this document, who violates the Organization’s **Code of Conduct & Ethics** and/or who exhibits behaviour(s) that creates an unsafe environment for other participants. Should this occur, the Organization will ensure the safe return of the individual(s) home; however, additional costs incurred as a result of the behaviour(s) will be the responsibility of the individual and/or their parent/legal guardian(s).

## **12. SITE VISITS**

At the discretion and approval of the Organization, it may wish to conduct an on-site visit at the location of the Activities in advance of the intended trip when feasible and necessary. This site visit will be to identify and assess the associated risks for the Team and determine its viability for attending. The

Organization will establish a Site Visit Checklist to assess site criteria. The TM (or his/her assignee) and at least one other individual representing the Organization will be responsible for conducting the site visit.

### 13. MEDICAL EMERGENCY PLANNING

A medical emergency is a serious or life-threatening situation where immediate medical attention is required. A general guideline for considering what is and what is not considered a medical emergency is provided below. In a medical emergency situation and before medical treatment or care is provided, the Organization will always consult with the athlete (and their parent/guardian in the case of minors) and acquire consent unless it is impossible to do so due to the nature of the medical emergency or the specific circumstances of the medical emergency (i.e., there is insufficient time to obtain consent and urgent and necessary care is required). The Organization will also always defer to the expertise of a medical professional where possible.

Medical emergency planning is divided into three stages: medical emergency preparedness, medical emergency response and medical emergency follow-up. This section details the steps that need to be taken in anticipation of a medical situation (preparedness). **Appendix J (Medical Emergency Response and Follow-up)** details the steps that will be taken when a medical situation arises involving a Team member (response), and the subsequent steps when the medical situation has been initially addressed, stabilized or resolved and the Activities must continue or conclude (follow-up). All three of these stages outline the minimum standards that will be implemented irrespective of where the Team member is located in the world. In addition, the protocols will describe the steps that need to be taken in situations where medical personnel are travelling with the team and situations where they are not.

#### Medical Emergency Preparedness

Prior to the Activities, the Organization will ensure that the following measures are in place:

1. Necessary medical emergency information is responsibly communicated to all Team members, prior to their departure for any Activities. In the case of minors, this information is also communicated to their parents/guardians;
2. Where feasible, the Organization will provide a designated medical staff person(s) (i.e., Doctor, Chief Medical Officer, Athletic Therapist or Physiotherapist) to accompany the Team on all trips. If this practice is not the common standard, the Organization will give stronger consideration to bringing medical personnel for travel in parts of the world where the medical system is not well understood or where there are any doubts with respect to the level, immediacy or quality of care that is available;
3. In the absence of dedicated medical personnel who accompany the athlete or Team abroad, the Organization will arrange the following for international travel:
  - a) *There will be a minimum of one (1) individual travelling with the Team who is of adult age and is, at minimum, first-aid certified (and their certification is valid throughout the Activities).* The Organization is responsible for identifying this person(s) and advising them of their responsibility in the event of a medical emergency.
  - b) The Organization will be aware of the closest hospital(s) or other forms of medical assistance in the travel destination(s) and the transportation services required to accessed them in a timely and practical manner.

4. The TM (if applicable) and Team medical staff (if applicable) are aware of local host protocols related to medical emergencies abroad;
5. For international travel, the Organization will identify common health risks associated with the travel destination (i.e. mosquito-borne illnesses such as the Zika virus, contaminated drinking water, altitude sickness), any recommended procedures, medications (i.e. Imodium, Diamox) or vaccines (i.e. Hepatitis A/B, Influenza) to mitigate health risks, and share with Team members (see **Appendix F**);
6. For travel to destinations where less common, but serious infectious diseases exist (i.e. known cases of SARS, Ebola, Zika, Coronavirus), the Organization will research and gather information related to these health risks and first determine whether to Take Discretion (proceed with proper risk mitigation) or Do Not Proceed (do not travel). If choosing to Take Discretion, the Organization will, at minimum, share and follow the guidelines for infectious disease prevention outlined in **Appendix I**.
7. The Organization will prepare a travel first aid checklist (see **Appendix H**) and carry reasonable and appropriate first aid materials during its travels. The TM and/or designated medical staff will coordinate this measure (or coach in the absence of either);
8. For any Team member who has a potentially life-threatening allergy or pre-disposed medical condition, an appropriate emergency plan will be created in consultation with the athlete/parents/guardians and appropriate medical personnel, prior to departure. The TM, coach(s) and Responsible Adult(s) will be fully informed about the condition, the medications, and the appropriate action to take to assist the athlete. They will attend any meetings required with specialized medical personnel, the athlete and parent/guardian(s);
9. All logistical arrangements for Activities abroad will be communicated to athletes and staff in advance of the Activities and ideally in a single information package. Ideally, a Team meeting or conference call will be scheduled prior to departure so that questions may be asked. This includes informing the athletes and all Team members of the identity and contact information of individuals on the ground who may be able to provide them with assistance, whether medical or otherwise;
10. All logistical arrangements for Activities abroad will be approved by the **TM or Organization** before any arrangements are made, unless there are exceptional circumstances, such as insufficient time due to the urgency of a situation. Further, all logistical arrangements must include clear directions with respect to how to access medical treatment in a timely and practical manner when team members are abroad. This includes the physical address, local phone number and approximate distance from the Activities for the nearest hospital(s), pharmacy(s) and medical clinic(s); and
11. All Team members have access to the contact information for the Team medical staff (if applicable), medical staff and clinics/hospitals in the host country, and they receive the country's medical emergency phone number (911 equivalent):  
[https://travel.state.gov/content/dam/students-abroad/pdfs/911\\_ABROAD.pdf](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)

**In addition to the measures above, the Organization will follow the medical preparedness guidelines below:**

- All Team members must be fit to travel. If, within 48 hours of departure, a Team member experiences any symptoms of an illness or other reasonable medical concern, they should seek

an in-person consultation with a medical professional prior to departure. Further:

- The Organization will defer to any medical opinion or recommendation, although it reserves the right to work with the participant and/or its medical staff to acquire a second opinion;
- If a participant, athlete, coach, Responsible Adult or otherwise, becomes too ill to travel, is considered infectious, or is considered a risk by a medical professional, the Organization reserves the right to deny participation in the Activities; and
- If a Team member believes they are fit to travel, or have been deemed fit to travel by a medical professional, despite initial symptoms prior to departure, and these symptoms have not improved within 24 hours of the departure time, he/she should seek an in-person consultation with a medical professional and the Organization will help to facilitate this consultation to determine whether they should travel.
- The Organization's medical staff (if applicable) should not be consulted at a distance for medical diagnoses or to prescribe treatment. Their role should be limited to making performance-based decisions and providing medical direction or advice if they are not travelling with the athlete or Team. All diagnoses and prescribed treatment should come from a doctor on the ground after an in-person consultation with the person seeking medical attention;
- If medical staff need to be consulted at a distance in relation to any person's health, in addition to speaking to any team Specialized Personnel, the TM or coach, as the case may be, they should also speak directly to the individual that is affected;
- The Organization may arrange for additional on-site medical support including dedicated paid ambulance service, additional medical equipment, and/or local medical personnel on stand-by; and
- The Organization will seek to identify entrance/exit points at the facilities for emergency staff to access participants that require medical attention, and for the safe evacuation of persons with a disability.

## **14. GENERAL EMERGENCY RESPONSE**

The Organization will identify potential emergency situations that are specific to the sport and the travel destination that pose a significant threat to Team members. Response procedures for those situations will be identified and implemented in the event that they occur. The response procedures may be adapted on a trip-to-trip basis to fit the needs of the Activities and the local environment. Note that any local host may also issue emergency response protocols and, depending on the situation and the degree of risk mitigation, the Organization will aim to implement the protocol that puts Team member safety first and that ideally does not conflict with any local protocol.

The TM and senior leaders will possess key contact information for local stakeholders (staff, venue managers, medical, etc.), the location of emergency resources (i.e., hospitals), any relevant site/course maps that identify access points for medical staff or vehicles, locations of on-site medical and safety personnel, and other relevant resources (i.e., location to purchase supplies, clean water access).

### **Bad Weather Protocol**

The Organization's *extreme weather protocol* is outlined in **Appendix K** and will be utilized as required.

In the event of generally anticipated adverse weather, the TM and senior leaders will consult with local hosts, research satellite weather maps and determine if the Activities should proceed. The TM and senior leaders may choose to withdraw the team if they consider it a threat to Team members. If bad weather strikes and the Activities are paused/canceled, the TM and senior leaders will take action to protect the team as follows:

- Get to a safe place. A safe location is contingent on the type of weather threat, but in general a fully enclosed building is preferred.;
- In electrical storms, do not handle electrical equipment, telephones or plumbing. Use battery-operated appliances only;
- If on water, get to shore as quickly as possible. The high waves and strong gusts of wind associated with sudden fast-moving storms can make it difficult for boaters/swimmers to reach shore safely. Lightning that hits water travels well beyond its point of contact;
- Stay away from tall objects. This includes trees, poles, wires and fences. Take shelter in a low-lying area but be on the alert for possible flooding;
- The TM and senior leaders shall assist with evacuation of site (see below);
- Remain sheltered for 30 minutes after the last clap of thunder or sign of danger;
- First aid for lightning victims:
  - Lightning victims do not carry an electrical charge and can be safely handled
  - Call 911 or local equivalent immediately. Follow medical emergency response protocol
  - If breathing has stopped, administer CPR if capable

### **Extreme Violence Protocol**

Violent activities that can be anticipated (i.e., protests) should be avoided. In the event of a local violent activity that cannot be predicted (i.e., sudden gunfire, explosion, riot, terrorist attack), the TM and senior leaders will assist all Team members in exiting the dangerous area as quickly and as safely as possible. If the violent activity is taking place in a familiar location (i.e., competition venue), the TM and senior leaders should ideally be aware of the location layout and evacuation routes. Recommendations for dealing with such an extreme violence emergency are outlined in **Appendix L**.

### **Safe House / Muster Point**

In locations where Team safety is of considerable concern to the Organization, it may acquire access to a safe house for Team members in their travel destination. A safe house is a specific location where Team members are transferred to in event of serious danger or crisis. It provides a temporary, but longer-term location for the Team to stay at if required. In some cases, the Team's existing accommodations may be considered the safe house. Should a dangerous situation occur and the use of a safe house is determined to be of need, the TM and senior leaders will outline guidelines for all Team members to follow while staying at the safe house (i.e., do not leave safe house, use of communication devices, etc.).

A muster point is a temporary emergency meeting point where Team members can go in the event of an incident or immediate crisis. It acts as a gathering place for the Team to feel safe and receive communications directly from the TM and senior leaders. It is also a place for the TM and key decision-makers to gather and determine strategies and action steps. It can be a meeting room, a sheltered area,

or other safe space. In locations where Team safety is of considerable concern to the Organization, the TM should identify at least one muster point for each Activity location (i.e., competition venue, accommodations).

## **15. COMMUNICATIONS**

Upon the initial risk assessment and the determination to move forward with the trip, the Organization will develop a communications timeline that will advise all of the necessary stakeholders of the Activities taking place and the relevant information required to prepare for the Activities. If the Activities are cancelled at any point, the Organization will formally announce the cancellation and advise of the rationale and any logistical impacts. General guidelines for communication during the Activities include:

1. The TM will be the primary contact for all Team communication during the Activities with all governing bodies, the local host committee, other teams, athletes, parents, media and public;
2. Athletes have the right to communicate with parents in a medical or family emergency and for personal reassurance, and vice versa;
3. The TM and the Organization will prepare a list of Team members including their names, address, home phone number(s) and email addresses, parents' work and cell phone numbers, and email addresses; and hotel contact information for parent/guardians who travel to the Activities. This list will be shared with senior staff members and kept in strict confidentiality;
4. Parent/guardians will be provided with the emergency contact phone number and email address of the TM, the coach(s), Responsible Adult(s), and the designated medical personnel (if applicable);
5. In the event of a medical or other personal emergency of a participant, the TM (or designate) will notify the parent/guardian(s) or emergency contact as soon as possible by the most effective means available; and
6. In the event that a participant is removed from participating at the Activities either by the TM or the Organization, the TM or designate will notify the parent/guardian(s) or emergency contact as soon as possible by the most effective means available.

### **Crisis Communication**

In the event of a crisis that impacts participation in the Activities, the Organization will initiate its Crisis Communications Plan, as outlined in **Appendix M**. The plan will include:

- Communication with athletes and parents/guardians;
- Communication with coaches, staff and Responsible Adults;
- Communication with key partners (i.e., governing bodies, facilities, fundraising partners); and
- Website and social media communications.

The Organization will make every effort to support Team members who have experienced trauma and are in need of counseling, as a result of a crisis that takes place during the Activities. The Crisis Communications Plan includes trauma management guidelines.

## 16. TRANSPORTATION

The Organization is responsible for ensuring the safe transport of Team members while travelling which includes, but is not limited to, the following:

- Compliance with any applicable legislation;
- No Responsible Adult may drive a Vulnerable Individual alone unless the Responsible Adult has the permission of the Vulnerable Individual's parent or guardian;
- Use of credible driving companies and services;
- Use of credible rental vehicle companies and services;
- Use of the Organization's vehicles that are regularly serviced and well maintained;
- Use of personal vehicles that are insured, regularly serviced and well maintained;
- Ensuring that any vehicles used in the transport of Team members meet a minimum level of safety including, but not limited to:
  - Proof of vehicle maintenance and inspection
  - One functional seat belt for every passenger
  - No visible safety concerns (i.e. flat tires, loose components, cracked windows, fuel leaks)
  - Full functionality (i.e. lights, signals, windows, heating or air conditioning);
- Ensuring valid driver credentials:
  - Where driving company services are used, requesting validation of driver record
  - Where the Organization's staff or volunteers are used, obtaining and reviewing the following:
    - Photocopy of the driver's license
    - A driver's abstract in advance of the trip (the abstract will be no older than 3 years prior to the departure date of the Trip);
- Ensuring any language barriers are addressed and avoiding the situation where the driver is unable to communicate with any Team member (i.e. driver speaks English, use of translator);
- In areas considered to be unsafe, predetermining routes and timing with local authorities that are deemed to be safe, as well as any other measures to maximize Team member safety; and
- Banning all texting and use of a handheld mobile device while driving by any driver.  
Furthermore, Team members have the right to ask any driver to refrain from using their mobile device completely, including the use of hands-free or bluetooth technology.

For smaller Teams (i.e. 0 – 15), vehicle rentals may be considered for Team travel where it is safe to do so. For larger Teams (15+), charter buses or vehicles will be procured through credible driving companies. *Wherever it is considered unsafe, driving companies will be used by the Organization.*

**Accessibility:** where required, the Organization will aim to acquire accessible vehicles to support Team members with disabilities. In some countries, accessible vehicles and services may not be available. In such instances, the Organization will derive a plan to support disabled Team members.

**Accidents:** In the event that a Team member has an accident, the following procedures should be followed:

- If there are injuries involved, follow the Medical Emergency response procedures in **Appendix J** and notify the Organization as soon as possible;

- Contact local police authorities immediately and file an accident report. Upon receipt, share the police report with the Organization;
- If another party is involved, obtain the appropriate information such as driver's license number, vehicle registration number, and insurance information; and
- *For car rentals:* Notify the local car rental office from which the car was rented and fill out a car rental accident form. Upon return, forward a copy of the car rental accident report and rental agreement to the Organization.

### **Vehicle Rental Guidelines**

*Indicate any preferred rental vehicle vendors of the Organization and their contact information.*

- Insurance - ensure that at least one of the following takes place when using rental vehicles:
  - The Organization has a Non-Owned Automotive Liability insurance endorsement that includes rental vehicles, and/or
  - Collision insurance is purchased to ensure coverage for physical damage to the vehicle. Note that, in some countries, their national collision insurance is a requirement regardless of any coverage in Canada and, in such instances, this will be purchased;
- Fines incurred due to parking, speeding or other violations of the law are NOT reimbursable and must be paid on or before the due date; and
- All vehicle expenses should be charged directly to the Organization. Exceptions must be pre-approved by the Organization.

### **Personal Vehicle Guidelines**

- Insurance – the organization will take the following steps when using personal vehicles:
  - *The Organization has a Non-Owned Automotive Liability insurance endorsement on its Commercial General Liability (CGL) coverage.* This has the effect of bringing any potential liability arising from staff or volunteer use of a personal vehicle (one not owned by the organization) into the scope of the organization's general liability insurance policy.
  - *Owners of personal vehicles (used for Team travel) will pursue an endorsement to their personal insurance policy coverage, to ensure that personal injury or damages to passengers are covered. The Organization must approve the endorsement in advance of acquisition, and will reimburse any approved endorsement costs;*
- Fines incurred due to parking, speeding or other violations of the law are NOT reimbursable and must be paid on or before the due date; and
- All vehicle and mileage expenses should be submitted directly to the Organization, in accordance with the Organization's **Claims Expense Policy**.

## **17. EQUIPMENT TRAVEL GUIDELINES**

The Organization has guidelines in place to ensure the safe and secure transportation of the Organization's sport-specific equipment, that is required for competition and training. These guidelines are outlined in **Appendix N**.

**APPENDIX A – TRAVEL CONSENT FORM & DISCLAIMER - ADULT**

**Name of Organization**  
**TRAVEL CONSENT FORM AND DISCLAIMER**  
**(for participants who are 18 years old and older)**

*The following document must be legible and fully completed by the Participant*

---

**Participant Information**

Participant's Full Name (print): \_\_\_\_\_

Participant's Birthdate: \_\_\_\_\_ Participant's Gender Identity: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
Street Address City Prov Postal Code

Participant's Contact: \_\_\_\_\_  
Cell Phone Home Phone Email Address

---

**Participant Passport Information (for International Travel Only)**

Date and place of birth: \_\_\_\_\_  
dd/mm/yyyy Location

Number and date of issue of passport: \_\_\_\_\_  
Number dd/mm/yyyy

Issuing authority of passport: \_\_\_\_\_  
Country where passport was issued

---

**Activity/Event Information**

Name of Activity/Event: *Enter Activity/Event Name*

Activity/Event Location: *Enter City and Province (national travel) or Country (international travel)*

Expected Arrival Date: *Enter Date*

Expected Departure Date: *Enter Date*

Participant will be residing with the team at the following address(s):

Residence A: *Enter full name, address and contact information*

Residence B: *Enter full name, address and contact information*

Other Activity/Event Information [*enter as applicable*]:

## Disclaimer and Release of Liability

**Name of Organization** advises the participant of the following:

4. The Participant is attending the Activity/Event at the invitation of the **name of organization** and agrees to be subject to the authority of the **name of organization** and its policies, regulations, and rules.
5. The Government of Canada has issued a travel advisory (***enter travel.gc travel destination web link***) for the country of **enter country** indicating, at a minimum, that visitors should “***enter risk level advisory***” and “***enter travel health notice***”.
6. This is a binding legal agreement. As a Participant travelling to and participating in the organization’s sanctioned activities/events, which includes various modes of transportation, training, competitions, team travel, and sightseeing (collectively the “Activities”), the undersigned acknowledges and agrees to the terms below.

### Disclaimer

**Name of Organization** and its Board of Directors, Lead Manager(s), committee members, coaches and representatives (collectively the “Organization”), as well as its affiliated governing bodies the **enter governing partner names** (collectively the “Partners”), are not responsible for any personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused by the risks, dangers and hazards associated with the Activities.

### Description of Risks

I am participating voluntarily in the Activities. In consideration of my participation, I hereby acknowledge I am aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to, injuries from:

- a) The reasonably foreseeable hazards that are specific to the Activity(ies) in which I am participating;
- b) Executing strenuous and vigorous physical exertion;
- c) Travel to, from and while participating in the Activity(ies);
- d) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment or facilities;
- e) Contact, colliding, falling or being struck by other participants or equipment; and
- f) Blunt force trauma serious soft tissue injuries, broken bones, or spinal cord injuries which may render me permanently paralyzed.

Furthermore, I am aware:

- a) That injuries sustained can be severe;
- b) That I may experience anxiety while challenging myself during the Activities;
- c) That I may come into close contact with other participants;
- d) That my risk of injury is reduced if I follow all rules established for participation; and
- e) That my risk of injury increases as I become fatigued.

**Release of Liability**

In consideration of **name of organization** and its Partners allowing me to participate in the Activities, I agree:

- a) That my mental and physical condition is appropriate to participate in the Activities and I assume all risks related to my mental or physical condition;
- b) To comply with the rules and regulations for participation in the Activities;
- c) To comply with the rules of the facility or equipment;
- d) That if I observe an unusual significant hazard or risk, I will remove myself from participation and bring such to the attention of an Organization representative immediately;
- e) The risks associated with the Activities are increased when I am impaired, and I agree not to participate if impaired in any way;
- f) That it is my sole responsibility to assess whether any Activities are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity; and fully assume all such risks, dangers and hazards and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from the Activities; and
- g) To forever release **name of organization** and its Partners from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I may have or may have in the future, that might arise out of, result from, or relate to my participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of **name of organization** or its Partners.

**Acknowledgement**

I acknowledge that I have read and understand this agreement, that I understand that I may obtain legal advice before executing it, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

\_\_\_\_\_  
Name of Participant (print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

**APPENDIX B – TRAVEL CONSENT FORM & DISCLAIMER – MINOR**

**Name of Organization**  
**TRAVEL CONSENT FORM AND DISCLAIMER**  
**(for participants who are 17 years old and younger)**

*The following document must be legible and fully completed by one or more lawful parent/guardians of the participant.*

---

**Participant Information**

Participant's Full Name (print): \_\_\_\_\_

Participant's Birthdate: \_\_\_\_\_ Participant's Gender Identity: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
Street Address City Prov Postal Code

Participant's Contact: \_\_\_\_\_  
Cell Phone Home Phone Email Address

---

**Participant Passport Information (for International Travel Only)**

Date and place of birth: \_\_\_\_\_  
dd/mm/yyyy Location

Number and date of issue of passport: \_\_\_\_\_  
Number dd/mm/yyyy

Issuing authority of passport: \_\_\_\_\_  
Country where passport was issued

---

**Activity/Event Information**

Name of Activity/Event: *Enter Activity/Event Name*

Activity/Event Location: *Enter City and Province (national travel) or Country (international travel)*

Expected Arrival Date: *Enter Date* Expected Departure Date: *Enter Date*

Participant will be residing with the team at the following address(s):

Residence A: *Enter full name, address and contact information*

Residence B: *Enter full name, address and contact information*

Other Activity/Event Information [*enter as applicable*]:

---

**Person(s) Giving Consent**

To whom it may concern,

I / We,

\_\_\_\_\_ *full name(s)*

am / are the lawful

\_\_\_\_\_ *person(s) / organization with:*

- *custodial rights,*
- *guardianship rights, or*
- *parental authority (in Quebec only)*

of

\_\_\_\_\_ *participant's full name*

I (we) give my (our) consent for the Participant, my (our) child, to travel to the Activity/Event with the **Name of Organization** team and the following accompanying person:

*Enter Responsible Adult Name*

*Enter Responsible Adult Passport Number and date of issue of passport*

*Enter Issuing authority of Responsible Adult passport*

I (we) agree that the mental and physical condition of my (our) child is appropriate to travel to, and participate in, the Activities.

My (our) contact details are as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell/work/residence)

Email Address: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell/work/residence)

Email Address: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

I (we) understand that my (our) signature(s) is (are) also required at the end of the Disclaimer.

---

## APPENDIX C - TRAVEL RISK ASSESSMENT CHART

The Organization will utilize the chart below to identify the travel risks outlined in this Manual. The chart aims to identify the likelihood of each travel risk occurring and the consequence if any of them were to occur. In addition, it will help to determine whether the travel risk considered is Low, Medium, High, or Very High. Based on these travel risk 'scores', strategies to retain, reduce, transfer, and avoid the risk will be implemented and action steps will be taken.

Travel Risk Assessment Chart	Minor	Moderate	Serious	Catastrophic
Almost Certain	M	M	VH	VH
Probable	M	M	H	VH
Possible	L	L	H	VH
Unlikely	L	L	M	H

Travel Risk Assessment: L – low    M – medium    H – high    VH – very high

**The likelihood of this travel risk occurring is:**

- Unlikely** - may happen sometime/rare, occurs once every 5+ years
- Possible** – may happen, occurs on very few trips or over a span of years
- Probable** – may easily happen, occurs every few trips
- Almost certain** - expected to happen, occurs at least once per trip

**The consequence if this travel risk occurs is:**

- Minor** - will have an impact on the achievement of our goals that can be dealt with via internal adjustments
- Moderate** - will have an impact on some aspect of the achievement of our goals that will require changes to the activity(s) or travel strategy
- Serious** - will significantly impact the achievement of our goals
- Catastrophic** - will have a debilitating impact on the achievement of our goals

**The strategies to address the travel risk are:**

- Retain the risk** – no action is taken because the likelihood and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.
- Reduce the risk** – steps are taken to reduce the likelihood of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring or education.
- Transfer the risk** – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
- Avoid the risk** – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

**Actions considered by the Organization are:**

- Proceed** – retain the travel risk, reduce the travel risk, or transfer the risk, and proceed with recommendation to attend. Proceed is generally applicable to risks that have Minor consequences or score Low.
- Proceed with discretion** – reduce the travel risk or transfer the travel risk, and proceed with recommendation to attend. Proceed with discretion is generally applicable to risks that score Medium, with a Moderate consequence or higher.
- Take Discretion** – reduce the travel risk or transfer the risk, and proceed with recommendation to attend, subject to further evaluation. Proceed is generally applicable to risks that score High.
- Do not proceed** – if the risk cannot be eliminated or mitigated, avoid the risk and do NOT travel.

## APPENDIX D – TRAVEL RISKS

### Stakeholder Input

- Feedback from athletes, coaches, staff and where applicable, parents (informal and formal)
- Consultation with Board of Directors, senior level management and HP staff
- Any assessment provided by the Organization's international governing body
- TM and Committee risk identification
- Documented and communicated risks from other organizations (i.e., who choose not to attend)

### Logistics

- Documents required for entry to and exit from the host nation, as well as travel in general
- Completed waivers and forms from all Team members and parents/guardians
- Ability to acquire comprehensive insurance coverage (i.e., excess travel and trip cancellation)
- Costs to the Organization and Team members
- Flight availability, special needs for flights (i.e., athletes, equipment transfer) and related costs
- Coordination of transportation (i.e., types, frequency, timing, costs, safety) - overall infrastructure of getting to/from the Activities
- Para-athlete accessibility
- Securing competent local service providers (guides, drivers, translators, hired security, etc.)
- Support from the local host is available and safety measures are employed by the local host
- Availability and location of help/aid while travelling - Canadian embassy, local security, etc.
- Medical resources available (staffing, first aid, hospitals, pharmacies and clinics, access to medical resources, etc.)
- Other resources available (i.e., fundraising, equipment, travel support)
- Health requirements or recommended measures for visiting the host nation (immunizations, food and water safety, air quality and other health risks)
- Safety of team members during non-competition hours and any risks associated with travelling off-site
- Additional transportation security measures (if required) for general Team travel as well as tour bus and sight-seeing

### Local Site Risks

- Perceived risk of the country/region via media outlets and Committee fact-checking
- Current (or projected) local safety and security conditions (police, military, other)
- Current local crime and political climate
- Areas to avoid (i.e., more dangerous at night, taxis unsafe for women, theft at bank machines, etc.)
- Team members are prepared for weather elements (i.e., extreme heat/cold, rainy season, high winds)
- Local laws and culturally practices that are different from Canada (i.e., standards of dress and behaviour, sexuality, religious practices, photography, public displays of affection, drinking age, traditions and customs)
- Team member offends local community or breaks a law
- Possible health hazards and health restrictions
- Infectious diseases and viruses
- Severe injury to participant(s) while on the trip
- Natural hazards or extreme weather (i.e., avalanches, strong tides, tornado warnings) and environmental concerns (i.e., poor sanitation, air quality, contaminated water)
- Risks identified via a Committee on-site visit or lack of a site visit leading to unknown risks
- Travel advice and advisories

## APPENDIX E – TRAVEL ADVISORIES

Continually review and consider assessments on the following websites:

- <https://travel.gc.ca/>
- <https://travel.gc.ca/travelling/advisories>
- <https://travel.gc.ca/travelling/publications>
- <https://travel.gc.ca/docs/publications/child-travel-en.pdf>
- <https://travel.gc.ca/travelling/health-safety>
- <https://travel.gc.ca/travelling/health-safety/travel-health-notice>
- <https://travel.gc.ca/travelling/publications/bon-voyage-but>
- <https://travel.gc.ca/travelling/publications/her-own-way>
- <https://travel.gc.ca/travelling/publications/well-on-your-way>
- <https://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>
- <https://www.cbsa-asfc.gc.ca/travel-voyage/ifcrr-rpcrc-eng.html>
- Vaccines: <https://wwwnc.cdc.gov/travel/destinations/list>

### **International Travel Risk Map by International SOS:**

- <https://www.travelriskmap.com/#/planner/map/security>

### **Medical emergency phone number by country (911 equivalent):**

- [https://travel.state.gov/content/dam/students-abroad/pdfs/911\\_ABROAD.pdf](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)

### **World Health Organization (WHO) international travel and health updates:**

- <https://www.who.int/ith/en/>

### **Centre for Disease Control:**

- <https://wwwnc.cdc.gov/travel/destinations/list>

**Registration of Canadians Abroad** - a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest:

- <https://travel.gc.ca/travelling/registration>

**Embassies** - this online directory contains contact information for government offices that provide consular services to Canadian citizens abroad:

- <https://travel.gc.ca/assistance/embassies-consulates>

## APPENDIX F – NEED TO KNOW (EXAMPLE – EL SALVADOR)

### Important Contact Numbers

TM/Trip Leader	Name	Cell Number:
Staff	Name	Cell Number:
Head Coach	Name	Cell Number:
Responsible Adult	Name	Cell Number:
Team Medical Leader	Name	Cell Number:
Hotel	Hotel Name	Contact Number
Driver	Driver Name	Contact Number
Local Liaison/Translator	Name	Contact Number
Canadian Embassy in EI	Embassy Name	Contact Number

### What to Expect in El Salvador

- El Salvador benefits greatly from the Dominican Republic-Central American Free Trade Agreement and a Millennium Challenge Corporation compact but still depends on remittances for nearly one-fifth of its GDP. An estimated 33% of the population lives below the poverty line (2016 est.). Agriculture consists of 21% of the labour force, services 58% and industry 20% (CIA World Factbook).
- Spanish is the main and official language of El Salvador. The local Spanish vernacular is called Caliche. Nahuat is the indigenous language that has survived, though it is only used by small communities of elderly Salvadorans in western El Salvador.
- **Embassy** - The Canadian embassy is located near the Plaza Salvador del Mundo monument in San Salvador. The area to the east of this monument is high-risk and includes San Salvador's historic downtown.
- **Currency** - The currency in El Salvador is the US Dollar (USD). Canadian dollars cannot be exchanged in El Salvador. When exchanging money before your trip, ask for small denominations (\$1, \$5, \$10, \$20), since \$50 and \$100 bills are not widely accepted and can expose you to a greater risk of robbery.
- **Weather** – During our time of travel, average weather is (temperature range, rain patterns, etc.). El Salvador is located in a highly active seismic zone. Tremors occur regularly. Major earthquakes occur intermittently. Familiarize yourself with the proper safety measures to take in the event of an earthquake. Hurricanes usually occur from mid-May to the end of November. During this period, even small tropical storms can quickly develop into major hurricanes.
- **Crime** – Violent crime is a serious problem throughout the country. It includes homicide, assault (including rape), kidnapping, armed robbery and carjacking. Always maintain heightened vigilance and be on the alert. Be particularly discreet when using ATMs. Do not go anywhere alone, or at night, and use caution in markets. A police officer or security personnel may accompany the group to certain locations to ensure group safety.
- **Laws** - Drinking Age: 18, Driving Age: 18, Legal Blood Alcohol Level for Driving: <.05%. Possession, use and trafficking drugs (marijuana, cocaine, heroin, etc.) is illegal. Penalties for possession, use or trafficking of illegal drugs are severe. Convicted offenders can expect lengthy jail sentences and heavy fines.

- **Religion** - Roman Catholic 50%, Protestant 36%, other 2%, none 12% (2014 est.).
- **Food** – Soups and stews are very popular. Meats, cheeses and pastries are in many dishes. Pupusa is one of El Salvador's most well-known dishes. It comprises a thick tortilla that is stuffed with cheese, chicharrón (cooked ground pork), refried beans and a loroco (a vine flour bud). Practice safe food and water precautions while travelling in Central America. In some areas, contaminated food or water can cause traveler's diarrhea. It can also carry diseases like cholera, hepatitis A and typhoid. Remember: *Boil it, cook it, peel it, or leave it!*
- **Property** - Leave all your valuables at home. Store your passport, money and other important items in the hotel lock box. Do not advertise where you are staying to strangers and do not bring anyone back to the hotel. Keep an eye on your possessions at all times.
- **LGBTQI2S** – A 2010 poll revealed that El Salvador had some of the lowest support for legalizing same-sex marriage in Latin America at 10%. Same-sex marriage is not recognized and the Federal Constitution defines marriage as between a man and a woman. Since 2008, there have been proposals to further change the Constitution to restrict recognition of same-sex marriage, even when these are couples married legally outside of the country. LGBTQ2 travelers should carefully consider the risks of travelling to this country.
- **Driving** - You must present Salvadoran authorities with your valid Canadian driver's license along with your valid Canadian passport before you may drive a vehicle in El Salvador. You can drive with a Canadian driver's license up to 30 days. If you intend to stay longer, you must obtain an international driving permit. Vehicle insurance is mandatory for foreigners, including residents. Driving in El Salvador can be hazardous because local vehicles are often overloaded and poorly maintained. Local drivers often ignore traffic rules. Always drive defensively.
- **Tours** - Stay with the group. Let the guides know if there is something you want to see or to slow down. If lost or separated from the group, retrace your steps or ask local shop keepers for directions back to the transport vehicle. Do not venture off of paths.

### Customs and Gestures in **El Salvador**

- Shake hands when meeting someone and also when leaving. While shaking hands, use the appropriate greeting for the time of day: "Buenos Dias"(good morning), "Buenas Tardes" (good afternoon), or "Buenas Noches" (good evening).
- Salvadoran women often pat each other on the right forearm or shoulder, rather than shake hands. Close friends may hug and kiss on the right cheek. Men shake hands with other men and with women, although they wait for the woman to extend her hand.
- Salvadorans have a strong sense of personal pride, honour and dignity. They can be very sensitive to comments or action that can jeopardize their standing among others. Due to the need to protect face Salvadorans are indirect communicators. If you are from a direct culture you may wish to moderate your communication style to avoid coming across as rude or abrasive. For example, disagreements and criticism should be handled in private, away from others.
- Machismo survives in a culture where traditional gender roles remain. The man is the breadwinner and the wife looks after the home. Attitudes have begun to change although machismo is still deeply rooted. Women should be reserved when speaking to an unknown man in a non-business or professional setting, otherwise very minor actions (a smile, eye contact, being engaged) could be easily interpreted as welcoming romantic advances. If there's any hint

or suggestion of unwanted flirting, it's quite acceptable (and recommended) to distance oneself.

- When it comes to time, locals are much more relaxed than Canadians. Anticipate that services may be a little slower. Showing up a half hour, even an hour late is acceptable, so plan accordingly and enjoy your surroundings. That noted, make reservations when you can and do your best to be on time.
- Tipping wait staff is common (usually around 10%). If you're staying in a mid-range or luxury hotel, tip anybody who helps you with your suitcases. It's also kind to leave a tip for housekeeping.
- **Photography** - Don't take photos of El Salvadorans without asking, especially children. Also, don't photograph religious ceremonies if you don't have explicit permission. If you aren't sure, ask permission. Be conscientious of the photos you take and share.
- **Dress** – Dress conservatively while traveling in El Salvador – yes, even when it's hot out. El Salvadorans are typically modest dressers, especially indigenous Mayans. Wear pants or a long skirt if you're visiting a religious attraction, like a church or ceremonial site. And take off your hat!

## Medical

- **Zika Virus** – the Zika virus is a concern in this country. It is important to take simple precautions against mosquito bites in El Salvador, due to the risk of Zika virus. Many people infected with Zika virus do not get sick. Among those who do develop symptoms, sickness is usually mild, with symptoms that last for several days to a week. Pregnant women should take special precautions to avoid infection with Zika virus. If you are pregnant, you should avoid travel to Zika-affected countries and areas. The Zika virus can be sexually transmitted. Infected men can carry the Zika virus (even if they never had symptoms) for a prolonged period of time. Partners should be aware of the risk so they can make informed travel decisions and take appropriate precautions.
- **Medications** - The most common illnesses that affect travelers are diarrhea, constipation, dehydration and heat exhaustion. We advise you to bring medicines like Pepto-Bismol, Imodium, ciprofloxacin, your epi-pen, inhaler and/or yeast infection treatments. Ensure that you leave all medicine in its originally labelled container to avoid problems at customs. Ensure that your regular prescriptions are filled to extend for the length of your time abroad. Note that some preventative medications (i.e. Diamox for altitude sickness) require a doctor's visit and a prescription and therefore should not be left to the last minute to acquire.
- **Vaccines** - You may be at risk for these vaccine-preventable diseases while travelling in this country: hepatitis A, hepatitis B, influenza, measles, rabies, and yellow fever. Be sure that your vaccines are up to date. Note that some vaccinations can take up to six months or more to complete (i.e. Hepatitis A/B).
- **Preventing Infection** – you can take the following steps to reduce the risk of infection when travelling:
  - If you are sick, stay home
  - Wash your hands frequently with soap and water for at least 20 seconds
  - Use alcohol-based hand sanitizer if soap and water are not available; it is a good idea to always keep some with you when you travel
  - Cover your mouth and nose with your arm when coughing and sneezing
  - Stay away from raw or undercooked food and meat
  - Avoid close contact with people who may be sick, especially if they have a fever, cough or difficulty breathing

- Friendly waves/bow or 'elbow bumps' may be acceptable alternatives to handshakes
- Avoid contact with animals (alive or dead) and items contaminated with their body fluid
- Stock up on important prescriptions, sanitizers, and hygiene products
- **Dehydration** – avoid dehydration by drinking lots of clean water, by limiting exposure to the sun and hot areas, wearing appropriate clothing, resting and avoiding strenuous activity, and limiting intake of alcoholic beverages. If you believe you are dehydrated and feel unwell, see below.
- **IF YOU FEEL UNWELL:**
  - Inform the TIM/coach/Responsible Adult if you feel unwell, are intolerant or allergic to anything served and/or if your food is not satisfactory.
  - In case you need it, Pepto-Bismol and hand sanitizer should be available via team staff.
  - Bland and high carb diets (rice, pasta, bread) are easy to digest and are good for people with or recovering from upset stomachs and diarrhea.
  - Visit a doctor. If illness persists for 3 days+, it is recommended to visit the hospital / clinic for an IV to help rehydrate.

### **Suggested Packing List (Add sport related)**

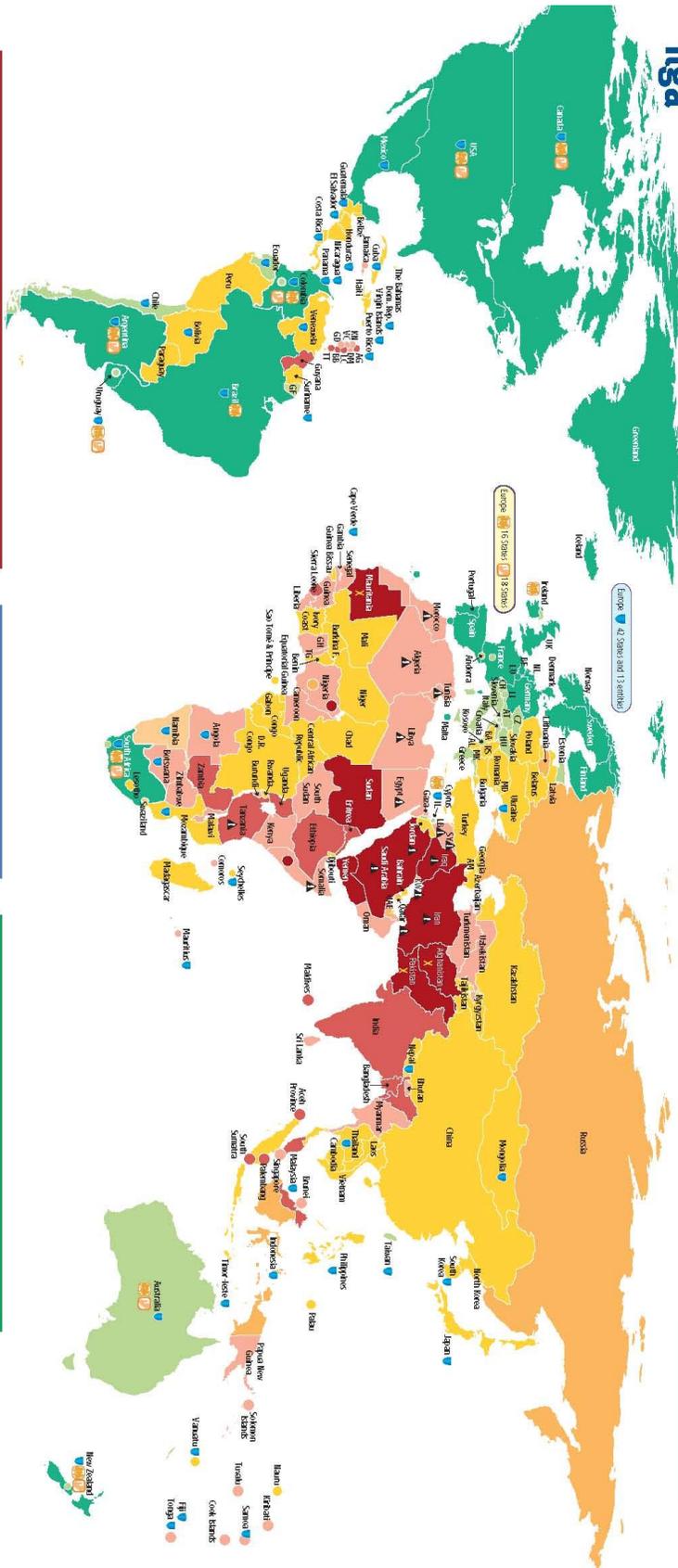
- Bring one piece of clearly-labelled carry-on luggage with your essential items and one checked bag with **XX** days' worth of lightweight, quick dry clothes that are easy to wash and suitable for hot weather. Packing essential items (medication, money, ID) and at least one change of clothing in your carry-on bag is important in case of your checked luggage being lost or delayed at the airport.
- Your Passport & Photocopy (Leave a copy of your passport, flight info & itinerary with your emergency contact.)
- Credit/Bank Card: ATMs/Credit Cards are accepted in a few places.
- US \$100 (+/-) Spending Money for souvenirs & treats
- US \$10 for Entry Fee into El Salvador. Bring exact change.
- Swimsuit/sarong
- Beach towel
- Sunhat, sunscreen and sunglasses
- Sandals /shoes
- 1 lightweight rain coat
- Water bottle
- DEET insect repellent
- Medications/inhaler/epi-pen
- Roll of toilet paper
- Hand sanitizer
- Earplugs
- Watch/alarm clock
- Small gifts to share (pins, stickers)

APPENDIX G – WORLD SEXUAL ORIENTATION LAWS – VISUAL MAP MAY 2017



SEXUAL ORIENTATION LAWS IN THE WORLD - OVERVIEW  
 ILGA, THE INTERNATIONAL LESBIAN, GAY, BISEXUAL, TRANS AND INTERSEX ASSOCIATION

MAY 2017  
 ILGA.ORG



**CRIMINALISATION**

72 STATES

- Implemented in 8 States (or parts of)
- not implemented in 5 States
- Religious-based laws alongside the Civil Code: 19 States
- 14 Y - life (prison) 14 States
- Up to 14 Y 57 States
- 'Promotion' laws 3 States
- No penalising law

In green, yellow and orange countries, same-sex sexual acts were decriminalised or never penalised. 123 States

**PROTECTION**

95 STATES

Many States run concurrent protections

- Constitution 9 States
- Employment 72 States
- Hate crime 63 States
- Incident to rape 43 States
- Ban on 'conversion therapy' 39 States
- 3 States

**RECOGNITION**

47 STATES

A small number of States provide for marriage and partnership concurrently

- Marriage 24 States
- Joint adoption 26 States
- 2nd parent adoption 27 States

Separate detailed maps for these three categories are produced alongside this Overview map.

The data represented in these maps are based on State-sponsored *Homophobic, a World Survey of Sexual Orientation Laws: Criminalization, Protection and Recognition*, an ILGA report by Aengus Carol and Luis Rendon Mendez. The report and these maps are available in English, French, German, Italian, Japanese, Korean, Spanish, and Chinese. The report and maps were coordinated by Aengus Carol and Luis Rendon Mendez (ILGA) and designed by Eduardo Enck (eduardo.enck@gmail.com).

## APPENDIX H – TRAVEL FIRST AID CHECKLIST FOR ORGANIZATION (EXAMPLE)

A basic travel health kit is important no matter where you travel. First aid supplies and medications may not always be readily available in other countries or may be different from those available in Canada.

A good travel health kit contains enough supplies to prevent illness, handle minor injuries and illnesses, and manage pre-existing medical conditions for longer than the duration of the trip.

### Basic first aid items

It is essential to know how and when to use the first aid supplies in your kit. Items to include:

- Adhesive bandages (multiple sizes) and adhesive tape
- Alcohol-based hand sanitizer
- Antiseptic wound cleanser (for example, alcohol or iodine pads)
- Blister pads or moleskin
- Disposable latex or vinyl gloves
- Gauze
- Packets of oral rehydration salts
- Safety pins and scissors
- Tensor bandages for sprains
- Thermometer
- Tweezers for removing ticks, splinters etc.
- Medications (see below)

Here is a list of potential medications to be included in the Organization's travel health kit:

- 1% hydrocortisone cream to treat minor skin irritation, such as itching caused by bug bites or poison ivy
- Anti-diarrheal medication
- Anti-motion sickness medication
- Antifungal and antibacterial ointments or creams to apply to wounds to prevent infection.
- Cold and flu medications, such as decongestants, cough suppressants or throat lozenges
- Pain and fever medication, such as acetylsalicylic acid (e.g., Aspirin®), ibuprofen (e.g., Advil®), or acetaminophen (e.g., Tylenol®)
- Stomach and intestinal medication, such as antacids and laxatives
- If recommended, destination-specific medication, like those for malaria or high-altitude sickness

Individual Team members should discuss the use of medications with their health care provider before departure and carefully follow the directions for use, including dosage and when to seek medical care. They should bring more than enough medication to last the entire trip, and ensure that they follow airline and customs regulations. Items to include:

- Any prescription or over-the-counter medication they normally use
- Allergy medication, such as an antihistamine, or epinephrine prescribed by their doctor, such as an Epinephrine auto-injector (EpiPen®)
- If they need to use needles or syringes, take more than enough to last for the entire trip and carry a medical certificate from their health care provider explaining that the needles or syringes are for medical use.

## APPENDIX I – INFECTIOUS DISEASE PREVENTION

For travel to destinations with known infectious diseases, and where preventative vaccines are available (hepatitis, influenza, measles, yellow fever), the Organization encourages Team members to be vaccinated for those diseases. Note that some vaccinations can take up to six months or more to complete (i.e. Hepatitis A/B).

There are some infectious diseases for which no vaccines currently exist (i.e. SARS, MERS, Ebola, Zika, COVID-19). Per the World Health Organization (WHO), exposure to those diseases depends on the presence of infectious agents in the area to be visited. The risk of becoming infected will vary according to the purpose of the trip and the itinerary within the area, the standards of accommodation, hygiene and sanitation, as well as the behaviour of the traveler. The Organization will monitor these variables.

### Transfer of Infectious Diseases

Depending on the type of disease, it can be spread in different ways. Diseases like malaria and yellow fever are commonly spread by mosquitoes, whereas diseases like SARS and COVID-19 are commonly spread by various person-to-person interactions (i.e. respiratory, close contact). Per the Government of Canada's updates on COVID-19 infections in 2020, this disease is most commonly spread from an infected person through:

- Respiratory droplets generated when you cough or sneeze
- Close, prolonged personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

It is important to know how infectious diseases can be transferred and then take preventative measures to avoid any potential transfer, when travelling to destinations where the risk of infection is identified.

### Preventative Measures

In general, the Government of Canada provides the following advice to reduce the risk of infection when travelling:

- If you are sick, stay home
- Wash your hands frequently with soap and water for at least 20 seconds
- Use alcohol-based hand sanitizer if soap and water are not available; it is a good idea to always keep some with you when you travel
- Cover your mouth and nose with your arm when coughing and sneezing
- Eat and drink safely abroad by staying away from raw or undercooked food and meat
- Avoid high-risk areas such as farms, live animal markets and areas where animals may be slaughtered
- Avoid close contact with people who may be sick, especially if they have a fever, cough or difficulty breathing
- Friendly waves/bow or 'elbow bumps' may be acceptable alternatives to handshakes
- Avoid contact with animals (alive or dead), including pigs, chickens, ducks and wild birds, and items contaminated with their body fluid
- Travel locally at off-peak hours (i.e. public transit, grocery shopping)
- Stock up on important prescriptions, sanitizers, and hygiene products

In addition to the Organization researching travel advisories and keeping up to date with serious infectious situations in the travel destination, Team members should be encouraged to do the same. This includes knowing the potential symptoms associated with the infectious disease (i.e. fever, coughing, difficulty breathing, loss of appetite, diarrhea, vomiting, rash) and seeking medical assistance from a qualified health care provider when experiencing those symptoms. When considered a serious risk, the Organization will educate its Team members on how to take precautions.

### **Diagnosing an Infectious Disease**

Infections are diagnosed by a health care provider based on symptoms and are confirmed through laboratory tests.

### **When to Use a Mask**

It is common to see people wearing surgical-style masks when infectious diseases are reported, during flu season, and even more commonly in Asian countries like Japan and China to protect against pathogens and pollution. Some people wear surgical masks because they are sick and they don't want to get other people sick. But if you're sick, it's best to avoid going to public areas.

Per WHO, you commonly only need to wear a mask if you are infected yourself or if you are taking care of a person with a suspected infectious disease; although this may range by the type of infection. Masks must be used and disposed of properly. Masks must be used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.

### **If a Team Member Contracts an Infectious Disease**

If it is suspected that a Team member has contracted an infectious disease, they must visit a health care professional as soon as possible. It is also recommended that the individual be comfortably isolated and removed from general interactions with the Team until they have been assessed by a health care provider.

If considered serious (i.e. respiratory illness symptoms), the Individual/TM/Responsible Adult should call ahead to the health care provider or tell them when you arrive that the Team member is experiencing serious symptoms. They may be asked to wear a mask while waiting for or receiving treatment to prevent the spread of the illness.

Team members should be advised of potential symptoms to watch out for, and to take appropriate preventative measures as noted above (i.e. wash hands frequently, dispose of tissues, avoid touching, cover mouth and nose when coughing/sneezing). If they experience symptoms, they should notify their TM or Responsible Adult immediately.

## APPENDIX J – MEDICAL EMERGENCY RESPONSE AND FOLLOW-UP

### Medical Emergency Contacts

TM/Trip Leader	Name	Cell Number:
Team Medical Leader	Name	Cell Number:
Medical Facilities	Nearest Hospital	Hospital Phone Number
Medical Clinics	Nearest Clinics	Clinic Phone Number
Other Medical Contacts	Contact Name	Contact Number

### Medical Emergency Response

In the event of a *medical emergency* while participating in the Activities, all Team members must notify any accompanying medical personnel immediately, as well as the TM or coach if they are not present. The TM and all coaches, committee members, volunteers, Specialized Personnel and Responsible Adults that are present and who can reasonably respond to the situation without interfering or causing undue harm, should make every effort to attend to the individual(s) affected. The following response protocol will be implemented:

CRITICAL (Life Threatening)		PRIORITY (Serious)		ROUTINE (Minor)
Compromised Airway	Shock	Fractures	Infection	Sprains, strains
Difficulty Breathing	Heat	Deep Lacerations		Blisters
Head/Spinal Injury	Stroke	Severe Burns		Localized soft tissue injuries
Cardiac Arrest	Severe	Heat Exhaustion		Environmental Illness
Bleeding				

### Response Protocol (Critical/Priority)

1. Coordinate and control – TM, staff and first responders on scene. Seek first aid and professional medical support. If there is designated medical staff travelling with the Team they should be escorted to the injured participant(s) immediately and without interruption;
2. If there is a local emergency response plan (ERP) and medical staff made available by the host committee, this plan should also be followed and medical staff notified immediately;
3. **Always defer to medical staff or emergency responders who are present.** Stay out of their way but be ready to assist upon their request;
4. Evaluate and stabilize the participant. If critical, if required and if no medical personnel are present, have a designated first aid certified person administer first aid. Call 911 or the country code equivalent, examples include:
  - a) Canada and the United States - 911
  - b) Great Britain – 999
  - c) Pan European Emergency Number – 112
  - d) China, Japan, Korea and Taiwan – 119
  - e) Australia – 000 or 112
  - f) New Zealand - 111
5. Identify the participant if possible (identification, clothing, peers, participation list) and check for medical history. Keep the injured participant(s) calm and stable;
6. The TM will meet and communicate with medical staff, or assign this role to a Team member.

Remove any barriers that prevent medical staff from reaching the participant (i.e., ambulance access);

7. If serious, the TM shall assemble senior members of staff (coaches, Committee members) at an emergency meeting point (EMP); and
8. Secure the scene, which includes ensuring a safe path for medical staff to access the participant(s) and transport the participant(s); and notifying the family(s) of the injured participant(s).

### **Medical Emergency Follow-Up**

Once the emergency response protocol is completed and assuming the participant(s) is (are) safe and/or within the care of the appropriate medical personnel, the follow-up protocol below will be followed:

1. The TM will assemble senior team members at an emergency meeting point and advise other Team members (i.e., athletes, coaches, Responsible Adults) where to assemble in the interim. Senior team members will first:
  - a) Assess each individual's well-being;
  - b) Ensure that the situation is safe and that all Team members are accounted for;
  - c) Communicate with the designated team medical staff if applicable;
  - d) Communicate with local host committee if applicable;
  - e) Assign roles to complete the tasks below; and
  - f) Team members must refrain from posting about the incident on social media.
2. The TM and senior team members (in coordination with the local host committee if applicable) will determine whether to continue the Activities, pause the Activities, or cancel the Activities;
3. If canceling or pausing the Activities, the TM will communicate to participants (see Crisis Communication in Appendix M of this Manual);
4. Support distressed Team members:
  - a) It is usually best for affected participants to remain in the presence of fellow Team members, if they leave (i.e., ambulance) and ensure that they have support. In the case of Vulnerable Individuals, an accompanying Responsible Adult should be with them at all times where permitted by medical professionals;
  - b) Check in specifically with those who attended and witnessed the scene; ensure that they are ok and if they are not, take steps to comfort them and provide mental support.
5. The TM shall, where possible, record witness accounts and obtain their contact information.
6. The TM shall establish a full understanding of the incident, noting all aspects (environmental, condition of equipment, etc.) that may have contributed to the incident;
7. The TM/Organization will contact the parent/guardian(s) or emergency contact as soon as possible by the most effective means available. Comfort them, advise of the steps taken to care for the participant(s) and plan to regularly communicate any updates as they become available;
8. Advise the Organization (senior staff and Board of Directors) of the medical emergency, the steps taken to date and the next steps to ensure that a safe and comfortable environment exists;
9. Media control: only the designated spokesperson speaks to the media and the TM/Organization will determine how to engage with the media (see Crisis Communication in Appendix M of this Manual); and

10. When appropriate, host a Team meeting to provide an update on the situation and advise of next steps.

Finally, the Organization will make every effort to comfort and assist the participant in their recovery and return home. Injured participants will be accompanied by a senior staff member throughout the Activities. If any participant experiences travel changes/delays as a result of their injuries, the Organization will collaborate with all necessary stakeholders (i.e., local authorities, insurance broker, airline, participant's family) to return them home as well as provide any reasonable measures of comfort after the team has left. In the case of minors, no child shall be left alone and the Organization shall make all necessary arrangements to ensure that a senior staff member remains with the child until they are safely returned to their parent/guardians(s).

## APPENDIX K – EXTREME BAD WEATHER PROTOCOL

In the event of extreme weather (i.e. gale force winds, tornado, floods, earthquake), the Team protocol may vary. For example, tornado protocols recommend underground shelter, whereas flood protocols recommend moving to higher ground. In most cases, it is advised that the Team evacuate unsafe areas and seek safe shelter. The Organization must be aware of the types of potential natural disasters possible and prepare accordingly. At minimum the protocol will include:

### Site Evacuation Protocol

- TM to advise Team members of site evacuation;
- TM to identify specific extraction points and allocate specific staff/volunteers to those extraction points with clear directives (preferably staff). At this juncture no participant is allowed to continue the Activities;
- TM to assign staff/volunteers to assist person(s) with a disability or requiring assistance;
- Utilize all vehicles where possible in the safe extraction of Team members, with priority placed on participants in open areas or furthest from the exit point; and
- Senior leaders shall advise all participants where to go (i.e., safe place that is enclosed building with wiring and plumbing where possible).

### Shelter Plan

- Identify (TM): where is a safe refuge? How long will it take to get there? How many people can it accommodate? Is it wheelchair accessible? Is there a safe power source?
- Avoid high places (except where required i.e., flooding, chemical leaks), open fields, isolated trees, flag poles, towers, fences & unprotected gazebos.
- TM to identify shelter options in close proximity to the Activities and communicate to participants.
- Assist any Vulnerable Individual or person(s) with a disability in accessing shelter.
- Acquire basic emergency supplies if it is likely that the Team will be confined to the shelter for a reasonable amount of time.
- Basic example below:

<b>Type of Emergency:</b>	Lightning/thunder storm, tornado, terrorist attack
<b>Shelter Locations:</b>	A – Building at sport complex B – Gas station across street C – Safe house
<b>Shelter Distances:</b>	A – 100m from activity – 30 second walk B – 300m from activity – 2 minute walk C – 5km from Activity – 3 minute drive
<b>Shelter Capacity:</b>	A – 1000 ppl B – 50 ppl C – 25 ppl
<b>Shelter Descriptions:</b>	A – office building, fully contained, wiring & plumbing B – gas station, open covered area, small inside area C – designated team safe house
<b>Shelter Assignment:</b>	A – TM B – Coach X C – TM

### EARTHQUAKE (Location Example)

- If you are indoors, stay there. Quickly move to a safe location in the room such as under a strong desk,
- a strong table, or along an interior wall. The goal is to protect yourself from falling objects and

be located near the structural strong points of the room. Avoid taking cover near windows, large mirrors, hanging objects, heavy furniture, heavy appliances or fireplaces.

- If you are outdoors, move to an open area where falling objects are unlikely to strike you. Move away from buildings, powerlines and trees.

### **HURRICANE (Location Example)**

- Listen to the radio or TV for information.
- You should evacuate under the following conditions:
  - If you are directed by local authorities to do so. Be sure to follow their instructions.
  - If you are in a temporary structure—such shelters are particularly hazardous during hurricanes no matter how well fastened to the ground.
  - If you are in a high-rise building—hurricane winds are stronger at higher elevations.
  - If you are on the coast, on a floodplain, near a river, or on an inland waterway.
  - If you feel you are in danger.
- If you are unable to evacuate, go to a wind-safe room. If you do not have one, follow these guidelines:
  - Stay indoors during the hurricane and away from windows and glass doors.
  - Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will rise up again.
  - Take refuge in a small interior room, closet, or hallway on the lowest level.
  - Lie on the floor under a table or another sturdy object.

*More information can be found on the Government of Canada's "Severe Storms – What to Do?" web page:*

- <https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/svrstrms-wtd/index-en.aspx#s10>

### **Basic Emergency Supply Kit**

In locations where a natural disaster has a higher likelihood of occurring (i.e., local warnings), the TM and senior leaders will acquire a basic disaster kit that is suitable to the size of the travelling Team. Items should be stored in airtight plastic bags and ideally placed in one or two easy-to-carry containers such as plastic bins or a duffel bag. A basic emergency supply kit should include the following recommended items:

- Water - one gallon of water per person per day for at least three days, for drinking and sanitation
- Food - at least a three-day supply of non-perishable food
- Battery-powered, hand crank radio or Weather Radio with tone alert
- Flashlight(s)
- First aid kit
- Extra batteries
- Whistle(s) to signal for help
- Dust mask(s) to help filter contaminated air and plastic sheeting and duct tape to shelter-in-

place

- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone(s) with chargers and a backup battery(s)

## APPENDIX L – EXTREME VIOLENCE PROTOCOL

Violent activities that can be anticipated (i.e. protests) should be avoided. In the event of a local violent activity that cannot be predicted (i.e. sudden gunfire, explosion, riot, terrorist attack), the TM and senior leaders will assist all Team members in exiting the dangerous area as quickly and as safely as possible. If the violent activity is taking place in a familiar location (i.e., competition venue), the TM and senior leaders should ideally be aware of the location layout and evacuation routes. Recommendations for dealing with such an extreme violence emergency include the following:

### Shootings:

- **RUN:** if the situation permits it, the first and best option is to get out of the danger zone immediately: choose a route carefully, think unconventionally (i.e., break windows and jump to another level), be quiet and stealthy.
- **HIDE:** if you cannot immediately run, you need to buy time to plan another way out, to prepare in case a shooter forces their way in, and to give police time to arrive; block doors, turn off lights, silence phones, choose a hiding place, stay low, make a plan. Playing dead is not recommended.
- **Practice situational awareness:** allow your sense to absorb what is normal and be mindful of anything that might be an indication of danger.

### Explosions:

- Get under a sturdy object (i.e., table) if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.

### Riot:

- *Keep your composure.* Don't give into the desire to get enraged, excited, scared, or caught up in the emotions of the crowd.
- If you find yourself caught up in a demonstration, keep to the edge of the crowd where it is safer. Try not to be identified as being one of the demonstrators by keeping well away from the leaders/agitators.
- At the first opportunity, break away and seek refuge in a nearby building or find a suitable doorway or alley and stay there until the crowd passes.
- When leaving the fringe of the demonstration just walk away – do not run as this will draw attention to you.
- Find shelter and wait it out. Unlike a natural disaster such as an earthquake, in the case of a riot it is a safe and smart decision to find shelter in a secure location until it dies down.

- In the event that you are arrested by the police/military, do not resist. Go along peacefully and contact your embassy as well as your travel insurance provider if possible.
- If you are caught up in the crowd, stay clear of glass shop fronts, stay on your feet and move with the flow.
- If you are swept along in the crowd of people, create a space for yourself by grasping your wrists and bracing your elbows away from your sides; bend over slightly – this should allow you breathing room.
- If pushed to the ground, try to get against a wall and roll yourself into a tight ball and cover your head with your hands until the crowd passes.
- If you are in the hotel remain at the hotel all the time until the situation is under control by the riot squad and local authorities. Stay away from the lobby and main door (rioters may try to get in), follow the hotel procedures and safety process that it may have.
- Remember to keep calm – the crowd should sweep past in a short space of time.
- If shooting breaks out, drop to the ground and cover your head and neck, and lie as flat as you can.

#### **Terrorist Attack:**

- Contact local authorities and move immediately to a safe house.
- Follow the instructions of local emergency officials and utilize a radio, television and/or other technology for regular updates and instructions.
- If advised to ‘shelter in place’, lock all exterior doors and windows, turn off all gas valves, fans, heating and air conditioning systems, and go to an interior room without windows that is above ground.
- Wear long sleeved shirts and pants, and sturdy shoes, so you can be protected as much as possible.
- Prepare an emergency supply kit(s).
- Use travel routes specified by local authorities – do not take shortcuts.
- Stay away from downed powerlines.

#### **Safe House / Muster Point**

A safe house is a specific location where Team members are transferred to in event of serious danger or crisis. It provides a temporary, but longer-term location for the Team to stay at if required. In some cases, the Team’s existing accommodations may be considered the safe house. Should a dangerous situation occur and the use of a safe house is required, the TM and senior leaders will outline guidelines for all Team members to follow while staying at the safe house (i.e., do not leave safe house, use of communication devices, etc.).

A muster point is a temporary emergency meeting point where Team members can go in the event of an incident or immediate crisis. It acts as a gathering place for the Team to feel safe and receive communications directly from the TM and senior leaders. It is also a place for the TM and key decision-makers to gather and determine strategies and action steps. It can be a meeting room, a sheltered area, or other safe space. The TM should identify at least one muster point for each Activity location (i.e., competition venue, accommodations).

## APPENDIX M – CRISIS COMMUNICATION PLAN - TRAVEL

### Key Messaging Points

- Team safety is our number one priority.
- The trip has been postponed/cancelled due to circumstances beyond our control;
- The Organization deeply regrets the need to postpone/cancel the Activities;
- The Organization will offer a full/partial refund on all trip fees (if applicable); and
- Any fundraising or money donated towards Team trip fees will be remitted back to those individuals or organizations (or at least offered to do so) who made the donation.

### On Site Crisis

In the event of a crisis or emergency on site at the Activities the TM, or another designated individual, is Crisis Manager and all crises should be reported to the Crisis Manager immediately. If the Crisis Manager is not available, he/she should provide a designated contact (i.e., coach, staff member) and their contact information. Either the TM or the Organization will designate the Crisis Manager. The Crisis Manager will work closely with the CEO/Executive Director of the Organization, and should do the following, where applicable:

### Procedure

- Initiate the medical emergency response if required. Always defer to medical staff or emergency responders;
- Identify an on-site emergency meeting point (EMP) and, if serious, assemble senior team leaders at the EMP;
- The Crisis Manager should be aware of Canadian assistance abroad via this website: <https://travel.gc.ca/assistance/emergency-assistance>;
- Notify any local host committee and if very serious, call the nearest the Canadian embassy or consulate: <https://travel.gc.ca/assistance/embassies-consulates>;
- Secure the scene if required, to discourage 'onlookers', preserve the scene for potential investigation and provide safety/privacy to the individual(s);
- Notify the parent/guardian(s) or emergency contact as soon as possible by the most effective means available;
- Comfort teammates/staff/family:
  - Connect with family or friends.
  - Gain an understanding of their association with the victim.
  - Offer support, including trauma counseling if required (see below).
  - Ensure their contact information is recorded.
- Establish an understanding of the incident:
  - Seek to understand - speak to witnesses and ask probing questions – record notes.
  - Note all aspects of the environment such as weather, condition of equipment and anything else that may have contributed to the occurrence of the incident.
- Advise the Organization of the crisis and discuss options;
- Personnel matters are to remain confidential;

- All communication to participants will be clear, concise and easy to understand. Communication will come only directly from the Crisis Manager, or designate; and
- In the event of a cancellation, the TM will need to activate site evacuation plans (if necessary) and communicate the cancellation.

### **Crisis Trauma Management**

The Organization will make every effort to support Team members who have experienced trauma and are in need of counseling, as a result of a crisis that takes place during the Activities. In its effort to foster a safe environment and comfort its Team members in a time of crisis that takes place during the Activities, the Organization will:

- **Have a Canadian advisor on stand-by to assist the Crisis Manager with crisis management (advisor is aware of general Trip details and can be reached by telephone for counsel);**
- Ensure that the individual(s) is not isolated or in any perceived danger, and placed in the most comfortable environment possible;
- If the individual(s) is in perceived danger or a life-threatening emergency, contact 911 (or the local equivalent). Make sure to notify the operator that it is a psychiatric emergency and ask for an officer trained in *crisis intervention* or trained to assist people experiencing a psychiatric emergency;
- Provide practical support to the individual(s) where required (meals, packing, paperwork, contacting family);
- Identify and acquire access to local crisis/comfort care staff (i.e. at hospitals, clinics, psychiatric urgent care, emergency response, police, mobile crisis teams);
- Identify Canadian contacts and resources, and provide a connection to the affected individuals (and for minors, their parents)
  - List of Canadian Crisis Centres and toll-free hotlines:  
<http://www.crisisservicescanada.ca/en/need-help/looking-for-local-resources-support/>
- Additional resources:
  - Crisis Text Line (Canada, UK and USA): <https://www.crisistextline.org/>
  - Crisis Services Canada: <http://www.crisisservicescanada.ca/>
  - Australia: <https://www.lifeline.org.au/>
  - UK: <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
  - USA: <https://www.nami.org/Blogs/NAMI-Blog/September-2017/How-to-Help-Someone-in-Crisis>

### **Media**

- There is only one designated media spokesperson, directing and coordinating all aspects of the Organization's response including managing the messages and the media;
- Only the DESIGNATED spokesperson (determined by TM or the Organization) and back-up spokespeople (designated by TM or the Organization) are authorized to release information to the media and to the public. All other staff/volunteers should be professional and helpful to the media by connecting them with the spokespeople, but will neither speak to the media, nor provide any information;
- All comments should be guided by professionalism and transparency, and serve to mitigate the

crisis while reinforcing the leadership role of ALL PARTIES INVOLVED;

- In the event of a catastrophic incident, the spokespersons may choose not to answer media questions until an Official Public Statement has been drafted by the Organization and the facts as known are compiled;
- Medical/rescue personnel are asked not to speak publicly about the incident during the emergency situation but to forward all media requests to the TM;
- The Organization and TM will determine the need for a further media conference or briefing; and
- Organization to monitor media coverage.

## **APPENDIX N – EQUIPMENT TRAVEL GUIDELINES**

**(Add Organization specific equipment requirements)**

### **Size of Equipment**

The Organization will coordinate the transport of large equipment that is approved and that is required for competition and training. The TM, Committee or designated senior leader will identify the equipment to be transported, the method of transportation, the related timing and costs, and any conditions that are required of Team members.

Small equipment may be transferred by the Organization, or by Team members, and will be determined by the Organization on a case-by-case basis.

The Canadian Air Transport Security Authority (CASTA) and Transportation Security Administration (TSA) in the USA provide examples of smaller sporting equipment that may be considered a carry-on item:

- <https://www.catsa-acsta.gc.ca/en/camping-sporting-equipment>
- <https://www.tsa.gov/blog/2014/06/12/tsa-travel-tips-traveling-sporting-equipment>

### **Transport by Vehicle**

The Organization will ensure that there is ample space to transport equipment, that all equipment is accounted for, and that it is stored safely and in a manner that will limit damage to equipment or people. If the Organization is assigning a driver(s) to transport the equipment, he/she must be competent, be at-fault accident-free in the last two years, and must possess the class of license that is required for the type of vehicle. If equipment is transported via multiple vehicles, including parents of participants, the Organization will take the necessary measures to ensure that the risks related to equipment transport (i.e. unstable equipment, limiting visibility, harmful chemicals) are mitigated and that those driving the vehicles understand the risks involved.

**The Organization will ensure that it's insurance policy, or that of a transport service provider (i.e. bus), covers potential damage to equipment (related to auto accidents).**

### **Transport by Air**

Most sporting equipment can be checked in or carried on board provided it is properly packaged and meets the size and weight restrictions that are dictated by airlines. Airlines should provide packing instructions, waivers, charges and additional details as they apply to the transport of specific items of sports equipment. The Organization will verify all associated airline rules and regulations.

*Sports equipment bags and cases cannot contain clothing or other personal items. They must be used only to carry sports equipment.*

Sporting equipment is usually counted as one piece of checked baggage allowance and, depending on the type of equipment, additional fees may apply. If Team members are responsible for carrying their sport equipment, they must be mindful of this and that charges may apply for additional baggage. As well, overweight and/or oversized fees may apply if they exceed the size and weight allowance. **The**

Organization may cover the costs associated with the fees related to sporting equipment.

Some sporting equipment is restricted for safety reasons, or not clearly identified by an airline. In these instances, the Organization will contact the airline to verify what is permitted for travel and how they must be suitably packed for shipping. Airlines reserve the right to refuse equipment that is not properly packaged for carriage.

### **Customs Requirements**

Even if an item is generally permitted by an airline, it may be subject to additional screening or not allowed through a checkpoint if it triggers an alarm during the screening process, appears to have been tampered with, or poses other security concerns. The Organization will contact the necessary transit or customs authorities for the travel destinations to determine whether additional screening or security measures are required.