

**Roman Catholic Bishop of the Diocese of Calgary  
Parish Regulations Manual**

**Code: TRAV**

**Travel Within and Outside of the Diocese**

**Rationale:**

This policy applies to the Roman Catholic Diocese of Calgary, including all parishes, organizations, associations, ministries and activities sponsored by and organized or carried out by the Diocese, a parish, clergy, employee or volunteer (collectively referred to as "the Diocese").

This policy governs all such activities and excursions of the Diocese, including activities held in the Diocese or trips taken outside of the Diocese.

It arises out of concerns about exposing Minors to unnecessary risks to their well-being, safety and health, as well as concerns about exposing the Diocese to potential legal liability and responsibility for accidents or harm to Minors.

**Regulation:**

**1. Trips Outside the Diocese**

**Minors**

**The Diocese of Calgary does not permit the travel of Minors to international events under the auspices (in any way tied to, or perceived to be tied to, financially or otherwise) of a parish or the Diocese of Calgary.**

Children under 18 years of age, or Dependant Adults, who are individuals over the age of 18 but unable to make reasonable judgments in respect of matters relating to their persons, (collectively referred to as "**Minors**") **must not be taken on trips or excursions outside the Diocese without the express written approval of the Bishop's office** at least 60 days prior to the planned departure date and prior to any commitment to participants or travel arrangements being made.

**Trips outside the province of Alberta involving Minors of the Diocese will not be approved.** The only exception is when the Minor is accompanied by his or her parent or guardian.

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**Adults**

Any adult may participate in trips or activities outside the Diocese, provided that they sign a written consent form, including a release and waiver of liability. A copy of a form acceptable to the Diocese is attached as Schedule "A". An original of Schedule "A" must be forwarded to the Bishop's office, a second original must be retained by the parish or organization office and a copy must be given to the adult participant before the adult departs on the trip.

**2. Waiver and Release Forms**

Waiver and release forms signed by parents or guardians on behalf of Minors are not legally enforceable. Such forms must not be used or relied upon with regard to any Diocesan activities involving Minors.

**3. Duty of Care For Minors**

When anyone from the Diocese chaperones, supervises or escorts Minors on activities or excursions, they have a duty to care for the Minors as a reasonably prudent parent would. This duty includes protecting the children from physical and/or psychological harm, injury, adverse health or undue risk to their person or well-being.

When a Minor is not accompanied by his or her parent or guardian, then at least two responsible adults must accompany or supervise that Minor at all times.

**4. Liability and Insurance**

Where there is a legal duty of care, the Diocese and anyone who chaperones or supervises any other individual in an activity or excursion carried out by the Diocese, both face potential legal liability if there is an injury, death or disease that is caused by the negligence of the chaperones or supervisors.

The Diocese has a policy of liability insurance which insures the Diocese, its clergy, employees and volunteers for legal liability arising out of their duties as such in the case of most losses up to a limit of liability of \$10 million. The policy of insurance will also cover the legal costs of defending against any claim up to the limits of liability.

The policy of insurance covers Diocesan activities in North America only. There is no liability insurance coverage outside of North America.

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The policy of insurance may not cover the independent activities of a separate corporate entity such as a charitable or non-profit organization, a religious order or an association or organization that does not fall under the authority of the Diocese. Such organizations should check with the insurance agent for the Diocese, Capri Insurance (Christopher Rigg) at 1-888-668-4441. If there is any doubt, separate insurance coverage should be obtained prior to undertaking any activities or excursions which involve risk to the participants.

In cases of travel to foreign countries, out of country medical insurance coverage should also be obtained, including insurance coverage for transportation of victims back to Canada following an accident or disease.

**Exceptions:**

Any exception to this regulation requires the written approval of the Ordinary or his designee.

**Cross Reference:**

TRAV – *Appendix 1*      Release of Liability, Waiver of Claims, Assumption of Risk, Indemnity Agreement