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|  | <h2>Policies and Procedures</h2> | |
| Subject: Team Travel Policy | Document Number: 901 Version Number: 01 | Effective Date: April 6, 2019 Last Revision: April 6, 2019 |

1. Section 1-USA Swimming Required Policies. These items are Code of Conduct stipulations in the USA Swimming Rule Book.
 - 1.1. LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (305.5.D).
 - 1.2. Team Managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B).
 - 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). (305.5.A).
 - 1.4. 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 with the coach. (305.5.C)

2. Section 2
 - 2.1. During team travel, when doing room checks, attending team meetings and or other activities, the two deep leadership policy and open and observable environments should be maintained.
 - 2.2. 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.
 - 2.3. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be of a similar age group. 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 each athlete's parent(s) or legal guardian.
 - 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" LSC to associate with during competition and when away from the venue.

- 2.5. 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 room (unless the other athlete is a sibling or spouse of that particular athlete).
- 2.6. A copy of the LSC Code of Conduct must be signed by the athlete and his/her parent or legal guardian, team managers, chaperones, and coaches.
- 2.7. Team or LSC officials will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- 2.8. Team or LSC officials will obtain a signed Liability release and/or Indemnification Form for each athlete.
- 2.9. Curfews shall be established by the team or LSC staff each day of the trip.
- 2.10. Team members and staff travelling 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.
- 2.11. The directions & decisions of head coaches/assistant coaches/chaperones are final.
- 2.12. 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/chaperone.
- 2.13. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12& under athletes will be accompanied by a chaperone.
- 2.14. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal; guardian of any affected minor
- 2.15. The adult supervisor will be responsible for the athlete from the time the athlete arrives at the facility until the athlete departs to return home.
- 2.16. The adult supervisor will be the point of contact in an emergency situation.
- 2.17. The adult supervisor will be provided personal medical insurance and emergency contact information prior to departure for event.
- 2.18. The adult supervisor will be responsible for ensuring that the athlete is not participating in unsafe or unsupervised activities.
- 2.19. The athlete will make known to the adult supervisor any known meetings, swim practices and/or sponsored events that the athlete is scheduled to attend
- 2.20. The athlete is responsible for checking in several times per day with the adult supervisor.

| Change Log | | | | | |
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| Version | Date | Description of Change / Sections | Author or Editor | Authority | Control Number |
| 01 | 04-06-19 | Restructure of P&P / whole document | D. Mink | BOD | OKS-0001 |