

	POLICY & PROCEDURE	POLICY NUMBER: 180
	Subject: Athlete Travel Policy <i>Acknowledged by signature</i>	EFFECTIVE DATE: 7-01-2011 Approved: 6-21-2011 Retired:

Protection of athletes is a top priority for MSI. Athletes may periodically travel on behalf of MSI, both for competition and non-competition events. When athlete members travel on behalf of MSI, the following policy shall apply:

- a) This MSI travel policies shall be presented to, acknowledged and agreed to by all athletes, parents, coaches and other adults traveling on behalf of MSI.
- b) Team managers and chaperones for MSI teams shall be members of USA Swimming and successfully pass a USA Swimming-administered criminal background check.
- c) Regardless of gender, an MSI 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).
- d) When only one athlete and one coach travel to a competition on behalf of MSI, the athlete shall have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

The following guidelines should be followed to the extent possible:

- 1. During LSC team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained to the extent possible.
- 2. Athletes should not ride in an MSI coach's vehicle without another adult present who is the same gender as the athlete, unless appropriate prior permission is obtained.*
- 3. 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 shall stay with athletes. Where chaperones/team managers are staying in a room with

athletes, they shall be the same gender as the athlete and documented consent shall be given by athlete's parents (or legal guardian).*

4. When only one athlete and one coach travel to a competition on behalf of MSI, at the competition the coach and athlete shall attempt to establish a "buddy" club to associate with during the competition and when away from the venue.*
5. To ensure the propriety of the athletes and to protect the MSI coaching staff, there shall be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.*
6. A copy of the Code of Conduct shall be signed by the athlete and his/her parent or legal guardian.
7. Team or LSC officials shall carry a signed Medical Consent or Authorization to Treat Form for each athlete.
8. Curfews shall be established by the team or LSC staff each day of the trip.
9. Team members and staff traveling with the team shall attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
10. The directions and decisions of LSC coaches/chaperones are final.
11. Swimmers are expected to remain with the team during the trip. Swimmers shall not 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.
12. When visiting public places such as shopping malls, movie theatres, etc. swimmers shall stay in groups of no less than three persons. 12 & Under athletes shall be accompanied by a chaperone.*

*Shall apply unless individuals are members of the same family including parent coach or legal guardian coach with athlete sons or daughters, siblings, or coach with athlete spouse.

The Head Coach or his/her designee shall make an immediate written report of travel policy or code of conduct violations to the MSI General Chair. The General Chair shall immediately report to the parent or legal guardian of any affected minor athlete.

Signatures as applicable:

Print parent/guardian name: _____

Signature / Date: _____

Print swimmer name: _____

Signature / Date: _____

Print coach name: _____

Signature / Date: _____