



NORTHBROOK PARK DISTRICT
Recreation Division
TRAVEL AND CHAPERONE POLICY

During the year, athletes from the Novice and Junior levels will be attending out-of-town competitions. It is mandatory that athletes travel together, accompanied by chaperones, managers and coaches. It is mandatory that all athletes stay together, as teams in accommodations arranged by team managers. Accommodations will be arranged in the most cost-efficient manner possible.

Benefits provided by athletes staying together as a team:

1. Gives coaches and athletes the time to mature as team members,
2. Provides opportunities for both mental and physical conditioning during the competition
3. Ensures organization of daily routines among athletes, coaches and chaperones

Manager and chaperone responsibilities:

- Ensure that the athletes, coaches, staff and volunteers adhere to all policy guidelines
- Monitor the activities of all coaches, staff members, volunteers and athletes. Specifically, chaperones may:
 - o Familiarize themselves with all travel itineraries and schedules before team travel
 - o Monitor for adherences to team policies during team travel
 - o Encourage minor athletes to participate in daily scheduled communication with their parents/guardians
 - o Monitor athletes for adherence to curfew restrictions set based on age and competition scheduled as listed in travel itinerary
 - o Ensure athletes comply with hotel room restrictions based on gender or age requirements
 - o Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing duties
 - o Make certain that an athlete is not alone in a hotel room with any adult apart from a family member (this includes coaches, staff and chaperones)
 - o Immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a Park District administrator or Safesport.

It is the responsibility of the parent/guardian to make sure that:

- The athlete arrives on time at the proper departure site and is picked up at the end of the competition at the scheduled place and time.
- They and their athlete are familiar with USFS Safesport and the accompanying consequences if they fail to adhere to the Code. The Code of Conduct and consequences are included annually in each athlete's Teams Elite registration packet.
- They advise the managers and chaperones of any of the following items with respect to their athlete(s):
 - o Medical condition
 - o Special dietary requirements

You will be financially responsible for any deviation from this policy and non-compliance could mean the athlete is denied the privilege of competing at an event or could be removed from the team.

Athlete behavior:

- a. Be quiet and respect the rights of teammates and others in hotel
- b. Be prompt and on time
- c. Respect travel vehicles
- d. Use appropriate behavior in public facilities
- e. Must stay in assigned hotel room
- f. Must abide by curfews (in own rooms and lights out)
- g. No room service without permission
- h. Athletes responsible for incidental charges
- i. Athletes responsible for any damages or thievery at hotel
- j. Must participate in contracted group meals
- k. Athletes must refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives
- l. The possession of alcohol or tobacco products by any athlete is prohibited
- m. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden
- n. Team members are reminded that when competing, traveling and attending other team functions, they are representing both themselves and Teams Elite and the Northbrook Park District. Athlete behavior must positively reflect the high standards of the organization.

Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

1. Dismissal from the trip and immediate return home at the athlete's expense
2. Disqualification from one or more events, or all events of competition;
3. Disqualification from future team travel
4. Financial penalties
5. Dismissal from the team; and/or
6. Proceedings for Safesport and USFS review

Any breach of this contract may negatively affect your participation and status within the Teams Elite program.

Parents/Guardians Signature_____

Date_____

(Parents/Guardians' Signature is required if participant is under the age of 18)

Participant's Signature_____

Date_____

(Participant's Signature is required)