

Biathlon Ontario Travel Policy for Races and Camps

The success of our athletes and their coaches wouldn't be possible without the efforts of everyone involved: the athletes, the coaches, the Biathlon Ontario Board, the volunteers, and particularly the parents - parents who drive to many of the races and provide team support while there, the parents who help out by arranging transportation and accommodations for out-of-town events, and the families who billet the team when needed.

In order to ensure continuing success for our athletes, it is important to minimize the stress and frustrations of travel for all involved. An athlete cannot race well if tired, sick, or stressed due to overcrowding or last minute changes to arrangements.

It is helpful to all involved to have a set policy which outlines expectations and responsibilities related to travel for races and training camps, as well as a full reporting of costs involved and billed to athletes for each event. Parents and athletes need to know what their responsibilities are, both financially and as support, while at the same time being assured that proper arrangements have been made for our racers.

Compliance with the following policy regarding travel is mandatory for "Team Ontario" members, and recommended for any other athletes who are traveling to races and training camps as members of their local club or as independents.

NECESSARY DOCUMENTATION:

A – **Athlete Agreement** – All athletes attending training camps or competing in races outside of their home club must ensure that a signed Biathlon Ontario Athlete Agreement and Code of Conduct, which sets out expected standards of conduct for athletes, is on file with Biathlon Ontario.

B – **Under-18 Travel Permission Form** – This form provides parental permission for athletes under 18 years of age, who are not accompanied by a parent to travel and participate in an event. All athletes under the age of 18, attending training camps and/or races without an accompanying parent, must be prepared to provide this completed and signed form to the VP Tech or Head Coach.

C – **Emergency and Medical Information and Consent Form** – Any athlete competing or attending training camps outside of their home club, must ensure that this form is on file with Biathlon Ontario, and must ensure that they have a copy of it with them when traveling.

D – **Travel Outside of Ontario** – All athletes must be able to provide proof of supplemental Medical Insurance for any travel outside of Ontario.

E – **Possession and Transportation of Rifle and Ammunition** – All athletes must ensure that they have the necessary firearms permits/licenses, and if traveling out of Canada with their rifle and ammunition, must obtain the necessary import permits.

TRAVEL DETAILS:

1 **Travel Arrangements** - Each athlete is responsible for his/her own travel arrangements. If possible, it is preferred if an accompanying parent(s) would volunteer to act as coordinator of arrangements to assist the athletes to arrange accommodations and to help coordinate travel. It is helpful if this can be arranged at the start of the season for the entire season. *The exception to this rule is the National Championships and Provincial Team Training Camps, for which arrangements will be made by the VP Technical.*

2 **Costs** – Each athlete is responsible for his/her own race registration and travel costs, as well as their share of the Coaching Fee and Coaching/support travel, accommodations, and meals, and costs of waxing. These costs will be shared equally by all athletes being supported by Biathlon Ontario coaching/support personnel. *An estimate of each person's share of costs will be made for each trip, and a deposit for that amount must be received by the Treasurer prior to the date of travel.*

3 **Subsidy** – Biathlon Ontario reserves the right, with advance notice, to provide a subsidy to officially nominated "Team Ontario" members for some or all of the Coaching/support Fees and travel costs. Any subsidy should be for coaching/support related costs only.

4 **Accompanying Parents** – *Parents who volunteer to drive athletes/coaches in their personal vehicle must ensure that the vehicle is adequately insured.* Volunteer drivers will be reimbursed for their gas costs by those traveling in their vehicle. It is the driver's responsibility to collect for this from their passengers. Accompanying parents are responsible for their own accommodation and meal costs, unless specifically required by the Head Coach and approved by the VP Tech, as a support person because of a shortage of coaching personnel.

5 **Distribution of Costs** – Racers (and parents) will be given a breakdown of costs related to each trip to explain billings sent out for an athlete's portion of the costs. Because athletes will be sharing rooms in motels, an accompanying coach or parent will be required to pay the accommodations bill on behalf of Biathlon Ontario, which will then reimburse them. Biathlon Ontario will then provide a billing to each athlete for his/her share of the accommodations cost, and their share of the coaching costs. This billing will detail the amount paid for each expense, i.e., racer rooms, coach fees, room, travel, meals, shared by the number of racers attending.

6 **Coaching Support** – Ideally, there will be one (1) coach/support person for every five (5) athletes. With older, more experienced athletes, one coach could support a higher number of athletes. Parent volunteers are encouraged to help when possible. If there are no parent volunteers available to help provide support, the VP Technical may ask someone to attend the event as an additional support person. That person's costs will be shared amongst the racers, in the same manner as coaching costs. This person would therefore be expected to provide support to the team at the race site as directed by the Head Coach. Conversely, athletes will not be expected to pay the costs for more than 1 coach/support staff per 5 racers, except in any unusual circumstances, which will require approval by the VP Tech. Athletes and the Board will be notified in advance of any such change from policy.

7 **Room Sharing** - In a standard motel room, with 2 double beds, there should be no more than 3 athletes per room. This allows for each athlete to have his/her own bed, with one to be on a cot or in a sleeping bag on the floor. If only queen-size beds are available, 2 athletes could, if

both agree, share a bed if they use separate coverings such as sleeping bags. If larger rooms are available, 1 more athlete could be in the room. Because of the wide variety of accommodations available, the VP Tech may need to approve alternate arrangements. Keep in mind that most rooms only have one bathroom, for 3 to 4 people. The racers also need room for all their gear, for drying out clothing and equipment, and for doing homework. We need to keep the well-being of our racers as a priority. If an athlete can't get a decent night's sleep and is too exhausted to race well, or gets sick, then the money for the trip is poorly spent.

8 **Transportation Safety** – Vehicles transporting athletes must be adequately insured, i.e., must provide a minimum of \$1 million third party liability (PLPD) insurance. Vehicles transporting athletes must not be overcrowded. The driver's visibility must not be blocked. Ski poles should not be carried in the passenger compartment unless safely stored in ski or pole bags. The Head Coach and the VP Tech have the right to limit the number of people in a vehicle if deemed unsafe.

9 **Participation commitment** – If, after making the commitment to attend, an athlete backs out of a race or camp (without a legitimate excuse as judged by the VP Tech), that athlete will be expected to pay his/her share of the coaches' fees and travel costs. A commitment deadline will be set for each event.

10 **Race Team Management** - Since we are a small organization, everyone needs to help out where possible, rather than the same few all the time. Because of the wide area covered by the team members, rather than have one person as the "Race Manager", we hope to have a "Race Management Team" of volunteers to make the best use of knowledge of different parts of the race circuit area and to share the work involved. Parents will be kept informed well in advance of plans for camps and races, will be asked to volunteer their help with arrangements, and will hopefully attend races (at their own cost) to provide encouragement to our racers. BION will attempt to have a coordinator for each race, hopefully someone who will be in attendance at the race, who will collect and submit costs to the Treasurer to distribute amongst racers.

11 **Race Team Authority** – The ultimate authority for race/camp arrangements lies with the VP Technical and the Head Coach. Any questions or proposed changes regarding travel arrangements should be addressed to the VP Tech.

***By adhering to this policy we can minimize the stresses and frustrations experienced by our athletes, their parents, and the coaches.
Thank you for your cooperation.***

December 12, 2008

Amended May 15, 2009 re deposits for travel costs, and vehicle liability insurance requirement.