

Title: Team Travel

Effective Date: September 1, 2011

Revision Date: None

Scope: This policy responds to USA Swimming's Rule 305 mandating that each Local Swimming Committee (LSC) and each Member Club have published policies for team travel. Team travel is defined as a swim meet or other team activity that is planned and supervised by the LSC. All athletes, parents, coaches, and other adults traveling with the LSC must agree to and must signed the LSC travel policies. LSC Clubs are expected to adapt their own team travel policies in accord with USA Swimming Rule 305.

14.1 USAS Swimming Required Policies

These items are Code of Conduct stipulations in the USA Swimming Rule Book.

- 14.1.1 LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling the LSC. (USAS Rule Book 305.5.4)
- 14.1.2 Team managers and chaperones must be members of USA Swimming have passed successfully a USAS Swimming administered criminal background check (USAS Rule Book 305.5.2)
- 14.1.3 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (USAS Rule Book 305.5.1)
- 14.1.4 When only one (1) athlete and one (1) coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach. (USAS Rule Book 305.5.3)

14.2 USAS Recommended Policies

These policies are strongly recommended: they are not required. Items 14.2.1 through 14.2.4 are travel related recommends taken from USA Swimming's Best Practice Guidelines for Athlete Protection.

- 14.2.1 During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained
- 14.2.2 An athlete should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- 14.2.3 During overnight team travel, if athletes are paired with other athletes, they shall be of the same gender and should be of similar age. Where athletes are age thirteen (13) years and Over, chaperones and/or team managers ideally would stay in nearby rooms. When athletes are age twelve (12) years and under, chaperones and/or team manager may stay with the athletes. Where chaperones/team managers are staying in a room with athletes, they should

be the same gender as the athletes and written consent should be given by athletes' parents (or legal guardians).

- 14.2.4 When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- 14.2.5 To ensure the propriety of the athletes and protect the staff, no male athletes may be in a female athlete's room and no female athlete may be in a male athlete's room (unless the other athlete is a sibling or spouse of that particular athlete).
- 14.2.6 A copy of the LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- 14.2.7 The LSC Representative should obtain a signed Liability Release and/Indemnification form for each athlete.
- 14.2.8 The LSC Representative should carry a signed Medical Consent or Authorization to Treat form for each athlete.
- 14.2.9 Curfews shall be established by the LSC staff each day of the trip.
- 14.2.10 Team members and staff traveling with the LSC will attend all team functions including meetings, practices, meals, meets sessions, etc. unless otherwise excused or instructed by the head LSC Representative or his/her designee.
- 14.2.11 The directions and decisions of coaches/chaperones are final.
- 14.2.12 Swimmers are expected to remain with the team at all times during trips. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- 14.2.13 When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three (3) persons. Twelve and Under athletes will be accompanied by a chaperone.
- 14.2.14 The LSC Head Representative or his/her designee shall make a written report of travel policy or code of conduct violations to the LSC General Chair and the parent or legal guardian of any affected minor athlete.

14.3 Additional Guidelines as needed may be established by the LSC Designated Representative

- 14.3.1 Respect the privacy of each other and others in the hotel.
- 14.3.2 Use only hotel rooms with interior entrances, when possible.
- 14.3.3 Establish cell phone usage guidelines.

- 14.3.4 Respect travel vehicles.
- 14.3.5 Establish travel dress code.
- 14.3.6 Establish two (2) different curfews – in own room and lights out.
- 14.3.7 Must stay in assigned hotel room.
- 14.3.8 Recognize the needs and well being of others come firsts.
- 14.3.9 Assign responsibility for any incidental charges, such as room service, movie rentals, etc, to the swimmer/swimmer family.
- 14.3.10 Assign responsibility for any damages or thievery at hotel or damage to travel vehicles to swimmer/swimmer family.
- 14.3.11 Establish trip eligibility requirements and age guidelines.
- 14.3.12 Assign responsibility to for getting swimmer(s) to stated departure point to parent(s).

14.4 Disciplinary Actions: Failure to comply with the travel policy may result in disciplinary action. Such discipline may include, but may not be limited to:

- 14.4.1 Dismissal from the trip and immediate return home at the athlete's expense.
- 14.4.2 Disqualification from one or more events, or all events of the competition, not yet competed.
- 14.4.3 Disqualification from future team travel meets for a specified period of time or indefinitely.
- 14.4.4 Financial penalties.
- 14.4.5 Dismissal from the LSC.
- 14.4.6 Referral to the Wisconsin Swimming or USA Swimming Board of Review (For Section 14.1 violations in particular).

Attachments: Coach/Staff Member Code of Conduct
Athlete Code of Conduct
Medical Authorization to Treat and Medical History
Risk and Liability form