



Judo Manitoba Travel Policy

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events as a member of the provincial team of their responsibilities and the expectations of Judo Manitoba.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the province. These individuals include:
 - a) Coaches
 - b) Athletes
 - c) Referees
 - d) Parents/Guardians traveling with the athlete
 - e) Parents/Guardians not traveling with the athlete

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is attached provided at the end of this Policy.

Screening Policy

4. All adults traveling with minor athletes must be successfully screened, per the Judo Manitoba Screening Policy.

Finance Policy

5. See the Judo Manitoba Finance Policy for information on expenses incurred while traveling.

Travel Arrangements

6. The Provincial Head Coach will work with the Executive Director to coordinate the bookings of air travel, accommodation, and ground transportation, using the respective tournament technical package.
7. Changes to travel arrangements, once agreed to, will be at the expense of the traveller, unless the change is approved by the Treasurer.

Driving Responsibilities

8. Seatbelts must always be worn
9. Drivers must adhere to local driving laws
10. Drivers should provide Judo Manitoba with the following information:
 - a) Copy of a valid driver's license
 - b) Copy of vehicle insurance

Rooming Arrangements

11. Enough rooms will be booked to accommodate:



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- a) Separate rooms for coaches, athletes, and referees.
- b) Separate rooms by gender.
- c) A minimum of two and maximum of four guests per room.

Athlete Travel Funding

- 12. Judo Manitoba will fund travel for elite athletes on the following scale for travel to tournaments for the following tournament season
- 13. Costs included: airfare, accommodation, ground transportation, tournament registration. All other athlete costs are the athlete's responsibility
- 14. Athlete travel costs to the Elite 8 Championship will be fully covered by Judo Manitoba and are excluded from this policy.
- 15. Judo Manitoba covers all travel expenses for coaches, referees, and other team managers.

Funding Tier	Description	Expense Coverage
Tier 1 – Nationals Senior Medalists	Medalist in a Senior or U21 age category at the Judo Canada Open National Championships, Elite 8 or Canada Cup.	90% - Athlete pays 10%
Tier 2 – Nationals Junior Medalists	Medalist in a U18 or U16 age category at the Judo Canada Open National Championships or any age category at the US Open.	75% - Athlete pays 25%
Tier 3 – Judo Canada circuit tournament medalist	Medalist in (what age categories?) at a Judo Canada circuit tournament	60% - Athlete pays 40%
Tier 4 – Developmental opportunity	Athletes who do not meet one of the above criteria, but are selected by the provincial coaches for team development opportunities.	30% - Athlete pays 70%

Responsibilities

- 16. **Coaches** have the following responsibilities:
 - a) Arrange all team meetings and training sessions
 - b) Obtain and carry completed Travel Consent Forms for minor age athletes
 - c) Maintain a travel roster listing medical information and emergency contact information for of each participant
 - d) Determine curfew times
 - e) Work in close co-operation with the parents on all non-sport matters
 - f) Report to the Judo Manitoba Executive Director any incident likely to bring discredit to Judo Manitoba
 - g) Decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as



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well as to Judo Manitoba for further disciplinary action, if applicable, under the Judo Manitoba's *Discipline and Complaints Policy*

17. Athletes have the following responsibilities:

- a) Arrive at each event ready to participate
- b) Always represent Judo Manitoba to the best of their abilities
- c) Wear team provided clothing to all events, where appropriate
- d) Make any visitor requests to chaperones before the visit is expected
- e) Communicate any problems or concerns to the coaches just as they would their own parents
- f) Check in with the coaches when leaving their rooms
- g) Not leave the hotel alone or without permission of the coach and check-in when returning
- h) Adhere to the Judo Manitoba policies and procedures, particularly the *Code of Conduct and Ethics*

18. Referees have the following responsibilities:

- a) Arrive at each event ready to participate
- b) Always represent Judo Manitoba to the best of their abilities
- c) Adhere to the Judo Manitoba policies and procedures, particularly the *Code of Conduct and Ethics*

19. Parents traveling with a minor athlete are responsible for their child(ren) during the entirety of the event and have the following additional responsibilities:

- a) Punctual drop off and pick up of their children at times and places indicated by coaches
- b) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
- c) Adhere to coach requests for athlete curfew times
- d) Adhere to coach requests for limiting non-event related activities.
- e) Report any athlete illness or injury.
- f) Report any incident likely to bring discredit to Judo Manitoba
- g) Adhere to the Judo Manitoba's policies and procedures, particularly the *Code of Conduct and Ethics*
- h) If travelling outside of Canada, ensure that all passports are valid and not expired.

20. Parents not traveling with the athlete have the following responsibilities:

- a) Provide the traveling Provincial Coach with a completed Travel Consent Form
- b) Provide the child with enough funds to pay for food and incidentals
- c) If travelling outside of Canada, ensure that all passports are valid and not expired



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Board Approval Date: July 7, 2020

Revision Log

Version	Revision Date	Author	Summary of Revisions
1.0	April 10, 2020	P. Grenfell	<ul style="list-style-type: none">• Initial publication based on Sport Manitoba template.
1.1	April 17, 2020	P. Grenfell	<ul style="list-style-type: none">• Respond to T.C. feedback• Additional updates
1.2	May 7, 2020	P. Grenfell	<ul style="list-style-type: none">• Respond to T.C. feedback



Judo Manitoba Travel Consent Form

I / we, the parent(s)/guardian(s) of _____ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Judo Manitoba:

My / our child was born on _____ at the location of _____.
If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a _____ which is located in _____.
Barring extenuating circumstances the event should last for a duration of _____ days between the dates of _____ and _____.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) _____ and the following email addresses _____.

Signature:	Date:
Printed Name:	

Approval Date: