



TRAVEL AND ACCOMMODATION PROTOCOL





1. GUIDELINES FOR ATHLETES

Introduction

The participation of youth teams in events carries great responsibility. This protocol establishes key recommendations and guidelines to protect the well-being, safety, and coexistence of youth athletes (U17, U20, U24) during travel to championships organized or sanctioned by PAFDF. Compliance with this protocol aims to create a safe, educational, and respectful environment that enriches both the personal and collective development of the participants.

01 | Identification, Safety, and Health

- Each member must wear their identification badge at all times.
- Have medical expense insurance.
- Sign liability waivers before starting the trip.
- Additionally, comply with any requirements from the organizing sports institutions (such as medical exams or anti-doping tests, when applicable).

02 | Rooms and Safe Environment

- Rooms will be assigned by the group leader, considering gender, age, and logistics. Changing rooms without authorization is not allowed.
- Entry of outsiders into rooms is prohibited at all times, including persons of the opposite sex.
- Visits are allowed only in common areas and with permission from the group leader.

03 | Respect and Non-Violent

Coexistence

- All forms of harassment, physical, psychological, verbal, or sexual abuse are prohibited. Athletes may approach a designated adult trusted person if they experience any uncomfortable situation.



04 | Hotel Rules Compliance

- It is strictly prohibited to remove hotel items (towels, blankets, etc.).
- Any damage, unauthorized calls, or services will be the responsibility of the person who caused them.
- Parties in hotel rooms are not allowed.
- High volume on cell phones, laptops, TVs, or any other electronic devices that may disturb roommates, neighboring rooms, or competition areas is not permitted.

05 | Respect for Established Schedules

- The group leader will define schedules for rest (with lights out), showers, meals, training, outings, and use of electronic devices. These must be followed punctually.
- Each athlete is responsible for respecting these schedules to maintain team order and ensure good athletic performance.

06 | Group Meals and Supervised Outings

- Meals will take place at the designated location and time. Outings outside the official program are recommended to be done in groups and accompanied by an adult staff member.

07 | Stay Within the Accommodation

- It is not permitted to sleep outside the assigned lodging or to leave the hotel without the express authorization of the group leader or staff.

08 | Zero Tolerance for Banned Substances

- The consumption of alcohol, drugs, or performance-enhancing substances is strictly prohibited during the trip.

09 | Health Care

- Any physical symptoms or discomfort must be reported immediately to the team staff, or if necessary, to a chaperone or roommate, regardless of the time.

10 | Participation in Group Activities

- It is recommended not to separate from the group or leave training sessions, games, meals, or other activities without permission from the team staff.



RESPONSIBILITIES OF THE GROUP LEADER, CHAPERONES, AND TEAM STAFF



01 | Room Assignments

- The group leader and/or team staff will assign rooms based on safety criteria, including gender, age, and logistics. Rooms must not be mixed-gender.
- Athletes with a history of conflict or special needs should not share a room without appropriate supervision or accommodations.
- It is recommended that athletes do not share rooms with adult staff members, except in justified cases and with written authorization from a parent or legal guardian.
- Room assignments must be respected by all members of the group.

02 | Designated Chaperones by Team or Section

- There must be at least one responsible adult for each group of athletes (ideally 1 for every 6–8 participants).
- In women's teams, there must be at least one adult woman as a companion and part of the team staff.
- An adult should be designated as a trusted person to whom athletes can report any uncomfortable situation.

03 | Active Supervision During Key Times

- Ensure that schedules for rest, meals, showers, electronic device use, and outings are followed. Monitor that rooms are tidy and quiet at the designated time and before participants begin their rest period.

04 | Control of External Visits

- All visits must take place in common areas and be authorized by the group's designated representative. Visits to rooms by individuals outside the delegation, including family members, are not allowed—except in exceptional cases approved by the group leader.

05 | Monitoring the Team's Physical and Emotional Well-being

- Observe for signs of illness, anxiety, or conflict. Have an internal protocol in place for quick and sensitive response.
- Promote healthy coexistence, positive relationships, and prevent situations of risk, exclusion, harassment, or violence. Encourage team spirit and a supportive environment.

06 | Communication

- Maintain clear and consistent communication with coaches, athletes, and families. Any relevant situation should be reported promptly.
- It is recommended to establish clear communication channels (e.g., WhatsApp groups, emergency contacts, meeting points) before the trip.

07 | Updated Medical Database for the Delegation

- The person in charge of the medical area must have a database with relevant health information for each team member, including: Allergies, pre-existing medical conditions, medications taken regularly, emergency contact and medical authorization, history of recent injuries (if applicable).
- This information must remain confidential, be accessible to authorized personnel, and enable a quick response in case of emergency.

08 | Crisis or Emergency Protocol

- Team staff must be prepared to respond in cases of accidents, missing persons, serious conflicts, or unexpected events, with clearly defined roles and communication established with families and authorities.



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Event: _____

Team: _____

Division: _____ Category: _____

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