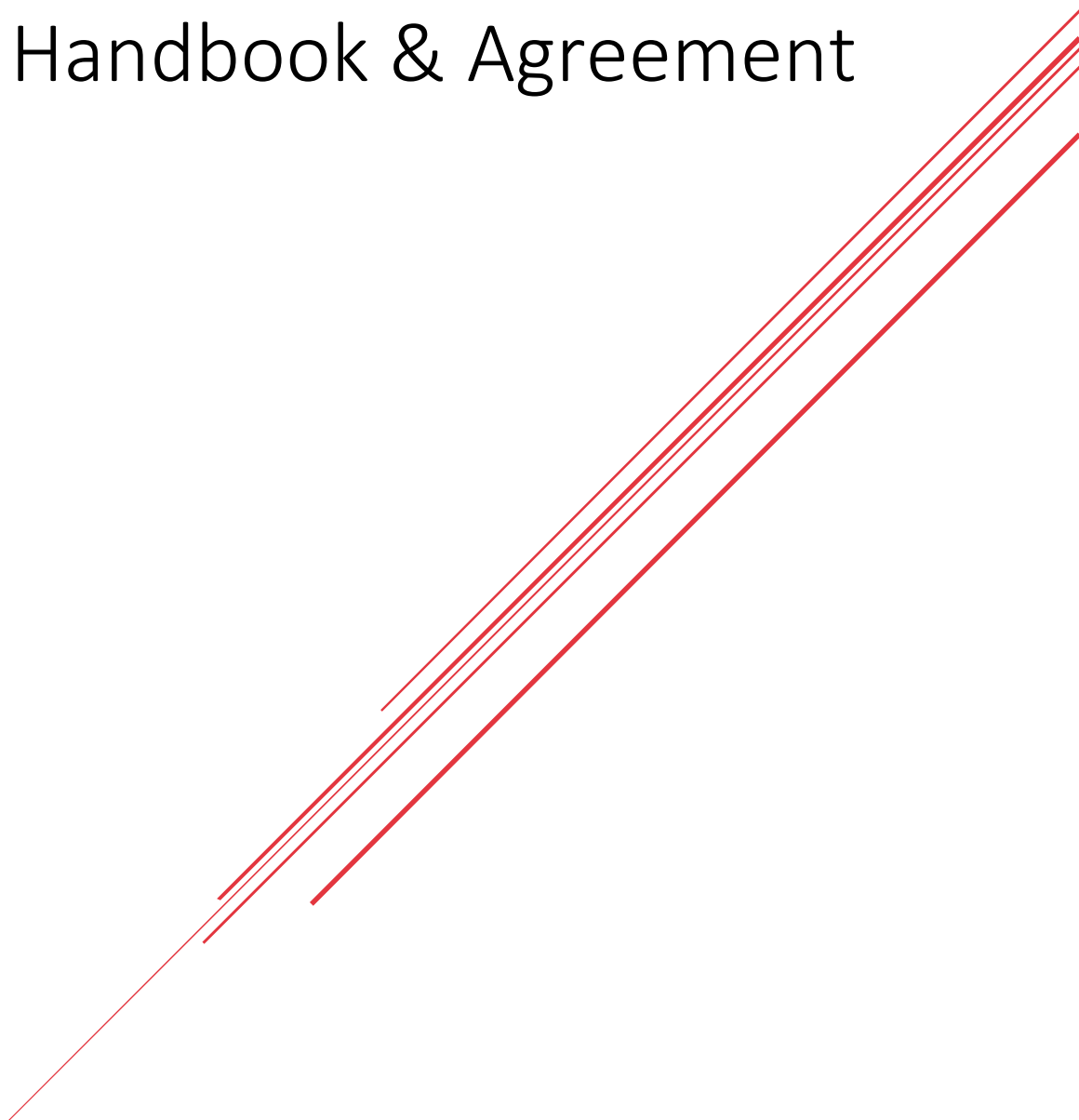




# TAEKWONDO CANADA

## Team Member Travel Handbook & Agreement



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## 1. PURPOSE OF HANDBOOK

The intent of this Handbook is to inform Team members of their responsibilities while travelling, to communicate general travel guidelines, and to provide important information to help them prepare for travel. The goal of the Organization is to ensure that a safe and comfortable environment exists for Team member or any individual representing the Organization that is travelling for competition, training, or any other athlete and Team travel related activities.

## 2. APPLICATION OF THIS HANDBOOK

This Handbook is a supporting tool for the Taekwondo Canada's Travel Risk Management Policy. It applies to both travel within Canada (national travel) and outside of Canada (international travel) that is coordinated or sanctioned by Taekwondo Canada. Specific Team members have responsibilities when Teams travel and, in some instances, their roles vary by the type of travel. These individuals are named below, and their responsibilities are outlined in this Handbook.

## 3. DEFINITIONS

- a) **Activities** - Competitions, exhibitions, games, practices, training, meetings, team functions, meals, accommodations, sightseeing, related travel, and all modes of transportation related to Team travel for the duration of the trip.
- b) **Committee** - The group of individuals, when appointed by the Organization (Taekwondo Canada), and who are led by the Team Manager, that will implement this document and coordinate the travel of the Team. The Committee may be comprised of coaches, high performance (HP) staff and management staff.
- c) **Organization** - Taekwondo Canada.
- d) **Responsible Adult** - A coach, manager, Team Manager, official, staff person, chaperone or volunteer who is over the age of majority in their province or territory of residence and who is acting in a supervisory role on the trip in place of a parent or caregiver. A Responsible Adult is a person of authority who is delegated and accepts the role of supervising Vulnerable Individuals throughout the Activities. As such, the Responsible Adult is required to fulfill the minimum requirement of an updated Police Records Check and/or Vulnerable Sector Check, as outlined in the Organization's policies or guidelines.
- e) **Specialized Personnel** - Any individual who is authorized by the Organization to travel as part of the team for a significant portion of the Activities, and who does not fit the description of other Team members. Examples include medical practitioners, contracted analysts or statisticians, and hired security, translators or drivers (i.e. for duration of trip).
- f) **Team** - The group of athletes, coaches, Responsible Adults, staff, committee members, specialized personnel, volunteers and Team Manager(s) that are travelling and attending the Activities.
- g) **Team Manager (TM)** - When appointed by the Organization, the primary authority for all ongoing team issues and primary contact for all team communication during the Activities. The TM reports to the Organization and is present for the duration of the Activities. The TM may be any individual deemed appropriate by the Organization. The TM is required to fulfill the minimum requirement of an updated Police Records Check and/or Vulnerable Sector Check, as outlined in the Organization's policies or guidelines.
- h) **Vulnerable Individual** - A minor who is under the age of majority in their province or territory of residence and/or a person who, because of age, disability or other circumstance(s), is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

## 4. GENERAL TEAM TRAVEL GUIDELINES

Team members will abide by the following general travel guidelines:

1. Athletes participating in the Activities will generally be travelling as a whole Team under the direction of the TM, although it is permissible for adult participants to travel separately in coordination with the TM. *Minors will not be permitted to travel separately from the Team on any international trip, except in special cases with adult supervision that are approved by the Organization and their parents/guardians;*
2. For international travel, each Team member will possess and carry with them a valid Canadian passport that will not expire within six (6) months of the intended return date for the trip. Where a temporary travel visa or other stated travel document is required for entry into a particular country, each member of the team will ensure that this documentation is also in their possession. The name appearing on all travel documents must match the one printed on the passport;
3. All Team members (and parents/guardians of Vulnerable Individuals) must be aware of what is permitted and not permitted (restricted items) when traveling by air or passing through an international border. The Organization will communicate what is considered to be a restricted item and, if a Team member is found to possess a restricted item, they are ultimately responsible and they may be prevented from proceeding on the trip;
4. All Team members will abide by all other international, federal, provincial/territorial and local travel restrictions and regulations;
5. All Team members will wear the designated Team uniform(s) during team travel when specified by the TM or coaches. This will be to ensure easy recognition of Team members. When required by a local host committee or the Organization, all Team members will wear any official accreditation (name tags, identification badges);
6. All Team members must follow and obey the laws in foreign jurisdictions and be sensitive to cultural and traditional differences of other nations (see [Appendix C](#)).

## 5. RESPONSIBLE SUPERVISION AND ABUSE PREVENTION

Consistent with its Safe Sport policies for conduct standards, athlete protection, abuse, maltreatment, harassment, and screening (<https://taekwondo-canada.com/safesport/safe-sport-policies/>) the Organization is committed to a safe sport environment free from abuse, harassment, and violence. The Organization is further committed to its Gender Equity & Inclusion Policy (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Gender-Equity-and-Inclusion.pdf>), ensuring that all participants feel comfortable and respected while participating in the Activities. In addition to adhering to those policies, the following related travel guidelines will apply:

1. All participants will follow the Organization's guidelines for the 'Rule of Two' to maintain a safe sport environment for all athletes and Vulnerable Individuals.
2. Every Responsible Adult will have submitted an updated Police Records Check and/or Vulnerable Sector Check to the Organization, as determined by the Organization (see Screening Policy <https://taekwondo-canada.com/wp-content/uploads/2020/11/TC-Policy-Screening-1.pdf>), and will have been deemed appropriate by the Organization to fulfill the role of a Responsible Adult.
3. Any additional individuals (i.e. Specialized Personnel) who are engaged in the Activities and who are deemed to be in a position of trust or authority related to supervision, young people, or people with a disability, will submit an updated Police Records Check and/or Vulnerable Sector Check to the Organization providing that the Organization deems it is reasonable to do so.
4. Each trip including Vulnerable Individuals will have a minimum of two designated Responsible Adults regardless of team size, and the Organization will provide a minimum ratio of one Responsible Adult per every 10 minors.

5. Each trip will have a minimum of one coach or Responsible Adult for each gender identity that is travelling, and athletes will have a same-gender Responsible Adult present (or as requested for their comfort).
6. In addition to adhering to the Organization's policies for conduct standards, athlete protection, abuse, maltreatment, and harassment, (<https://taekwondo-canada.com/about-us/bylaws-policies/>) the obligations of Responsible Adults with respect to athletes and Vulnerable Individuals will further include:
  - i. Coaches and/or Responsible Adults will be with athletes at all practices and competitions;
  - ii. Interactions between Responsible Adults and athletes/Vulnerable Individuals should not occur in any room where there is a reasonable expectation of privacy, such as the locker room, restroom or changing area;
  - iii. A second Responsible Adult should be present for any necessary interaction between a Responsible Adult and an athlete/Vulnerable Individual in any such room (Rule of Two);
  - iv. If Responsible Adults are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, including but not limited to team communications and/or an emergency;
  - v. Responsible Adults are not allowed to be alone with athletes/Vulnerable Individuals at any time or to enter an athlete's room without an accompanying Responsible Adult, unless they are the parent or guardian of the individual;
  - vi. Room or bed checks during overnight stays must be done by two Responsible Adults; and
  - vii. When traveling with athletes/Vulnerable Individuals, the coach and/or Responsible Adult will not transport athletes/Vulnerable Individuals without another Responsible Adult present and must stay in the same overnight accommodation location with additional adult supervision.
7. Vulnerable Individuals cannot travel alone; they must be in groups of at least three. They must receive permission from their Responsible Adult(s) and must always advise where they intend to go and with whom they are going.
8. Unless expressly permitted by their Responsible Adult (and compliant with 6.vi above), Vulnerable Individuals will not be permitted to leave the accommodation location unsupervised by a Responsible Adult after 9:00pm local time, or after dark, whichever comes first.

## 6. TRAVEL CONSENT FORM & RELATED DOCUMENTATION

All participants must fully complete the Organization's Travel Consent Form and Disclaimer and submit the forms to the Organization by a designated date in advance of the Activities. Minors must have signed consent from their parent or guardian on their forms in order to participate. The Travel Consent Form and Disclaimer is provided by the Organization in two versions, an adult version and a minor (under the age of majority) version; [Appendix A](#) & [Appendix B](#) are the only acceptable forms.

The Organization reserves the right to deny participation in the Activities of any athlete, coach, staff, volunteer, parent/guardian or Responsible Adult who does not complete the required travel consent and disclaimer forms and all related documentation to the satisfaction of the Organization.

## 7. TEAM TRAVEL RESPONSIBILITIES

Any individual representing the Organization that is travelling for the Activities must meet the responsibilities and expectations of the Organization. All individuals must abide by the Organization's policies and procedures, particularly its Code of Conduct and Ethics (<https://taekwondo-canada.com/wp-content/uploads/2021/05/TC-Code-of-Conduct-and-Ethics-Revised-May-6-2021.pdf>), and adhere to the travel guidelines set by the Organization. They must be fit to travel. All individuals must also be aware of restricted items when traveling by air or passing through an international border, and take responsibility for any restricted items that may be found in their possession. For the purposes of this Handbook, the individuals include:

- Committee Members
- Coaches
- Responsible Adults
- Parents/Legal Guardians
- Athletes
- Volunteers
- Specialized Personnel

## Committee Members

Committees are appointed formally or informally at the discretion of the Organization. Committee members commonly include the TM and coaches, but may include others. They commonly participate in the trip, although they may also not attend. Committee members have the following travel responsibilities:

- Assist the TM in coordinating Team logistics for the Activities including, but not limited to travel planning, registration, accommodations, scheduling, finances, fundraising, meal planning, uniforms, transportation, communications, and form collection;
- Ensure that Team travel is a standing agenda item for Team meetings between the Coaches, the Organization and the TM;
- When travelling with the Team, be responsible for the safety and security of the Team, particularly the athletes. It is expected that they will act as a reasonable and prudent person would in similar circumstances at all times when the athletes are in their care;
- Work closely with the TM to ensure that Team members are supported and that a safe and comfortable environment exists during the Activities;
- Where required by the Organization or the TM, assist in determining temporary disciplinary action(s) to be taken as the result of a serious incident, and assist in reporting such incident and action to the parents/family of the Team member(s) involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy* (<https://taekwondo-canada.com/wp-content/uploads/2022/01/TC-Policy-Discipline-and-Complaints-Revised-January-2022.pdf>);
- Work closely with the TM to regularly review and assess ongoing travel risks, implement mitigation strategies, and update the Organization's documents accordingly;
- In the event that the TM is unable to perform their duties, a present committee member may be assigned the interim role of TM; and
- *Agree to abide by the Organization's Social Media Policy* (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Social-Media.pdf>), which includes not posting any inappropriate comments or injuries/crises on social media.

## Coaches

Have the following travel responsibilities:

- Be responsible for the safety and security of the Team, particularly the athletes. It is expected that they will act as a reasonable and prudent person at all times when the athletes are in their care;
- Work closely with the TM, where applicable, to ensure that Team members are supported and that a safe and comfortable environment exists during the Activities;
- Serve on the Travel Committee and in doing so, assume the responsibilities of a Committee Member;
- Report any illness, injury, incident, as well as any bullying, harassment, maltreatment, or abuse immediately to the TM, or in the absence of a TM, to the Organization;

- Unless this duty is fulfilled by the TM or another assigned Responsible Adult, conduct an inspection of the athlete accommodations for damage, reporting and documenting any damage upon check-in and prior to check-out;
- For overnight travel, ensure the following:
  - Roommates will be age-appropriate (e.g., Vulnerable Individuals within two years of age);
  - Roommates will be of the same gender identity. Individuals who do not identify by gender will be roomed in a manner that provides a safe, respectful and comfortable environment; and
  - Coaches and Responsible Adults must room separately from athletes, unless the athlete is the child of the coach or Responsible Adult.
- In the absence of the TM, determine temporary disciplinary action(s) to be taken as the result of a serious incident, and report such incident and action to the parents/family of the Team member(s) involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy* (<https://taekwondo-canada.com/wp-content/uploads/2022/01/TC-Policy-Discipline-and-Complaints-Revised-January-2022.pdf>). If the TM is present, assist the TM as requested;
- Assist the TM, as required, in managing any report of bullying, harassment, maltreatment, or abuse that involves any members of the Team, as per the Organization's Safe Sport policies for conduct standards, athlete protection, abuse, and harassment (<https://taekwondo-canada.com/safesport/safe-sport-policies/>). In the event that any such report involves the TM as a named party, respond swiftly and appropriately in consultation with the Organization and as per the Organization's policies. Coaches will maintain confidentiality and, in the case of Vulnerable Individuals, immediately inform the parents/legal guardians of any child involved in an incident of bullying, harassment or abuse; and
- Agree to abide by the Organization's Social Media Policy (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Social-Media.pdf>), which includes not posting any inappropriate comments or injuries/crises on social media.

## Responsible Adults

Have the following travel responsibilities:

- Submit an updated Police Records Check and/or Vulnerable Sector Check to the Organization, as determined by the Organization (<https://taekwondo-canada.com/wp-content/uploads/2020/11/TC-Policy-Screening-1.pdf>);
- Satisfy all obligations required by the Organization's *Screening Policy* (<https://taekwondo-canada.com/wp-content/uploads/2020/11/TC-Policy-Screening-1.pdf>) and consent to a supervisory role for the entire duration of the Activities;
- Be responsible for the safety and security of the Team, particularly the athletes. It is expected that they will act as a reasonable and prudent person at all times when the athletes are in their care;
- Work closely with the TM and/or coach(es) to ensure that Team members are supported and that a safe and comfortable environment exists during the Activities, consistent with the TM's travel responsibilities;
- Limit any situation where they are alone with a Vulnerable Individual;
- Ensure athletes and Vulnerable Individuals do not find themselves in a situation where they are alone with a Responsible Adult without another coach, Responsible Adult or athlete present, unless prior permission is obtained from the parent or guardian;
- For any Team member that he/she has been assigned specific responsibility (i.e. their child), the Responsible Adult will obtain and carry any important documentation for that athlete including emergency contact information, medical information, additional insurance documents, emergency procedures for allergic reactions, etc.;
- For any Team member that he/she has been assigned specific responsibility (i.e. their child, Vulnerable Individual), the Responsible Adult will obtain and be responsible for any medical items or equipment that are important to the health of that participant such as prescription medications, inhalers, insulin pumps, catheters, para-athlete equipment, etc.;
- Adhere to coach or TM requests for team meetings or functions and be punctual to such events;

- Adhere to coach or TM requests for athlete curfew times, limiting outside activities (i.e., other sports, shopping, etc.);
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse immediately to the TM, or in the absence of a TM, to the coach(s);
- Approve appropriate visitors to the athlete accommodations, within the Organization's guidelines; and
- *Agree to abide by the Organization's Social Media Policy (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Social-Media.pdf>), which includes not posting any inappropriate comments or injuries/crises on social media.*

## Parents/Legal Guardians

Have the following travel responsibilities:

- Provide the TM/Organization with a completed Travel Consent Form, updated emergency contact information, and necessary medical information prior to departure;
- Should their child have specific dietary needs, allergies, or other needs, provide the TM/Organization with that information prior to departure;
- Should their child require specific medical items or equipment for their trip, provide the TM/Organization with those items prior to departure as well as any accompanying documentation (i.e. that explains medical condition) and instructions;
- Inform the TM/Organization of any medical or family emergency or other concerns;
- Pay all applicable fees prior to start of travel;
- Provide the child with sufficient funds to pay for food and incidentals prior to departure;
- Ensure that the mental and physical condition of their child (or children) is appropriate to participate in the Activities. In the event that they are participating in the Activities themselves, their mental and physical condition must also be appropriate to participate in the Activities;
- For international travel, ensure that passports for any travelling family members do not expire within six (6) months of the intended return date for the trip. Ensure that any temporary travel visa, or other stated travel document that is required for entry into a particular country, is also in the possession of their child and the TM/Organization (original or copies);
- Where the level of interaction with their children during Team travel is limited by the Organization, the parent/guardian must respect these boundaries and must refrain from distracting and unnecessary contact with their children and their Team coaches. This includes the use of personal communication devices;
- Ensure punctual drop off and pick up of their children at times and places indicated by coaches and the TM/Organization; and
- *Agree to abide by the Organization's Social Media Policy (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Social-Media.pdf>), which includes not posting any inappropriate comments or injuries/crises on social media.*

## Athletes

Have the following travel responsibilities:

- Arrive at the Activities ready to participate, and be medically fit to participate;
- Represent the Organization to the best of their abilities at all times;
- Support their fellow Team members;
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse immediately to the coaches or TM, whether they or their team members are involved;
- Communicate any other problems, concerns, emergencies or needs to the coaches and TM;
- Check in with the coach, Responsible Adult, or TM when leaving their rooms;



- Agree to abide by the Organization's Social Media Policy (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Social-Media.pdf>), which includes not posting any inappropriate comments or injuries/crises on social media; and
- In the case of Vulnerable Individuals:
  - Never leave the residence/accommodations alone or without permission of the coach/Responsible Adult/TM and check in upon return;
  - Make any visitor requests to the coach/ Responsible Adult/TM before the visit is expected.

## Volunteers & Specialized Personnel

Volunteers who are not fulfilling any of the other roles above, as well as specialized personnel, have the following travel responsibilities:

- Satisfy all obligations required by the Organization's Screening Policy (<https://taekwondo-canada.com/wp-content/uploads/2020/11/TC-Policy-Screening-1.pdf>);
- Act in a manner befitting of a representative of the Organization;
- Report any illness, injury, incident as well as any bullying, harassment, maltreatment, or abuse immediately to the TM, or in the absence of a TM, to the coach(s); and
- Agree to abide by the Organization's Social Media Policy (<https://taekwondo-canada.com/wp-content/uploads/2021/02/Taekwondo-Canada-Policy-Social-Media.pdf>), which includes not posting any inappropriate comments or injuries/crises on social media.

## 8. USE OF ALCOHOL AND DRUGS

Per the Organization's Code of Conduct & Ethics (<https://taekwondo-canada.com/wp-content/uploads/2021/05/TC-Code-of-Conduct-and-Ethics-Revised-May-6-2021.pdf>) individuals have a responsibility to refrain from consuming alcohol, tobacco products, cannabis, or recreational drugs while participating in the Organization's programs, activities, competitions, or events. In the case of adults, they must avoid consuming these products in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events. As the definition of Activities is expanded in this Handbook to encompass *all* related travel activities, the Organization recognizes that *responsible alcohol consumption by adults may be permitted during team travel*, under the following circumstances:

- They are not currently serving in a supervisory role;
- They are not in the presence of minors;
- They are not wearing the branded gear of the Organization;
- They are not driving or operating any type of equipment;
- Consumption of alcohol is legally permitted in the local area;
- They must be at minimum the local legally allowed drinking age (i.e. 21 years of age in USA) and, in situations where the local legally allowed drinking age is lower (i.e. 18 years of age), they must still be a minimum 19 years of age to consume alcohol;
- Only moderate consumption is permitted (i.e. one or two drinks at dinner) and they must take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations. It is recognized that adults need downtime but, while participating in the Activities, this should not take the form of getting impaired; and
- Responsible Adults must be able to respond to urgent needs of athletes and others. The consumption of alcohol will not impede their ability to respond to a sudden incident or Team emergency, will not cause them to significantly alter their behavior, and will not result in their inability to fulfill their duties and responsibilities.

## Cannabis

Responsible Adults must not be under the influence of cannabis while in the presence of minors, while carrying out their duties, or while interacting with athletes. As with the use of reasonable use of alcohol, Responsible Adults must remain “fit for duty” so that they can respond to urgent needs of athletes and others.

Cannabis is not legal in many other countries. *An individual is not allowed to take legally purchased cannabis from Canada to another country, even if cannabis is legal in that country.* Responsible Adults must always follow the local laws and be very careful about procuring and consuming cannabis in a country where it is legal.

## 9. SUSPENSION DUE TO IMPROPER BEHAVIOUR

The Organization reserves the right to suspend the participation in the Activities of any Team member who fails to meet their travel responsibilities as detailed in this document, who violates the Organization’s Code of Conduct & Ethics (<https://taekwondo-canada.com/wp-content/uploads/2021/05/TC-Code-of-Conduct-and-Ethics-Revised-May-6-2021.pdf>) and/or who exhibits behaviour(s) that create an unsafe environment for other participants. Should this occur, the Organization will ensure the safe return of the individual(s) home; however, additional costs incurred as a result of the behaviour(s) will be the responsibility of the individual and/or their parent/legal guardian(s).

## APPENDIX A: TRAVEL CONSENT FORM & DISCLAIMER - ADULT

### TRAVEL CONSENT FORM AND DISCLAIMER (for participants who are 18 years old and older)

*The following document must be legible and fully completed by the Participant*

---

#### PARTICIPANT INFORMATION

Participant's Full Name (print): \_\_\_\_\_

Participant's Birthdate: \_\_\_\_\_ Participant's Gender Identity: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
Street Address City Prov Postal Code

Participant's Contact: \_\_\_\_\_  
Cell Phone Home Phone Email Address

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#### PARTICIPANT PASSPORT INFORMATION (for International Travel Only)

Date and place of birth: \_\_\_\_\_  
dd/mm/yyyy Location

Number and date of issue of passport: \_\_\_\_\_  
Number dd/mm/yyyy

Issuing authority of passport: \_\_\_\_\_  
Country where passport was issued

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#### ACTIVITY/EVENT INFORMATION

Name of Activity/Event: \_\_\_\_\_

Activity/Event Location: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Expected Departure Date: \_\_\_\_\_

Participant will be residing with the team at the following address(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Disclaimer and Release of Liability

### Taekwondo Canada advises the participant of the following:

1. The Participant is attending the Activity/Event at the invitation of Taekwondo Canada and agrees to be subject to the authority of Taekwondo Canada and its policies, regulations, and rules.
2. The Government of Canada has not issued an 'Avoid Travel' advisory for the destination.
3. This is a binding legal agreement. As a Participant travelling to and participating in the organization's sanctioned activities/events, which includes various modes of transportation, training, competitions, team travel, and sightseeing (collectively the "Activities"), the undersigned acknowledges and agrees to the terms below.

### Disclaimer

Taekwondo Canada and its Board of Directors, Lead Manager(s), committee members, coaches and representatives (collectively the "Organization"), as well as its affiliated governing bodies World Taekwondo, Canadian Olympic Committee, Canadian Paralympic Committee, and the Government of Canada (collectively the "Partners"), are not responsible for any personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused by the risks, dangers and hazards associated with the Activities.

### Description of Risks

I am participating voluntarily in the Activities. In consideration of my participation, I hereby acknowledge I am aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to, injuries from:

- a) The reasonably foreseeable hazards that are specific to the Activity(ies) in which I am participating;
- b) Executing strenuous and vigorous physical exertion;
- c) Travel to, from and while participating in the Activity(ies);
- d) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment or facilities;
- e) Contact, colliding, falling or being struck by other participants or equipment; and
- f) Blunt force trauma, serious soft tissue injuries, broken bones, or spinal cord injuries which may render me permanently paralyzed.

Furthermore, I am aware:

- a) That injuries sustained can be severe;
- b) That there is the risk of contracting a communicable illness or infectious disease;
- c) That I may experience anxiety while challenging myself during the Activities;
- d) That I may come into close contact with other participants;
- e) That my risk of injury is reduced if I follow all rules established for participation; and
- f) That my risk of injury increases as I become fatigued.

### Release of Liability

In consideration of Taekwondo Canada and its Partners allowing me to participate in the Activities, I agree:

- a) That my mental and physical condition is appropriate to participate in the Activities and I assume all risks related to my mental or physical condition;
- b) To comply with the rules and regulations for participation in the Activities;
- c) To comply with the rules of the facility or equipment;
- d) To comply with the protocols or standards employed by the Organization that are intended to reduce the spread of communicable illnesses and infectious diseases, as well as mitigate other travel risks;

- e) That if I observe an unusual significant hazard or risk, I will remove myself from participation and bring such to the attention of an Organization representative immediately;
- f) The risks associated with the Activities are increased when I am impaired, and I agree not to participate if impaired in any way;
- g) That it is my sole responsibility to assess whether any Activities are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity; and fully assume all such risks, dangers and hazards and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from the Activities; and
- h) To forever release Taekwondo Canada and its Partners from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I may have or may have in the future, that might arise out of, result from, or relate to my participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of Taekwondo Canada or its Partners.

**Acknowledgement**

I acknowledge that I have read and understand this agreement, that I understand that I may obtain legal advice before executing it, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

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Name of Participant (print)

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Signature of Participant

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Date

## APPENDIX B: TRAVEL CONSENT FORM & DISCLAIMER - MINOR

### TRAVEL CONSENT FORM AND DISCLAIMER (for participants who are 17 years old and younger)

*The following document must be legible and fully completed by one or more lawful parent/guardians of the participant.*

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#### PARTICIPANT INFORMATION

Participant's Full Name (print): \_\_\_\_\_

Participant's Birthdate: \_\_\_\_\_ Participant's Gender Identity: \_\_\_\_\_

Participant's Address: \_\_\_\_\_  
Street Address City Prov Postal Code

Participant's Contact: \_\_\_\_\_  
Cell Phone Home Phone Email Address

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#### PARTICIPANT PASSPORT INFORMATION (for International Travel Only)

Date and place of birth: \_\_\_\_\_  
dd/mm/yyyy Location

Number and date of issue of passport: \_\_\_\_\_  
Number dd/mm/yyyy

Issuing authority of passport: \_\_\_\_\_  
Country where passport was issued

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#### ACTIVITY/EVENT INFORMATION

Name of Activity/Event: \_\_\_\_\_

Activity/Event Location: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Expected Departure Date: \_\_\_\_\_

Participant will be residing with the team at the following address(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Description of Risks

My (our) child is participating voluntarily in the Activities. In consideration of my (our) child's participation, I/We hereby acknowledge I/We am/are aware of the risks, dangers and hazards and that my (our) child may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to, injuries or suffering from:

- a) The reasonably foreseeable hazards that are specific to the Activity(ies) in which my (our) child is participating;
- b) Executing strenuous and vigorous physical exertion;
- c) Travel to, from and while participating in the Activity(ies);
- d) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment or facilities;
- e) Contact, colliding, falling or being struck by other participants or equipment; and
- f) Blunt force trauma, serious soft tissue injuries, broken bones, or spinal cord injuries which may render my (our) child permanently paralyzed.

Furthermore, I/We am/are aware:

- a) That in addition to travel to and from the Activities in which my (our) child is participating, there may be risks associated with the travel destination (i.e. environmental conditions, local crime, cultural differences, language barriers, inadequate safety or treatment measures, etc.);
- b) That there is the risk of contracting a communicable illness or infectious disease;
- c) That injuries sustained can be severe;
- d) That my (our) child may experience anxiety while challenging themselves during the Activities;
- e) That my (our) child may come into close contact with other participants;
- f) That my (our) child's risk of injury is reduced if they follow all rules established for participation; and
- g) That my (our) child's risk of injury increases as they become fatigued.

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### PERSON(S) GIVING CONSENT

To whom it may concern,

I / We,

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*full name(s)*

am / are the lawful

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*person(s) / organization with:*

- *custodial rights,*
- *guardianship rights, or*
- *parental authority (in Quebec only)*

of

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*participant's full name*

### Travel Consent

I (we) give my (our) consent for the Participant, my (our) child, to travel to the Activity/Event with the Taekwondo Canada team and the following accompanying person:

Responsible Adult Name (print): \_\_\_\_\_

Responsible Adult Passport Number and Date of Issue (print): \_\_\_\_\_

Issuing Authority of Responsible Adult Passport (print): \_\_\_\_\_

*Responsible Adult Name*

*Enter Responsible Adult Passport Number and date of issue of passport*

*Enter Issuing authority of Responsible Adult passport*

I (we) agree that the mental and physical condition of my (our) child is appropriate to travel to, and participate in, the Activities.

My (our) contact details are as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell/work/residence)

Email Address: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell/work/residence)

Email Address: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

I (we) understand that my (our) signature(s) is (are) also required at the end of the Disclaimer.



## APPENDIX C: TRAVEL ADVISORIES

You may wish to review and consider information from the following websites:

- <https://travel.gc.ca/>
- <https://travel.gc.ca/travel-covid>
- <https://travel.gc.ca/travelling/advisories>
- <https://travel.gc.ca/travelling/publications>
- <https://travel.gc.ca/docs/publications/child-travel-en.pdf>
- <https://travel.gc.ca/travelling/health-safety>
- <https://travel.gc.ca/travelling/health-safety/travel-health-notice>
- <https://travel.gc.ca/travelling/publications/bon-voyage-but>
- <https://travel.gc.ca/travelling/publications/her-own-way>
- <https://travel.gc.ca/travelling/publications/well-on-your-way>
- <https://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>
- <https://www.cbsa-asfc.gc.ca/travel-voyage/ifcrr-rpcrr-eng.html>
- Vaccines: <https://wwwnc.cdc.gov/travel/destinations/list>

### International Travel Risk Map by International SOS:

- <https://www.travelriskmap.com/#/planner/map/security>

### Medical emergency phone number by country (911 equivalent):

- [https://travel.state.gov/content/dam/students-abroad/pdfs/911\\_ABROAD.pdf](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)

### World Health Organization (WHO) international travel and health updates:

- <https://www.who.int/travel-advice/all-updates-for-travellers>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice>

### Centre for Disease Control:

- <https://wwwnc.cdc.gov/travel/destinations/list>
- <https://wwwnc.cdc.gov/travel/noticescovid19>
- <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

**Registration of Canadians Abroad** - a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest:

- <https://travel.gc.ca/travelling/registration>

**Embassies** - this online directory contains contact information for government offices that provide consular services to Canadian citizens abroad:

- <https://travel.gc.ca/assistance/embassies-consulates>