



Travel Guidelines to Help Protect Children in Sport

These guidelines are intended for use by Milton Magic FC to help establish a common understanding of expectations for increasing the protection of children/youth (athletes) taking part in overnight trips. The Coaching Association of Canada strongly recommends coaches, and athletic staff are to adhere to the Rule of Two in interactions with athletes. Athletes and parents are to be informed of the Rule of Two and how it applies to all coach and athletic staff interaction with athletes.

OVERNIGHT STAYS

The guidelines on managing overnight stays prioritize the physical and emotional safety of all athletes:

- Always aim to ensure that people are roomed with those with whom they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable.
- It is recommended that athletes under the age of 13 stay in hotel rooms with their parents/guardians.
 - If a child's parent/guardian is not present, then arrangements should be made (signed permission form) for a child to share a room with another athlete and their screened guardian.
 - If there are situations where athletes under the age of 13 do not have a parent/guardian available for travel, consider grouping these athletes together with older athletes who are chosen to help supervise.
- If athletes over the age of 13 are assigned to hotel rooms together, arrangements should include placing similarly aged and same gender teammates together, considering your organization's inclusion policy (should one be in place).
- For out of country travel, it is mandatory that parents obtain [Permission to Travel letter](#) if a player is not traveling with BOTH parents. This is extremely important. The letter is still required even if a player is traveling with one parent. Ensure that the traveling parent or guardian has the letter well in advance of the travel date. The letter also ensures that the parents have secured a guardian for their child. The letter also provides assurance to the team that the player will not be held back at immigration.
Coaches and/or athletic staff should not be permitted share rooms with athletes.
- Screened adult chaperones are placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel. Interactions between athletes and adult chaperones, coaches, and/or athletic staff follow a rule of two.



- Establish expectations of privacy with athletes, coaches, and athletic staff around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, including team staff and chaperones, should not share bathrooms or showers with athletes.
- Specify where athletes can and cannot go on their own or without an adult accompanying them. Establish expectations that athletes must use the buddy system when within the hotel, but outside of the room. If leaving the hotel, an adult chaperone must be informed, athletes must be in groups of three or more, and athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.
- Athletes do not leave the room after curfew without adult chaperones and only within team guidelines or with expressed permission (except in the event of emergency).
- Coaches and athletic staff should not be meeting with the athletes in personal/private spaces such as hotel rooms or change rooms.
- Always use designated conference rooms/meeting areas in hotels for socialization between athletes, coaches, athletic staff, and chaperones (e.g., athletic therapists, doctors, and nutritionists). All socialization occurs in groups and is subject to a rule of two. Meetings and other interactions between athletes, coaches, athletic staff or chaperones take place in public areas of the hotel or an athletic facility and does not occur in hotel rooms.
- Chaperones are responsible for the safe transport of athletes and are to accompany them in groups. If a situation requires transporting a single athlete, adhere to a rule of two or parents should transport their own child. All transportation should be transparent where it is well communicated who is with the youth athletes, when, and for what purpose.
- Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:
 - Having adult chaperones, who adhere to a rule of two, in the hotel and available to athletes at all times.
 - Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected). Coaches, athletic staff, and adult chaperones (and in some instances parents) should not show up at the hotel rooms without phoning in advance.
 - Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.
 - Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).



**MILTON
MAGIC FC**

905-875-4072

info@miltonmagic.com

342 Bronte St. S, Unit #14 Milton, ON L9T 5B7

- A phone list should be shared with athletes and parents which includes numbers for coaches and athletic staff on the trip, parents/guardians of each child, and emergency phone numbers.
- Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
 - Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms, when changing, or when sleeping), or in a secretive or disrespectful manner.
 - Ensuring athletes receive permission from another athlete prior to taking pictures of or recording videos that person both in field of play and off;
 - Prohibiting private communications between an individual athlete and a coach/athletic staff member/ chaperone other than for that which is directly related to and necessary for the sporting event. Should communication be in an electronic format, the athlete's parent/guardian should be included on the communication