

**Manitoba Wheelchair Sport Association
Policy - Team Travel Policy
Date of Approval: October 16, 2014**

Accessible Formats:

Accessible formats are available upon request. If you require an accessible format, please contact our office at office@mwsa.ca.

Policy continues below



TEAM TRAVEL POLICY
Board Approved October 16, 2014

PART I: INTRODUCTION

- a) The following travel policy is applied to all competitions that receive direct funding from the Manitoba Wheelchair Sport Association (MWSA) Board of Directors.
- b) For funded events in which a Chef de Mission and Manager are not named, the Association shall designate an individual to be the Head of Delegation.
- c) “Officials” shall be all MWSA ratified coaches, judges, managers, chaperones, and Chefs de Mission.
- d) All officials travelling on behalf of MWSA shall submit a completed Child Abuse Registry form to be eligible to travel with the Team.

PART II: LINES OF AUTHORITY

- a) The manager is in charge of day-to-day operations while on a competitive trip. The manager is accountable to the Chef de Mission or Head of Delegation.
- b) Coaches are in charge of the athletes’ preparedness as members of the team, including curfew, outings, menu, etc. Coaches are accountable to the manager, and ultimately the Chef de Mission or Head of Delegation.
- c) The chaperone, where named, is to assist the coaches and manager with the day-to-day activities of the team. The chaperone is accountable to the manager, and ultimately the Chef de Mission or Head of Delegation.

PART III: ATHLETES

- a) Athletes travelling on behalf of the MWSA must read the MWSA Code of Conduct that outlines expectations and responsibilities.
- b) As outlined in MWSA’s Code of Conduct policy, athletes shall be responsible to take reasonable steps to manage their responsible consumption of alcoholic beverages in social situations associated with MWSA Events. Minors are prohibited the use, or possession, of alcohol as per regional liquor laws.
- c) MWSA recognizes the Canadian Policy on Penalties for Doping in Sport. Athletes have the responsibility to abstain from non-medical use of drugs or the use of performance-enhancing drugs and procedures. All athletes shall be made aware that they are subject to drug testing at any time.
- d) Athletes must inform coaches of any pertinent medical information such as medication or allergies.

- e) Athletes will not be allowed to leave the delegation without the permission of their coach or manager. Underage athletes may be allowed to leave the delegation, but only with a written letter from their parent or guardian prior to departure for the competition.
- f) Athletes will represent the MWSA in a manner befitting the MWSA on and off the floor of an event.
- g) Athletes are obligated to abide by any rules that a coach or manager may set, which are approved by the Chef de Mission or Head of Delegation.
- h) All team members must travel by transportation designated by the MWSA, and at the same time as other team members, unless previously arranged through the Executive Director

PART IV: TRANSPORTATION

- a) The Executive Director, Program Coordinator, or Program Coach/Manager/Leader will be responsible for official team members' travel arrangements. If athletes are making travel arrangements on behalf of club/team, approval must be granted to do so either by the Coach/Manager/Leader, or the MWSA office.
- b) When making travel arrangements, the first factors of consideration will be the cost involved, as well as the teams' optimum performance.
- c) All travel arrangements shall be made through the MWSA office, or through other means as determined by the Executive Director.
- d) All financial charges in the MWSA's name must be incurred for official MWSA business, unless pre-authorized by the Executive Director.

PART V: ACCOMMODATIONS

- a) The MWSA shall only fund room charges (full or partial cost). Incidentals will not be funded by the MWSA.
- b) Athletes will be housed in such a manner that is medically appropriate.
- c) Officials will be housed in rooms of two, where possible, and be in near proximity to the athletes.

PART VI: GROUND TRANSPORTATION

- a) Vehicles will be rented in advance unless determined otherwise by the Executive Director.
- b) Care and caution will be used in assigning drivers. All drivers must have valid drivers licence. All passengers in the vehicles must wear seat belts.
- c) If room permits, persons with mobility aids shall have their equipment loaded in the same vehicle as the passenger.
- d) Vehicles will be used for scheduled event activities only.
- e) When necessary, the most economical and efficient method of transportation will be used (ie. airport bus vs. taxi, taxi vs. limousine).

PART VII: FUNDING

- a) The MWSA shall provide funding to targeted tournaments as determined by the Board of Directors or the Executive Director.
- b) Funding will be provided on a cost-shared basis, and shall be determined in advance prior to travelling to a tournament

- c) In the event the MWSA cannot fully fund an athlete to a tournament, it will be the athlete's responsibility to fund the remaining portion of the trip
- d) All costs not associated with attending a tournament shall be the full responsibility of the athlete.
- e) Coaches' and Managers' expenses shall be paid for by MWSA.
- f) The MWSA shall fund the necessary compliment of adult personnel as determined by the Executive Director