# ATHLETICS IN CANADA TRAVEL POLICY

## 1. Overview

Athletics Canada (AC) and its Provincial/Territorial Branches (Henceforth referred to as "Governing Bodies") are committed to good governance, ethical conduct, and fostering a safe, respectful, and welcoming environment in athletics at all levels – National, Provincial/Territorial, and Club.

The Governing Bodies recognize that local, national, and international travel is an essential component of training, performance, and competition. Travel provides valuable opportunities for participants to pursue athletic excellence while also fostering personal growth, independence, and the development of life skills within diverse and dynamic environments.

The Governing Bodies also recognize that travel — particularly overnight travel — can increase vulnerability due to unfamiliar settings, reduced supervision structures, and separation from normal support systems. As such, consistent travel standards are required to safeguard participants and promote athlete wellbeing.

This Policy establishes standards, expectations, and responsibilities for all participants participating in travel connected to activities, programs, training camps, and competitions sanctioned or supported by the Governing Bodies. The Policy is intended to reduce risk, uphold Safe Sport principles, and ensure that interactions remain safe, professional, open, and observable at all times.

## 2. Purpose

The purpose of this Policy is to:

- Establish clear expectations and responsibilities for all participants during team and program related travel.
- Promote athlete safety, wellbeing, and positive travel environment.
- Reinforce the principles of the Rule of Two ensuring all interactions and communications are open, observable, and justifiable.
- Reduce the risk of misconduct, maltreatment, abuse, or inappropriate behaviour.
- Protect both athletes and Persons in Authority through clear, consistent travel practices.

## 3. Scope and Application

This Policy applies to all individuals and members participating in travel connected to activities, programs, training camps, and competitions sanctioned or supported by the Governing Bodies including but not limited to:

- Coaches and assistant coaches
- Team managers and event managers
- Chaperones
- Integrated Support Team (IST) members and medical staff
- Staff and volunteers
- Athletes
- Parents/guardians
- Other Persons in Authority traveling with athletes

A single individual may hold more than one role during travel and must meet the requirements of each applicable role.

## 4. General Purpose of Travel

Local, national, and international travel is an essential component of the high-performance, development, and competitive pathway supported by the Governing Bodies. Travel connected to training camps, competitions, and sanctioned events provides meaningful opportunities for athletic progression, personal development, and national representation. Participation in the Governing Bodies travel activities is intended to support both performance objectives and the holistic growth of athletes and team personnel.

When traveling for a Governing Bodies training camp, competition, or as part of a Canadian delegation, the purpose of travel is to enable participants to:

- Gain exposure to national and world-class training and competitive environments.
- Represent Canada and/or The Province/Territory with professionalism and integrity.
- Pursue performance excellence at national and international events.
- Build trust, cohesion, and positive working relationships with teammates and staff.
- Engage constructively with athletes, coaches, officials, and sport personnel from other regions and countries.
- Develop life skills such as confidence, accountability, cultural awareness, time management, organization, adaptability, teamwork, and resilience.
- Serve as positive ambassadors for the sport of athletics and inspire others through their conduct and commitment to excellence.

## 5. Defining “Safe” Travel

The Governing Bodies consider the safety, wellbeing, and dignity of athletes, coaches, officials, integrated support team members, and all traveling personnel to be paramount. “Safe” travel refers to a travel environment in which, to the greatest extent reasonably practicable, foreseeable risks are identified, understood, and proactively managed, and where appropriate preventive and supervisory measures are implemented to protect participants from harm. Safe travel planning and delivery must align with Safe Sport principles, Rule of Two principles, and applicable Codes of Conduct.

While travel provides significant developmental and performance benefits, it can also increase participant vulnerability due to separation from normal support systems and exposure to unfamiliar environments, schedules, cultures, and conditions. Travel planning must therefore include deliberate preparation and risk awareness measures.

## 6. Pre-Travel Assessment

Prior to travel, a pre-travel assessment should be conducted in collaboration with appropriate Governing Bodies program staff or representatives. The purpose of this assessment is to ensure that participation is appropriate, that risks are evaluated, and that participants are adequately prepared.

Pre-travel assessment should include:

- Evaluating the developmental readiness of participating athletes and individuals — including physical, psychological, social, and emotional factors — to confirm that the travel experience is suitable and likely to be positive.
- Reviewing the destination and event environment and identifying potential travel-related risks, including:
    - Climate and weather conditions.
    - Health considerations.
    - Safety and security factors.
    - Travel logistics and local conditions.
- Implementing reasonable measures to reduce or manage identified risks wherever possible.
- Ensuring all participants — particularly Minor athletes — understand travel expectations, behavioural standards, schedules, and supervision structures.
- Confirming that participants and parents/guardians (where applicable) receive sufficient information to prepare appropriately for the travel assignment.

Responsibility for readiness and participant preparation should primarily rest with the athlete's home coach and organization (e.g. Club), with input from the Governing Bodies program leadership. Destination and event risk review should primarily be coordinated by the relevant Governing Bodies, with input from delegation staff and technical leaders traveling to the event.

## 7. General Travel Standards

All travel participants must comply with the following:

- Travel policies and Codes of Conduct must be signed prior to departure.
- Required screening and background checks must be completed for all Persons in Authority.
- Coaches and Persons in Authority must not share sleeping accommodations with an athlete unless they are the athlete's parent or legal guardian.
- Chaperones or team leaders must stay on the same floor or in close proximity to athletes, especially if they are minors.
- Room checks, if necessary, must be conducted by two Persons in Authority.
- Minor athletes must remain in assigned rooms unless approved by a Person in Authority.
- Athletes, who are minors, should not travel alone in a vehicle with a Person in Authority unless:
    a) No reasonable alternative exists, and
    b) Prior written parental permission is obtained.
- When travelling in a motor vehicle, seat belts must be worn at all times.

## 8. Team Travel and Shared Accommodation

Team travel refers to any travel (including overnight stays) that is organized, sanctioned, or supervised by the Governing Bodies for training, competition, camps, or events.

Accommodation assignments must meet the following standards and apply across all lodging types, including hotels, dormitories, training residences, homestays, and short-term rental properties such as VRBO, timeshares, and Airbnb-style accommodations:

- Athletes must have their own room or share only with another athlete of appropriate age and compatible gender.
- Adults (18+) are expected to be housed only with other adults, except in rare and documented circumstances approved in advance by the relevant Governing Body.
- Minors are expected to be housed only with other minors, except in rare and documented circumstances approved in advance by the relevant Governing Body.

- Room occupancy must remain within reasonable accommodation limits (generally two per room, maximum four where appropriate based on layout and safety).
- Participants must be given a confidential opportunity to request rooming adjustments based on safety, medical, cultural, accessibility, or inclusion needs before assignments are finalized.
- Coaches, staff, integrated support personnel, chaperones, and other Persons in Authority must not share sleeping accommodations with athletes. An exception is permitted only where the Person in Authority is the athlete's parent or legal guardian, and the room is separate from other team members.
- Reasonable efforts must be made to avoid shared bathroom facilities between athletes and Persons in Authority where the facility layout allows.
- An appropriate number of screened supervisory adults must be present and accessible, with suitable gender representation to support Minor athletes.
- Where possible, team rooms or units should be located together on the same floor or in close proximity to support supervision and safe access.
- For short-term rental or multi-room properties (e.g., VRBO, timeshares, Airbnb-style units), additional safeguards must be applied, including documented supervision plans, clear sleeping arrangements, lockable bedrooms and bathrooms where possible, and prior approval, by the respective governing body, for use when Minor athletes are involved.

All participants are bound by the Athletics in Canada Code of Conduct, including the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and other Safe Sport policies.

## 9. Rule of Two and Open and Observable Environment

There should always be two screened and safety-trained adults present with an athlete — especially a minor — in potentially vulnerable situations. One-on-one situations should be avoided whenever reasonably possible.

Interactions between Persons in Authority and athletes must be:

- **Open** – Not concealed or behind closed doors.
- **Observable** – Able to be seen or known by others.
- **Justifiable** – Appropriate, professional, and necessary.

Vulnerable situations include, but are not limited to:

- Travel to and from events.
- Hotel stays.
- Closed-door meetings.

- Medical treatments.
- Training environments without a second adult present.
- Electronic communications.

Closed-door meetings are only permitted when two screened adults are present.

Rule of Two Diagram can be found in *Appendix A*.

### 10. Travel Consent & Documentation (Minors)

- Minor athletes traveling without their parent/guardian must carry a signed Travel Consent Form.
- Emergency contact and relevant medical information must be provided prior to departure.
- For international travel, athletes and parents/guardians are responsible for ensuring passports and required documents are valid and current.

### 11. Medical Treatment During Travel

The Governing Bodies prioritize athlete health, safety, dignity, and transparency in all medical care delivered during travel. Medical assessment and treatment provided by team physicians, therapists, athletic therapists, or other integrated support team members should occur in open and observable environments whenever reasonably possible. This approach supports participant safety, maintains professional boundaries, and aligns with Safe Sport and Rule of Two principles.

When the nature of an injury, illness, or treatment requires a higher degree of privacy, appropriate safeguards must be put in place to ensure accountability and participant protection while still respecting medical confidentiality.

When private treatment is required, the following measures must be implemented:

- Visibility controls
    - Use treatment spaces that are appropriate and professional (e.g., medical rooms, designated therapy areas).
    - Keep doors unlocked whenever possible.
    - Where appropriate, use partially open doors or rooms with windows.
    - Avoid private treatment in personal hotel rooms unless no reasonable alternative exists and additional safeguards are applied.
- Awareness by another adult

- Another screened adult (e.g., coach, team manager, therapist, or staff member) must be informed that treatment is taking place.
- For Minor athletes, a second adult should be physically present or immediately nearby whenever feasible.
- Parents/guardians should be informed of significant medical assessments or treatments involving Minor athletes as soon as practical.

- Documentation of the interaction
  - Record the date, time, location, and nature of the treatment provided.
  - Document who was present or notified.
  - Note any follow-up care instructions or activity restrictions.
  - Submit records according to the respective Governing Bodies medical and reporting protocols.

Additional expectations during travel include:

- Obtaining informed consent before treatment whenever possible (and parental/guardian consent for Minors where required).
- Respecting athlete privacy and medical confidentiality at all times.
- Maintaining professional boundaries in all medical interactions.
- Avoiding one-on-one treatment situations that could reasonably be replaced with an observable or two-adult setting.

## 12. Compliance

Failure to comply with this Travel Policy may result in disciplinary action under Athletics in Canada Code of Conduct and Safe Sport policies.

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***Appendix A***

