

St James Assiniboia Minor Baseball Association (SJAMBA) Assiniboia West – Deer Lodge – Headingley -- Heritage Victoria – Kirkfield Westwood – Sturgeon Heights	Policy Name: Team Travel	Policy Number 03:2016
	Date: October 2016	Status: v1.0

1. Definitions:

SJAMBA – St James Assiniboia Minor Baseball Association Inc.

The Board – SJAMBA Board of Directors

Team – An individual SJAMBA minor team or a group of teams (18U and younger) including individual players, coaches and designated Manager(s) of all age groups.

Travel Plan – written submission to the appropriate division level Director/Convenor of SJAMBA by a Head Coach for the particular Team which includes the following information:

- i) Dates of travel for a particular event
- ii) Name or description of the particular event
- iii) Location of the particular event
- iv) Supervision plan for the particular event i.e., parent or chaperone

Provincial Sport Organization (PSO) – Baseball Manitoba

2. Purpose:

To ensure a safe and positive travel experience and to inform Individuals of appropriate behavior when travelling on a Team under the jurisdiction of SJAMBA.

3. Scope:

This policy pertains to all minor Teams under the jurisdiction of SJAMBA.

4. Team Travel – General Statements:

- i) Team travel may occur to attend out-of-town tournaments and any other baseball related activities.
- ii) For the purposes of this policy, out-of-town will be defined as outside of the Perimeter Highway for events other than league play.

- iii) The Head Coach will submit a Team Travel Plan to the Director/Convenor before the start of each season.
- iv) The Director/Convenor is responsible to review and approve all team travel plans on a timely basis and report to the Board.
- v) Prior to departure, a *Travel Code of Conduct* form (Appendix 1) must be completed and signed by a parent/legal guardian for each Team player and provided to the Head Coach/Manager for each Team.
- vi) The Head Coach/Team Manager will have in their possession for the trip the *Travel Code of Conduct*, *Medical Information* form and contact information for parent supervisors.
- vii) For the duration of a Team travel event, all Team members and any other participants including parents and other spectators are subject to the *SJAMBA Code of Conduct*.

5. Team Travel – Parental Supervision:

- i) Where the Team Travel Plan includes parental supervision, the Head Coach/Team Manager will confirm the name of the supervisory parent/guardian for each player.
- ii) In the event a player's parent/guardian is unable to provide supervision on the trip, it is the responsibility of the parent/guardian to make alternative supervisory arrangements.
- iii) Parents will be responsible for supervision of their player(s) for the duration of the trip except when players are under the supervision of the coaches during games/workouts/development activity.

6. Team Travel – Chaperone Supervision:

- i) Where the Team Travel Plan includes chaperone supervision, the Head Coach will include the name of the chaperone(s) in the Team Travel Plan.
- ii) Team chaperone(s) must have a current Child Abuse Registry on file with SJAMBA.
- iii) Team chaperone(s) must be gender specific. For mixed gender teams, both a female and male chaperone are required.
- iv) Team chaperone(s) will be responsible for supervision of all players for the duration of the trip except when players are under the supervision of the coaches during games/workouts/development activity.

7. Team Travel Expenses:

- i) All expenses associated with an individual player's travel, accommodation and food are the responsibility of the player.
- ii) Registration fees will be divided equally between all team players, whether or not each player travels to the particular event with the team.
- iii) Travel, accommodation and a daily food per diem will be divided equally between all team players, whether or not each player travels to the particular event with the team, for any coaches who do not have their own child on the team.
- iv) Team travel expenses will be managed by the Head Coach/Team Manager (not by the Board).
- v) Any winnings as a result of tournament play belong to the Team, will be utilized for the benefit of the particular Team and will be distributed at the discretion of the Head Coach/Team Manager.