



CVST TRAVEL POLICIES

Introduction

As part of USA Swimming's athlete protection efforts, USA Swimming rules now require clubs to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club. All team members, team staff, and parents of minors are apprised in writing of these Travel Policies through the CVST Team Handbook. CVST Membership constitutes unconditional agreement to comply with the stipulations of all CVST Travel Policies.

Team Travel Policies

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- 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)
- 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)

Section 2 – Additional CVST Policies

- a) 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.
- b) 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.
- c) 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).
- d) 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.
- e) 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 at any time (unless the other athlete is a sibling or spouse of that particular athlete).

- f) A copy of the CVST, FS & USAS Athlete Code of Conduct are all in the CVST Handbook and CVST Membership constitutes unconditional agreement to comply with the stipulations of all three documents.
- g) A copy of the CVST Parent Code of Conduct must be signed by any Parent acting as chaperone or manager.
- h) Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- i) Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- j) Curfews shall be established by the coaching staff each day of the trip.
- k) 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.
- l) The directions & decisions of coaches/chaperones are final.
- m) 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 head coach or his/her designee.
- n) 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.
- o) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the CVST Board of Directors and the parent or legal guardian of any affected minor athlete.

Section 3 – CVST Honor Code Policies

Safety

- a) Additional guidelines will be established as needed by the coaching staff
- b) Respect the privacy of each other
- c) Must wear seat belts and while in vehicles

Behavior

- a) Be quiet and respect the rights of teammates and others in hotel
- b) Be prompt and on time
- c) Respect travel vehicles
- d) Adhere to travel dress code
- e) Use appropriate behavior in public facilities.
- f) Meet all curfews
- g) Needs and well being of the team come first

Financial

- a) No room service without permission of the head coach or his/her designee
- b) No calls from hotel phone without permission of the head coach or his/her designee
- c) No movie or game rental without permission of the head coach or his/her designee
- d) Swimmers are responsible for all incidental charges
- e) Swimmers are responsible for any damages or theft at hotel
- f) Swimmers must participate in contracted group meals

General

- a) The head coach will set trip eligibility requirements
- b) The head coach will establish age guidelines for travel trips
- c) Parent(s) are responsible for getting swimmer(s) to stated departure point and from stated pick-up point