



<b>Policy Name</b> <b>TRAVEL POLICY</b>		<b>Date of Approval</b> <b>07/02/20</b>	<b>Activation Date</b> <b>07/02/20</b>
<i>Approved By</i> GymCan Board of Directors	<i>Linking To</i> 1. National Team Travel Responsibilities Manual 2. National Team Handbook 3. National Safe Sport Policy 4. Code of Ethics and Conduct 5. Abuse, Maltreatment, and Discrimination Policy 6. Complaints and Discipline Policy 7. Rule of Two Guidelines for Gymnastics Canada		<i>Replacing Previous Version</i> N/A
<i>Review Cycle</i> Reviewed annually by the Chief Executive Officer with recommendations to the Board of Directors			

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## 1. Organizational Commitment

Gymnastics Canada is committed to providing all participants with a safe, healthy, and inclusive sport environment that is free from all forms of abuse, discrimination, harassment, and other potential harm. Creating and fostering this environment and culture is paramount to the administration and delivery of all gymnastics programs in Canada. Establishing, promoting, and maintaining this positive environment is the collective responsibility of each individual member of the gymnastics community.

The Gymnastics Canada (GymCan) *Travel Policy* will address the overarching purpose of local, national, and international travel for GymCan activities, as well as, outline rules related to specific aspects of travel, including, transportation and accommodations. The *Travel Policy* intends to reduce the vulnerabilities of individuals travelling with the Canadian Delegation or their respective clubs to GymCan events or activities and minimize the potential for misconduct to occur.

This policy should be read in conjunction with the following GymCan documents:

- National Team Handbook
- Team Canada Agreement
- National Team Travel Responsibilities Manual
- GymCan Travel Booking Procedures
- National Safe Sport Policy
- Code of Ethics and Conduct
- Abuse, Maltreatment, and Discrimination Policy
- Complaints and Discipline Policy
- Rule of Two Guidelines for Gymnastics Canada

Adherence to this policy is a requirement for the national programs that fall within the jurisdiction of GymCan. Otherwise, this policy serves as a recommended framework for provinces and clubs.

## 2. Scope of Policy

The GymCan *Travel Policy* applies to:

- a. All full-time and part-time employees (permanent, temporary, or fixed-term) of GymCan and all consultants, contractors, and other service providers who may travel with and provide services to GymCan's National Team; and,
- b. Athletes (including participants in Gym for All activities), coaches, managers, integrated support team members, judges, designated volunteers or chaperones, and other team personnel participating in or travelling for the purpose of GymCan competitions, training camps, tryouts, programs, and activities or as a member of the Canadian Delegation abroad.

This policy serves as a recommended framework for all individuals or groups who do not fall within the categories listed above. Please consult your club or province for further information related to travel requirements.

## 3. General Purpose of Travel

Local, national, and international travel is an essential component of GymCan's training, performance and competitive environment. Travel provides an opportunity for participants to experience professional and personal growth. Specifically, when travelling for a GymCan training

camp, event, or as part of the Canadian Delegation abroad, the intention of travel is for participants to:

- Gain exposure to national and world class training, performance and competitive environments;
- Positively represent Canada and achieve international success;
- Build cohesion with fellow team members;
- Engage with athletes/participants, coaches, judges, and other team personnel from around the world;
- Develop personal skills, such as, confidence, cultural awareness, time management, organization, self-reliance, teamwork, adaptability, work ethic, and empathy; and,
- Inspire others in the pursuit of excellence.

#### **4. Defining “Safe” Travel**

GymCan considers the safety and well-being of athletes/participants, coaches, judges, and other team personnel as paramount. “Safe” travel refers to an environment where, so far as reasonably practical, all sensible steps are engaged to ensure adequate understanding of the nature and extent of possible risks related to travel and all reasonable measures to reduce or manage these risks have been implemented.

##### **4.1 Pre-travel Assessment**

While there are many benefits to travel, the experience may also enhance an individual’s vulnerability as participants are often away from their support networks and in an environment that is less routine, structured, and familiar (e.g., culture, food, time zone, language, location). Prior to accepting a travel assignment, and in collaboration with GymCan personnel, it is important to:

- i. Assess the developmental readiness (e.g., physical, psychological, social, emotional) of the athletes/participants to ensure travel is appropriate and the experience is positive;
- ii. Research the location of the event or activity, identify and consider the potential risks associated with travel to that destination, including but not limited to climate, weather, health, safety and security risks, and minimize reasonable risks where possible; and,
- iii. Ensure all individuals, especially young athletes/participants, understand the expectations of travel and are adequately prepared.

Please note: Criteria i. and iii. of the pre-travel assessment should be managed primarily at the club-level, with input from relevant GymCan personnel (i.e., Program Manager, National Team Director). Conversely, criteria ii. should be managed primarily by GymCan, with input from members of the Canadian Delegation travelling for the assignment.

##### **4.2 Preparation for Travel**

Upon acceptance of a travel assignment, and in collaboration with GymCan personnel, it important to complete the following tasks to prepare for travel:

- i. Communicate pertinent information to your group, including but not limited to, contact details for management staff, facility, transportation, and accommodations information, provisional schedule of event, travel requirements (e.g., entry/exit requirements), insurance,

- event directives, uniform requirements, and information relevant in case of emergency (e.g., Embassy of Canada contact);
- ii. Ensure the Management Team is aware of special arrangements necessary for travel, including but not limited to, allergies and medical needs;
  - iii. Ensure an appropriate number of screened adults are available and designated to attend the upcoming event or activity to serve in a supervisory role when travelling with minor athletes/participants and ensure all necessary support is provided for the safety, well-being, and success of athletes/participants;
  - iv. Determine supervision requirements by assessing of the needs of the group, experience and skill set of the adults providing supervision, as well as, the risks associated with travel for the event or activity (e.g., location, duration, age of participants, number of participants)\*;
  - v. When travelling with minor aged participants, ensure there is always a minimum of one screened individual in a supervisory role that is of the same gender or gender identity of the minor aged athlete(s)/participant(s) attending the competition/activity/event;
  - vi. Review the *Canadian Centre for Child Protection Travel Guidelines* and *Resource Supplement to Help Protect Children in Sport* for important gender and inclusivity considerations that aim to promote physical and emotional well-being when travelling, including, considerations for accommodations, facilities, and safety planning;
  - vii. Circulate and review GymCan's *Safe Sport Policies* to ensure delegation members are aware of and adhere to expected conduct for the duration of travel assignment;
  - viii. Complete all risk management requirements stipulated by GymCan; and,
  - ix. Develop an emergency or contingency plan in the event of illness, injury, or unforeseen circumstances, including, identification of roles for each member of the management team in the event of an emergency (e.g., accompaniment for medical assistance, supervision of remaining minor age athletes, dealing with authorities, embassy, or event personnel, documentation of event, contact with parents/guardians, or liaison with GymCan).

All adults responsible for monitoring the health, well-being, and security of athletes during overnight travel for GymCan events or activities must fulfill all appropriate risk management requirements outlined by GymCan.

Please note: Prior to travelling for a Gymnastics Canada assignment, a pre-travel meeting will be led by one or more GymCan personnel to review and discuss the pre-travel assessment, preparation criteria, and outline other important logistics with the team.

If you are engaging in non-Gymnastics Canada related travel (e.g., club or provincial level travel), we recommend and encourage fulfillment of these criteria and review and discussion in a club or provincial-led meeting prior to departure.

\*Supervisory ratios must be sufficient to ensure that if an accident, medical, or other emergency occurs, there is a minimum of one screened adult in a supervisory role who can manage the unforeseen circumstances and a minimum of one screened adult in a supervisory role who can remain with the group. When travelling with large groups, it is recommended there is a minimum of 1 supervising adult for every 10 minor age athletes/participants.

## 5. Accommodations

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When travelling for gymnastics, teams are often required to stay overnight in the location of the training camp, competition, or activity. When organizing accommodations, it is critical to implement the following criteria:

- i. Athletes/participants must have their own accommodations (e.g., hotel room) for the duration of travel, or share a room with another athlete/participant of the appropriate age and gender/gender identity;
- ii. When pairing/grouping individuals together (i.e., athletes with other athletes, team personnel with other team personnel) for shared accommodations, ensure adults (i.e., 18 and above) are paired with other adults of the same gender, and youth (i.e., U18) are paired with other youth of the same gender/gender identity;
- iii. When pairing/grouping individuals together for shared accommodations, ensure an appropriate number of individuals are assigned to each room (e.g., in the case of hotel accommodations, two individuals per room to a maximum of four);
- iv. Athletes/participants must be given the opportunity to privately and confidentially request exceptions to accommodations assignments before they are booked or under extenuating circumstances;
- v. Coaches, judges, integrated support team members, GymCan staff members, or other team personnel must not share accommodations with an athlete or group of athletes at any time\*;
- vi. All efforts must be made to ensure athletes/participants are not sharing bathroom facilities with coaches, chaperones, staff, other team personnel, etc.;
- vii. Ensure there are an appropriate number of adults in a supervisory role (e.g., head of delegation, team managers, coaches) of each gender to adequately monitor/support minor athletes; and,
- viii. A request should be made during booking to have the team located together on the same floor of the accommodation, if possible.

This policy must also be applied in other types of accommodation, including but not limited to, dormitories, classrooms, and homestays.

While Gymnastics Canada does not authorize or use homestays, such as AirBnB, for Canadian Delegation accommodations, we recognize that provincially and locally this may be the only feasible option for travel. If participants at the provincial or local level opt to book accommodations through homestays, Gymnastics Canada recommends the following criteria are implemented in addition to the criteria listed above:

- All personnel must be comfortable with a homestay accommodation and provide written consent to this arrangement to their club and/or province;
- All bedrooms must have a door and a lock;
- Ensure there are separate suitable bathroom facilities for individuals based on gender/gender identity and age (i.e., adults and children must not share bathroom facilities, nor males and females);
- A request should be made in booking for homestays with multiple floors to accommodate varying ages and genders;

- All policies that apply at the competitive venue or other accommodations (e.g., hotel) apply at homestays, including without limitation, the Rule of Two, no in-room or closed door meetings, and adherence to conduct policies; and,
- To reduce potential vulnerabilities, under no circumstances may an athlete and a person in a position of power, such as a coach, integrated support team member, or another unrelated individual travelling as team personnel exclusively share a homestay. This type of accommodation should only be considered for use with a group.
- Please refer to your provincial or territorial organization's policies, procedures, or recommended for more specific details regarding homestays.

Please note: Inclusion and safety of all individuals are taken seriously. We aim to ensure that people are roomed with those with whom they feel comfortable and safe, when possible. We welcome anyone to provide any details, specifications, requests, as well as suggestions about whom they feel most comfortable. This is particularly important if they do not identify as the same gender as those with whom it is safe for them to share space.

\*An exception may be made for athletes whose parent or legal guardian fulfills one of these support team roles. The parent/guardian and related athlete may stay together in a separate room without other athletes or support team members.

### 5.1 On-site Meetings and Activities

Under no circumstances should coaches, judges, integrated support team members, responsible adults or other team personnel engage in closed door meetings with athletes in accommodations, including but not limited to, team bonding activities, training or competition debriefs, scheduling, or preparation for next day. At all times, team activities or meetings should be held in open and observable environments (e.g., hotel lobby, common area, competition venue) in an effort to foster safety, enhance protection, and help reduce vulnerability of both the athlete and coach, integrated support team members, or other team personnel.

## 6. Transportation

### 6.1 Local Everyday Transportation

In general, parents, guardians, and athletes are responsible for making arrangements related to local everyday travel (i.e., within their own city and province). In the past, it was common practice for well-meaning team personnel or club administrators to assist in the transportation of athletes to help parents or guardians accommodate an often busy gymnastics schedule. However, one-to-one transportation has been identified as an area of increased vulnerability for all participants. Therefore, GymCan strongly recommends that unrelated adults, including coaches, integrated support team members, and other relevant team personnel do not transport or be expected to transport athletes to gymnastics or non-gymnastics related activities, including but not limited to, transportation to and/or from training, competitive events, school, or personal appointments. In circumstances where an unrelated adult must transport an athlete, the ***Rule of Two*** should be followed at all times. For more information, please consult ***Rule of Two Guidelines for Gymnastics Canada***.

In addition, if clubs assume responsibility for organizing transportation (e.g., to local competitions), it is good practice to ensure that those who are responsible for transporting a group of athletes have



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appropriate credentials, including but not limited to, a valid driver's license, insurance, risk management requirements, and consent from parents or guardians.

## 6.2 Transportation for GymCan Events or Activities

During GymCan events or activities, athletes, coaches, and other team personnel are sometimes required to travel locally to and from the airport, the competitive venue, accommodation, meals, meetings, or other activities. This local transportation may occur within or outside of Canada. In all circumstances, GymCan does not authorize one-to-one local transportation between an unrelated adult and an athlete. When applicable, it is recommended that participants use transportation coordinated through the local organizing committees as their first option for local travel. Further, when one-to-one transportation is the only possible option, participants are expected to adhere to the *Rule of Two* at all times.

Please note: the *Rule of Two* would be considered upheld in circumstances where an athlete and a coach, judge, integrated support team member, or other team personnel are in an open and observable public space (e.g., airports, planes, buses, Ubers) or sharing transportation with other individuals attending the event or activity (e.g., carpooling).

## Acknowledgments

GymCan wishes to acknowledge the broad influence of resource documents and policies from several child and youth serving organizations including, Canadian Centre for Child Protection, British Gymnastics and British Triathlon Federation, in the creation of this travel policy.