

TRIP POLICY

1) Requirements

- a) Private vehicles used for the purpose of transporting athletes, coaches and volunteers on team trips must be equipped with winter tires (for travel after November 15th), must be insured, and must be in good working order suitable for winter driving conditions. It is the responsibility of parents who are providing their vehicle for the use of team trips to ensure their vehicle meets these safety and insurance requirements. It is recommended that parents using their private vehicles to transport athletes carry \$2,000,000 liability coverage for their own protection.
- b) If a private vehicle belonging to parents who are not accompanying the athletes on the trip is used for the trip and driven by a volunteer adult accompanying the group, both the parent lending the vehicle and the volunteer driving the vehicle must understand and agree that this is an entirely private arrangement between them. Lifeski Academy (LSA) will not be responsible for any damages caused to the vehicle borrowed for use during a LSA trip, and that they will not involve the club in any related disputes between them. The team organizer (TO) will not request or suggest vehicle exchange.
- c) LSA will not pay for the cost of repairs to private vehicles used on trips.
- d) If rental vehicles are used, only the insured driver(s) designated in the rental contract may drive the vehicle, and a copy of driver's licence and proof of insurance coverage is required from the rental vehicle driver. TO must obtain verbal confirmation from those driving rental vehicles that they are properly licensed and insured, and obtain verbal confirmation from rental agency that vehicles are equipped with winter tires after Nov. 15th if possible; however, there is usually limited or no availability of vans with winter tires. If rental vehicles are not available with winter tires, all-season tires may be used.
- e) Loss Damage Waiver/Collision Damage Waiver must be purchased from the rental company for each rented vehicle to ensure coverage for damage to the rental vehicle. CCC Insurance covers liability insurance charges, but not damage to the rental vehicle. If the renter has damage/collision insurance through a personal credit card or personal insurance, then he/she can choose not to purchase rental company's CDW. All potential drivers should be listed on the rental contract, including coaches.
- f) These transport safety requirements must be followed during trip travel:
 - i. seat belts must be worn
 - ii. frequent breaks (every 2 -3 hours) should be taken to prevent fatigue
 - iii. no use of cellular phones when driving
 - iv. respect speed limits and reduce speed in snowy/difficult conditions

- v. have 1 or 2 spare adult drivers available on each trip to take over the driving if required
 - vi. be aware of hazardous road conditions and be willing to change plans and routes as required.
 - vii. The driver is to have a zero blood alcohol percentage while driving
- g) It is an aim of trip organization to have the athletes travel together to the destination, where possible. Team arrangements encourage team bonding, help to ensure timelines are met, increase the safety and security of travel through chaperones, and assist in the efficient and timely transport of luggage to the event. Organizers consider costs, volunteer time commitments, school and other factors when making arrangements to ensure the athlete has appropriate conditions in which to perform.

If athletes are not traveling according to the trip itinerary and arrangements developed by the TO, then it is the sole responsibility of the athlete and parents to ensure that the athlete and their equipment meets up with the team at an appropriate time and location, and the parents assume any liability this deviation from the trip arrangements cause.

This must be pre-arranged with the TO and LC, and the athlete and parents are responsible for any associated extra costs incurred by deviating from the original schedule.

2) Guidelines

- i. Private vehicles should be used for team trips whenever possible to reduce costs. For trips longer than 6 hours in duration (i.e. Rimouski, Timmins, Sault St Marie), transportation in an appropriate sized bus should be considered. Collaboration with other local ski clubs will help to reduce costs.
- ii. In the case that poor weather is being forecast during travel times, the TO should check the Environment Canada web site to determine if there are any warnings posted. Travel SHOULD be postponed if there are severe warnings in effect. Furthermore, TOs should check with the highway safety divisions of the OPP and SQ to determine if there are road closures. If there are road closures, the TO MUST postpone the trip and/or consider cancellation.
- iii. Ensure that all adults within the group have a list of each other's cell phone numbers, in case of breakdown.
- iv. Prepare transportation rosters, for the travel to and from the event site. This is based on an understanding of how many passengers each vehicle can hold.
- v. Arrange rides to and from race site in consultation with coaches and athletes on training day. Following the coaches' meeting and subsequent team meeting, establish a race-day departure and return schedule with coaches, drivers and athletes; this schedule to be posted at the hotel and in the wax room.

- vi. Make arrangements for a grocery run, if required.
- vii. For trips involving air travel, the TO should determine ideal arrival and departure times for the athletes, and then research lowest cost options. TO recommends flight options, and plans for travel booking either as a group or on an individual basis. TOs will make rental van bookings according to the recommended arrival times. Note that some airlines (Air Canada) request that you notify them at the time of booking that you are travelling with ski equipment.
- viii. For trips involving air travel, arrangements will need to be made for pre shipping wax and waxing equipment by cargo (air/bus), well in advance of travel. This can provide significant savings on trip costs.
- ix. For the return trip an estimated return time should be provided to the parents. The parents should be notified by cell phone if the actual return time is expected to be significantly different, and also when the team is approximately 1 hour from the return meeting spot.
- x. Note that all athletes are required to help unload equipment trailers in an orderly fashion to help speed the process. No athlete under the age of 18, should be left alone at the drop off, and with over 18 athletes the TO should ensure appropriate arrangements have been made for pickup.