



Out of Country Travel Policy

Date Approved: September 24, 2019

President: Dave Bellehumeur

Executive Director: Patrick Johnston

Risk Management/Legal Counsel: Donna Clark

1. Purpose

London Volleyball Club (LVC) teams may pursue opportunities to participate in tournaments and exhibition matches outside of Canada with the approval of the Executive Director. All teams must adhere to the guidelines set forth in this policy.

2. Definitions

- a. Association: London Volleyball Club (LVC).
- b. OVA: Ontario Volleyball Association.
- c. VC: Volleyball Canada.
- d. Parent liaison – Parent on team who has been selected to provide administrative support to the coaches and act as a resource to the parents.
- e. Parent Liaison Committee - LVC Committee created to provide support to parent liaisons from each team/age group.

3. Responsibility

- a. It is the responsibility of the parent liaison and/or head coach to notify the Executive Director of any proposed international travel/play. The Request for Approval for International Travel/Play form (attached as Schedule A) must be completed in full and forwarded to the Executive Director via email.
- b. No international travel/play may be undertaken without the approval of the Executive Director.
- c. It is the responsibility of the parent liaison and/or head coach to ensure all required documentation is obtained prior to travel including coaches' certification, OVA and VC documentation (letters of good standing and/or insurance certificate - see Appendix B, LVC Travel Resource), proper travel documentation for each player (passports, etc.) and individual medical travel insurance for each player. Please note that individual medical travel insurance policies should be checked to make sure volleyball is not excluded by the policy (i.e. as a "high risk" activity). Any minor athletes travelling without parents must also have a signed and notarized consent letter to cross the border and a signed consent for emergency medical treatment decisions (see Appendices C and D attached). Each team must also check with any US tournament conveners regarding tournament specific paperwork which must be completed (individual release and consent forms for each player, signed by parent if player is under 18).
- d. Head coaches must ensure that there are sufficient adults on the trip to properly supervise the athletes. This number may vary depending on the number of unaccompanied minors on the trip and their ages. At a minimum, at least two adults should be on the trip (including coaches). It would be preferable to have at least one parent on the trip as well.
- e. Parent liaisons may reach out to the Parent Liaison Committee for guidance/assistance with international travel/play requirements.

4. Checklist for International Travel/Play

- a. Complete LVC Approval Form and send to Executive Director.
- b. Once approval obtained, check with tournament convenor for other required forms.
- c. Request appropriate forms from OVA and VC (once informed, the Executive Director will coordinate forms with OVA and VC).
- d. Ensure all travel documentation is completed and up to date including passports, consent letters for minors crossing the border without parents, consent for emergency medical decisions for unaccompanied minors, proof of travel health insurance. Ensure all waivers and consents required by the tournament have been signed.
- e. Ensure all necessary documentation is kept together in one folder and brought on trip.
- f. Ensure enough adults will be on the trip to allow for proper supervision of athletes.

5. Conduct for International Travel/Play

As always, all LVC teams including players, coaches and parents are expected to follow the LVC Code of Conduct on and off the court. LVC teams should remember they are representing LVC while travelling and playing internationally and should be aware of and respect tournament rules and local laws and customs.

Appendix A - Request for Approval for International Travel/Play

Date of Tournament/Exhibition: _____

Travel Dates: _____

Total Days Outside of Canada: _____

Name of Tournament: _____

Location of Tournament: _____

Sanctioning Body for Tournament: _____

LVC Team Name and Age Group: _____

Name of Head Coach: _____

Name of Parent Liaison: _____

Number of Adults on Trip: _____

Number of Minors on Trip: _____