



Paseo Aquatics  
The Path to Excellence

### **Team Travel Checklist**

#### **Athletes:**

1. Must have team warm up to travel to and from the meet.
2. Should bring cell phones.

#### **Parents:**

1. Sign travel policy form
2. Sign consent forms/ release forms
3. Sign medical forms
4. Sign room assignments form
5. Meal plan to be advised
6. Consent to pay fees associated.
7. Chaperones notification and contact letter
8. What to pack guide/ Team Warm Ups
9. All athletes travel in Team warm Ups
10. Advise of any allergies or medical conditions/ do they carry treatment/ do they know how to administer in such event
11. Sleeping arrangement notice

#### **Bussing Company:**

1. Copy of insurance and Policy Coverage
2. Gas and miles included
3. Room and board for driver or just room
4. Driving record of driver
5. Maintenance records of vehicle
6. Breakdown Policies
  - a. How long till recovery
  - b. Does it cover loss of families and clubs investments if meet is missed (athlete fee to go to meet, coaches fee room and board)
  - c. Safety policies in the event of a breakdown
7. Is driver employee or is it a 1099 for hire driver
8. What background checks are done for drivers
9. Is Driver CPR certified/ is there a full first Aid kit on bus/ AED kit/ Fire extinguishers

10. What is the claim process if needs to be filed and time to recover any claims
11. Year the bus was built
12. Mechanical records of bus

**USA Swimming:**

1. Notify Insurance department of travel dates and modes of transportation via email and confirmation
2. Supply USA with the bussing contract and coverage of insurance
3. Confirm that USA Travel Insurance will be in tack 25,000.00 policy
4. Request any forms they have on team travel, Medical, Liability etc.
5. If any extra-curricular events are to happen such as a trip to a theme park or rock climbing, or hike or rafting request and additional rider of coverage. Usually cost 100.00

**Coaches:**

1. Must never enter the room of any athlete without a chaperone.
2. Coaches rooms must never be adjoining rooms
3. Coaches must all sign the Coaches Code of Conduct and Safe Sport agreement
4. Coaches never have in their possession keys, fobs or magnetic cards to enter any room other then their own and or a community Team room.

**Chaperones:**

1. Must be and Adult Participant as defined by USA Swimming (Non athlete member, APT, MAAPP, Level 2 background check)
2. Must have a valid drivers license
3. Must sign the Chaperone Code of Conduct