	North Dakota Swimming	Policies and Procedures
Subject: ND LSC Travel Policy and Code of Conduct	Document Number: A.1 Version Number: 01	Effective Date: April 26, 2020 Last Revision: April 26, 2020

## A.1 - ND LSC TRAVEL POLICY AND CODE OF CONDUCT

### Travel Policy

In accordance with the USA Swimming Rulebook, club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the North Dakota Swimming, Inc (NDSI) Team. In the event that an athlete violates the travel policy or code of conduct, the Head Coach shall report violations to the appropriate North Dakota Swimming leadership and to the parent or legal guardian of any affected athlete. Violations of a severe nature will result in more severe consequences, including (but not limited to) the swimmers' immediate return home, barring the swimmer from future All-Star/Zone Teams, or barring the swimmer from future North Dakota Swimming competitions.

Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.

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).

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.

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.

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 athlete in male athlete's rooms at any times.

Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, and meet sessions.

Swimmers are expected to remain with the team at all times during the trip.

Curfews shall be established by the team or NDSI staff each day of the trip and no team member may leave their room after curfew.


Any damage or thievery at the hotel will be the responsibility of the offending swimmer. No loud or obnoxious behavior will be tolerated in hallways or public areas.

Team members are expected to behave in an exemplary manner at all times. When visiting public places, swimmers should be polite and courteous to employees and other visitors.

Team or LSC officials shall obtain a signed Liability Release and should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

The coaching staff and NDSI may establish any other rules as deemed necessary. The directions and decisions of coaches and chaperones are final.

Document Revision Log					
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number
01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001

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### Code of Conduct

Team members represent North Dakota Swimming and should keep their behavior in accordance with the high standards of North Dakota Swimming. Proper respect and sportsmanship should be displayed towards coaches, officials, administrators, teammates, fellow competitors and the public at all times. Any illegal or inappropriate behavior will not be tolerated including the possession or use of alcohol, tobacco products, or illegal drugs.

I recognize my responsibility to abide by these rules and requirements and those established by the NDSI Coaching Staff. I have read and agree to comply with the aforementioned rules.

Signature _____	Date _____
Parent/Guardian Signature _____	Date _____
Head Coach Signature _____	Date _____

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