

## **ZEUS SWIM TEAM'S TEAM TRAVEL POLICY (June 2017)**

**Scope and Definition:** Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the Zeus Swim Team (Norwalk Aquatic Club), Connecticut Swimming (Zeus's Local Swim Committee (LSC)) and/or USA Swimming, and where a parent and/or legal guardian of each swimmer is not attending. The Team Travel Policy applies to travel associated with "chaperoned" meets or activities where most or all athletes are under the supervision of responsible adults (21 or over) who are not their parent or legal guardian. The Team Travel Policy applies to all athletes, parents, coaches and other adults traveling with the Zeus Swim Team to meets or activities as described above. This policy applies to swimmers: 1) who are 13 years old and above; and 2) swimmers age 12 and under who have been approved and invited by the Head Coach to attend the team activity and travel with the team.

**Purpose:** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

### **USA Swimming Requirements:**

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D in the USA Swimming Rule Book)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. 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). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

### **General Requirements:**

- a. A copy of the Zeus Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- b. The Head Coach shall designate the number of male and female chaperones needed for each trip, and who those chaperones will be.
- c. The directions and decisions of coaches/chaperones are final. Specific guidelines may be established by coaches/chaperones on topics, including

but not limited to: safety, electronic devices, social media, dress codes, etc.

- d. Curfews shall be established by the coaches/chaperones or LSC staff each day of the trip. At the discretion of coaches/chaperones, there may be an “in your own room” curfew and a “lights out” curfew.
- e. 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.
- f. Athletes 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.
- g. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete’s parents (or legal guardian).
- h. Athletes must stay in their assigned hotel room.
- i. 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.
- j. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- k. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- l. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- m. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- n. Swimmers are expected to remain with the team at all times during the trip. 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 and/or chaperone.

- o. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- p. The Head Coach or his/her designee shall make a written report of Travel Policy or Zeus Code of Conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

**Additional Safety, Behavioral and Financial Requirements:**

- a. Be prompt and on time;
- b. The needs and wellbeing of the team come first;
- c. Respect the privacy of each other;
- d. Be quiet and respect the rights of teammates and others in the hotel;
- e. Use appropriate behavior in public facilities;
- f. Athletes must wear seat belts and remain seated in travel vehicles;
- g. Athletes must respect travel vehicles;
- h. Athletes must participate in contracted group meals.
- i. No room service without permission;
- j. Athletes are responsible for all incidental hotel charges; and
- k. Athletes are responsible for any damages or thievery at hotel.

**Exceptions:**

Exceptions to this Policy may only be granted in writing by the Head Coach in consultation with the President and/or Co-President of the Board of Directors.

**ZEUS SWIM TEAM'S CODE OF CONDUCT (June 2017)**

A signature on this document constitutes unconditional agreement to comply with the stipulations of both the Zeus Swim Team's Team Travel Policy and the Zeus Swim Team's Code of Conduct.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, chaperones and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.

- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Zeus Swim Team. Athlete behavior must positively reflect the high standards of the Zeus Swim Team, Connecticut Swimming and/or USA Swimming.
- g. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- h. Swimmers are to refrain from use of inappropriate language.

Failure to comply with the Zeus Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- i. Dismissal from the trip and immediate return home at the athlete’s expense;
- ii. Disqualification from one or more events, or all events of competition;
- iii. Disqualification from future team travel meets;
- iv. Financial penalties;
- v. Dismissal from the team; and/or
- vi. Proceedings for a LSC or USA Swimming National Board of Review.

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Name of Athlete	Signature	Date
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Name of Parent or Legal Guardian	Signature	Date
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