

TRAVEL POLICY

Type: Governance

Policy Number: 34

Authority: Board of Directors

Date Approved: May 2018

Rationale: This policy is designed to ensure consistent and transparent travel protocol for all MWPA programs, events and activities. This policy applies to the Board, casual, permanent and contract staff, athletes and volunteers. All participants must remember that they are representing MWPA when travelling and are expected to behave appropriately.

Guidelines: The purpose of this document is to identify MWPA's position on travel protocol. The Board is responsible for the implementation and review of this policy. The Executive Director oversees the day-to-day activities. All Board members, casual, permanent and contract staff, athletes and volunteers are responsible for adhering to this policy.

Procedures: The following procedures and forms must be followed and submitted to the MWPA Office a minimum of two weeks prior to the departure date. If all paperwork is not completed, the individual/team will not be permitted to travel.

1. Planning Travel:

- a. It is essential for all budget processes to be proactive and organized in both projecting and planning travel. All travel arrangements must be made through the MWPA office. The only exceptions should be emergencies or unforeseen changes in plans. In these situations, the individual traveler is personally responsible for ensuring that all expenses are within MWPA expense limits.
- b. As part of the budget planning process, individual must provide line item expense figures for each proposed trip to include, but not limited to, transportation, lodging, meals, incidentals and entry fees.
- c. As soon as possible after the need for travel is known, the traveler should submit a travel itinerary form.

2. Travel Itinerary Form:

- a. A travel itinerary form must be filed with the MWPA Office for each trip prior to departure. Only those members who are listed may travel. It is important to note that if there has not been an itinerary form submitted the trip will not be a MWPA sanctioned trip (i.e. insurance coverage will not be in effect and discussed reimbursement will not be granted). Essential elements of the travel itinerary include:
 - i. Destination with date of departure and return
 - ii. Charter bus provider or airline connections where appropriate
 - iii. Lodging accommodations with phone contact number for hotel
 - iv. Cell phone numbers, if available
 - v. Full list of all members of the official travel party and guests

- vi. Indication of all individuals included in the travel party who are traveling via alternative travel modes.

Checklist

Pre-trip:

- Ensure all travel forms are signed and submitted
- Provide every member with information/itinerary sheet
- Inform the MWPA Office of any changes to trip details

During Trip:

- Ensure the MWPA Code of Conduct is in effect

Post Trip:

- Complete Incident Report Forms if applicable

3. Travel Expenses - During the trip, receipts must be saved if members expect to be reimbursed for their expenses. Prior to the trip, members must discuss with the MWPA Executive Director if any funding is to be granted and what can and cannot be reimbursed. Receipts must be turned in by the proceeding Wednesday of the return date as listed on the travel itinerary form.
4. Team Travel Procedures
 - a. The Head Coach is responsible for managing all members of the official travel party. All travel party members should travel as a unit to and from the competition.
 - b. In special instances, the head coach may approve alternate travel options for selected individuals. If an exception is approved by the head coach, the coach must have a written statement from the parent or legal guardian no later than 48 hours prior to the scheduled departure granting permission for the alternate travel arrangements. Individuals not traveling with the official travel party assume full responsibility and liability for their travel.
 - c. The Head Coach must clearly outline the appropriate attire for the situation. Remember that at all times individual athletes, coaches and support personnel are representing the MWPA.
 - d. When traveling by van, bus or plane it is expected that the Head Coach will be with the team at all times. If there are extenuating circumstances and the head coach does not plan to travel with the team or must depart the site for any reason, the coach must review and have approval from the MWPA Office for the proposed travel coverage plan.
 - e. Team managers and chaperones must be members of MWPA and have successfully criminal background check and child abuse registry check.
 - f. Team managers and/or chaperones must have a current medical form on hand for all athletes.
 - g. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
 - h. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
 - i. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
 - j. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 &

Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

- k. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- l. A copy of the MWPA Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- m. Curfews shall be established by the Head Coach.
- n. The directions & decisions of the Head Coach/chaperones are final.
- o. Athletes are expected to remain with the team at all times during the trip.
- p. Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the Head Coach or chaperone.
- q. When visiting public places such as shopping malls, movie theatres, etc. athletes will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- r. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the MWPA Office and the parent or legal guardian of any affected minor athlete.

5. Individual Travel Procedures

- a. Individual travelling must confirm travel arrangements and reasons for travel with the MWPA Office.
- b. Travel Itinerary form must be submitted 2 weeks prior to departure date.
- c. Re-imbusement of expenses and grant requests must be discussed and agreed upon by the MWPA Executive Director.
- d. Individual travelling must sign the MWPA Code of Conduct Policy.
- e. Expense receipts must be turned in by the proceeding Wednesday of the return date as listed on the travel itinerary form.
- f. Individuals must remember that they are representing MWPA when travelling and are expected to behave appropriately.

Appendix A – MWPA Travel Budget
Form Appendix B – MWPA Travel
Itinerary Form Appendix C – MWPA
Expense Form Appendix D – MWPA
Incident Report Form