

Travel Policy

Introduction

As part of an Athlete's development in the Alberta Luge program we offer opportunities to train and compete at facilities outside of the province and Country. It is important to maintain the values associated with the program and good sportsmanship whether at home or away. At all times an athlete is a representative of the program, the sport and our Nation. The code of conduct applies during all activities when travelling.

Travel is an exciting development and competitive opportunity however if athletes behavior is such that it puts the integrity and professionalism of the program in jeopardy they will not be offered the opportunity or will be sent home and any additional costs will be the responsibility of the athlete or appropriate parent/guardian.

As members of the program in other locations particularly other countries we are considered guests and are "borrowing" the facilities we use whether that is track, accommodation or meal facilities. As a guest one shall leave the facilities in the same or better condition than they when they arrived.

Any damage whether intentional, accidental or simply from wear and tear must be immediately reported to the chaperon or coaching staff. At that time a decision will be made about next steps and possible consequences of such damage.

Intentional damage or destruction shall not be tolerated and may result in immediate fines to cover the costs, possible interruption in training and return home immediately.

In order to use the travel opportunity to the greatest advantage for athletes conduct must remain focused on achieving the sport goals for this particular trip. Athletes need to train hard and have time to focus their efforts on the competition or training opportunity. An atmosphere which enhances focus and concentration must be created for all athletes to achieve the best possible training or competitive result. This means good sleep hygiene, eating well, being tidy and organize; and activities which foster team cohesion and the highest individual performance possible.

There often is down time when travelling and training outside of the home facility. Athletes will not be allowed to participate in these additional activities if their equipment, chores or academic requirements are not within permissible parameters as determined either by the coach, chaperone or both.

Cell phones and technology are now a key part of every athlete's life. However, it too may become a distraction and impede training and responsibilities particularly when away from home. Therefore there may be times when access to electronic devices is limited or restricted.

With the increased social media presence, it is important that each athlete and member of ALA be aware and abide by the social media policy.

As certain aspects of training and competition may be private and privileged information please do not share information about your teammates or others without their permission and never in a negative way. Anything on-line is considered public and therefor reflects not only on the individual but also on the team, and organization as a whole (social media policy).

Policy Elements

1. Scope/Applicability

This policy applies to all employees, directors, coaches, athletes, officials, volunteers and Members of ALA when traveling for training or competing in locations both within the city, province, nationally or internationally.

- a) Each training or competition opportunity which involves travel has unique and specific circumstances such as local requirements, amount of down time and availability of amenities with that in mind the intent of this policy is to set out the overall expectations of all and what possible consequences are available should a member of ALA (athlete, coach or volunteer) behave in a way during travel which is considered contrary to the expectations set out in this document or within the code of conduct.

2. Standard of Conduct –Expectations

Albert Luge Association endorses a high standard of behavior and conduct when traveling as a representative of the ALA organization. We depend on public funding to operate and as such public opinion is vital to the economic survival of the program and risk to that shall not be tolerated. This is all laid out in the code of conduct which applies whether at home or travelling with the team.

- a) Expectations include those listed below however this is not exhaustive;
 - Keeping space neat and orderly
 - Assist with chores as required (food prep and clean up , packing and unpacking gear)
 - Report any behavior or damage to property immediately
 - Keep cell phones/electronic devices out of sleeping areas during designated rest times.
 - Report any damage or inoperative equipment immediately to a coach or chaperon.
 - Help foster a positive environment for all to succeed –SUPPORT YOUR TEAM MATES to do their best
 - Follow the directions of your coaches and chaperones
 - Do not share information about another athlete without their permission particularly around sensitive issues like injury or illness – treat this as private and confidential
 - Remember you are here to train and compete everything else is a distraction so help keep those distractions to a minimum for you and your team mates.
 - Treat each other and the spaces with respect you ARE A GUEST so act like you want to get invited back
 - Refrain from any behavior which could be considered damaging to ALA brand and/ or relationships with stakeholders and funding partners;

3. Consequences and Disciplinary actions:

Disciplinary actions will reflect the seriousness of the infraction. Minor infractions are single, largely unintentional breaches of this policy that generally do not result in harm to individuals and/or ALA. Major infractions are either single breaches of significance or repeated multiple breaches that violate the Code of Conduct and that result, or have the potential to result, in harm to individuals and/or ALA.

- a) the range of consequences is quite broad and individual circumstances will be considered prior to instituting consequences and shall include at least one of the following:

- Discussion between athlete, leadership team and parents
 - Additional chores or loss of free time
 - Written warning on training file
 - Probation
 - Written acknowledgement and/or apology
 - Return home additional costs are born by the athlete
 - Recouping Costs associate with issue (damage, travel, etc.)
 - Suspension from training or racing
 - Suspension from program (for a given period 1 week, 1 month, season)
 - Expulsion from the program
- b) Any individual may appeal the decision of infraction and its disciplinary sanctions by submitting an Appeals request in writing within 7 days of the notification of the appropriate disciplinary action the Appeals Procedure established by ALA.
- c) Disciplinary actions imposed internally by ALA do not preclude legal action that may be taken against an individual behaving negligently. Moreover, any third-party claims are brought against ALA because of unlawful behavior, you will be held responsible for any costs or damages it incurs as a result.

4. Local Policies and Customs

During travel certain locations may have policies or customs which are new or of a greater standard than those set out in this policy. As athletes and coaches would be considered guests at these venues local policies and customs also need to be complied with.

6. Additional Pertinent Information

Compliance with this policy is referenced specifically in ALA's agreements and/ or contracts with athletes, employees, consultants, and Board of Directors.

7. Policy Implementation

The Executive Board and Executive Director, have shared responsibility and accountability to implement and enforce this policy.

8.. Policy Exceptions and Exclusions

None

References:

ALA Code of Conduct

Abuse and Harassment Policy

Safe Driving Policy

Volunteer Agreement

Social Media and Networking Policy