



CSDF Board Policy on Risk Management Passed December 17th, 2013

1. Supervision Protocols

The following describes the responsibilities of the coaches and team manager during international tournaments including but not limited to the World Schools Debating Championships:

Responsibilities of Coaches:

- 1) Act as prudent parents: individuals demonstrating cautions, reasonable and responsible behaviors who hold the primary duty of care toward the delegates.
- 2) Supervise delegates outside of scheduled activity periods (e.g. debate rounds)
- 3) Endeavor to ensure that students abide by the CSDF Student Code of Conduct. This includes monitoring for the use of drugs and alcohol, ensuring that students follow guidelines concerning accommodation arrangements, and being mindful of any potential cases of physical or emotional abuse.
- 4) Establish expectations regarding curfew, unsupervised free time, check-in protocols and meeting places, and communicate these verbally with the delegates and team manager.
- 5) Ensure team members have contact information (phone numbers/hotel room numbers) for the coaches and manager from the start of travel to tournament locations and upon arrival at hotels.

Responsibility of the Team Manager:

- 1) Act as a responsible second: a mature adult who is attentive to the needs and safety of the group, exercises good judgement, and is willing to provide assistance within their abilities to the coaches.
- 2) Assist the coaches in the overall supervision of the students, especially in upholding the CSDF Student Code of Conduct and assisting with supervision during travel to and from the tournament location.
- 3) Share relevant requests or communications from tournament organizers with the coaches.

The coaches and team manager should have access to the team's google doc and/or copies of travel documentation, medical information, and family contact information for each student delegate.

Team members who are unwell or require medical attention should be under the care and direct supervision of either a coach, or the team manager.

2. Team Code of Conduct

Team members will follow the CSDF Student Code of Conduct on our website. This will also be distributed to all delegates and adults associated with the Team.

Infractions against the code of conduct will result in consequences, up to and including removal from the team, as determined by the Team Canada coaches and team manager. Decisions on disciplinary issues may be appealed to the CSDF Disciplinary Officer, and/or the CSDF President where this would result in a conflict of interest.



3. Forms for Parents/Guardians

The Worlds Committee will distribute and ask parents/guardians to sign the following forms:

- 1) Use of images/video form for the purpose of obtaining parental consent for the CSDF use of images and video of delegates.
- 2) Medical information form for the purpose of having student medical information on hand for the coaches and team manager.
- 3) Notarized travel consent form for the purpose of ensuring the adult supervisors have permission to travel with underage delegates.
- 4) Acknowledgement of risk form for the purpose of obtaining informed parental consent for participation in international tournaments.

4. Insurance

The entire team will purchase a group insurance policy through the travel agent that their flights are booked with. The Plan will be the “[Bon Worldwide Travel Insurance: Plan A – Comprehensive Plan](#)”, underwritten by RBC Insurance. This will be paid directly by the delegates as part of their flight cost.

The insurance covers:

- 1) Emergency hospital treatment and doctor visits, dental care, family visit, air ambulance evacuation and adventure and sports activities coverage (up to \$1,000,000)
- 2) 24-hour personal accident coverage (up to \$50,000)
- 3) Trip cancellation and interruption coverage (up to \$5,000)
- 4) Coverage for baggage and personal effects (up to \$800)

5. Trip Cancellation or Recall

Discussions regarding cancelling Team Canada's participation in the any international tournament will involve the delegates' parents/guardians, the coaches, the World's Officer and the CSDF President.

The CSDF President will have the final say on whether the team travels or not and has the authority to recall the Team if, and when necessary. If time permits, this decision will be made with the Board of Directors.

The President will call a vote of the Board on recalling the Team if requested by one or more Board members.

The Team Manager also has the authority to order the evacuation of the Team if and when necessary.