



West Vancouver Field Hockey Club

“The home of North Shore Field Hockey”

TOURING POLICY

1. Selection of Tours

- Touring fosters good sportsmanship, promotes cross-cultural exchange and creates opportunities to play against different teams. WVFHC will undertake a number of tours on an annual basis, predominantly through the Adanacs or Wolves programs.
- All tour suggestions should be directed to the Technical Director. Decisions will be made with consideration of WVFHC Player Pathways, cost, interest levels and opportunity to showcase player ability.

2. Tour Organisation

The Technical Director and Executive Director are responsible for organising each tour, including:

- Team selection
 - Accommodation and travel
 - Uniforms
 - Marketing and promotion
 - Insurance and payment
- Each touring team will have a tour personnel comprised of Coach / Assistant Coach and Manager.
 - The Manager will coordinate the logistics and arrangements on the ground. Wherever possible, this Manager will be one of the parents of a player on the team. This shall not be a paid position but WVFHC will cover all travel costs incurred.
 - All adults travelling with the touring team (eg. Manager, Coach, Assistant Coach) must have a valid Criminal Record Check on file with WVFHC. For more information on this process see the “CRC” section of wvfhc.com
 - Before travelling, each player must provide:
 - Copy of valid passport
 - Consent to Travel form
 - Medical Information Form
 - Player Profile and photo (if required)
 - Any signed waivers required by tournament organisers
 - Full payment of the travel fee (unless prior arranged with WVFHC)

3. On-Tour Policies & Procedures

- Players will be allocated to rooms based on age, friend preferences and team composition. Players will always share a room with the same gender. If players are being billeted in host homes, please see *WVFHC Hosting and Billeting Policy*.
- Transportation throughout the tour will be arranged by WVFHC. Players should not accept rides from anyone else unless specified by the tour personnel.
- Tour personnel will always be a balance of men and women wherever possible. Male personnel will never enter a player's bedroom alone or meet with a player alone during the tour.
- All players and coaches will be on an Out-Of-Country medical policy. In the event of any medical concern, tour personnel will notify the player's parents. If there is an emergency, tour personnel will do what is necessary for the injured individual and contact the next of kin in the decision-making process.
- If a player loses any belongings, tour personnel will notify the player's parents. If cash is mislaid or debit cards do not work, the player's parents will be notified immediately and the Manager will cover necessary funds for the duration of the trip.
- While a player is on tour, they must agree to the Conduct Guidelines outlined below in section 4. Should a player be found in breach of this, the tour personnel will contact the player's parents immediately. The tour personnel have the right to put in place measures to safeguard the player and manage the situation as appropriate.

4. Touring Player Conduct Guidelines

- Going on tour fosters good sportsmanship, promotes cross-cultural exchange and creates opportunities to play against different teams. We want you to have fun but also stay safe.
- The Coaches/Assistant Coaches and Managers are responsible for you while you are on-tour. They are considered your “parents” for the duration of the tour – please treat them as such and be respectful of their instructions and requests.
- Please remember at all times that you are representing WVFHC and Canada. Please behave with this in mind.
- Players must stay with the touring team at all times. If you need to leave the group for whatever reason, there must be a minimum of 2 players together at all times. In addition, you must always notify a Coach, Assistant Coach or Manager if you leave the group – it is not sufficient to notify another player.
 - Transportation throughout the tour will be arranged by WVFHC. Do not accept rides from anyone else unless specified by the tour personnel.
 - Unauthorized “after hours” social functions are strictly forbidden. You may only attend functions designated or authorised by the tour personnel.
 - You must stay in your room after curfew. You may not leave the hotel premises unless you have notified a Coach, Assistant Coach or Manager.
- WVFHC has a zero-tolerance policy to the consumption of alcohol and drugs.
- If you are found breaking these conduct guidelines, tour personnel will contact your parents, put in place measures to safeguard you and manage the situation as appropriate.
- If you have any concerns or issues while on-tour, please speak with the Coach/Assistant Coach or Manager. They are there to help you with whatever you need.

Signed:

Date: