



Team Travel Policy for Hawaii Swimming Club

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.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC. As a member of Hawaii Swimming Club - Maui, USA Swimming and the Hawaii LSC Age Group Swimming Program, there will be opportunities for off-island travel with the team. There are opportunities for inter-island and mainland travel for ALL swimmers including, but not limited to, the following:

ABC and ABC+ Swimmers

- Annual Charles “Sparky” Kawamoto ABC Meet, Hilo, Hawaii
- Mokihana Aquatics Fun Meet, Lihue Kauai

AA+ Swimmers

- Bill Smith Invitational Swimming Meet, Oahu, HI
- Pearl City Invitational Swimming Meet, Oahu, HI
- Senior Championships, Oahu, HI

AAA Swimmers

- State Long Course Championships when held on an outer island (locations TBD by the LSC)
- State Short Course Championships when held on an outer island (locations TBD by the LSC)

Age Group Sectional Qualifying Swimmers:

- Northwest Age Group Sectional Championship, Federal Way, Washington

Sectional Qualifying Swimmers:

- Sectional Championships – Mainland (locations to be determined by USA Swimming)

Zone Swimmers:

- Western Zone Championships (locations to be determined by USA Swimming)

National, Junior National, Senior National, Olympic Trials, Olympics

Section 1 - USA Swimming Required Policies

- 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 - Recommended 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 (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.



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- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. 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.
- k. The directions & decisions of coaches/chaperones are final.
- l. 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 or chaperone.
- m. 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.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3 - Other Policies to Consider

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Code of Conduct / Honor Code

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.



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All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors 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 Hawaii Swimming Club. Athlete behavior must positively reflect the high standards of the club (or LSC).

Failure to comply with the Honor Code 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.
- a. Swimmers are to refrain from inappropriate physical contact at team activities and events.
 - b. Swimmers are to refrain from use of inappropriate language.

Specific Meet Travel

The following guidelines apply to inter-island travel for swim meets indicated above for ABC, AA, and AAA swimmers, including neighbor island State Championship Meets.

1. All swimmers participating in this meet, swim representing Hawaii Swimming Club.
2. Unless otherwise notified, air travel, hotel, ground transportation, and meal arrangements for the swimmer(s), and their family if traveling, will be made by Hawaii Swimming Club.
3. Well in advance prior to the meet, a notice will be sent out asking the appropriate swimmers if they will be participating in the meet or not, and traveling with the team. The swimmer(s) and their families will be required to notify the team by an established deadline, if they will be participating and if they will be traveling with the team. If the swimmer(s) and their families do not notify the team by the deadline, it will be assumed that they will be making their own hotel, travel, and meal arrangements and WILL NOT be traveling with the team.
 - a. The swimmer(s) may still choose to enter the meet, provided that the Meet Entry deadline has not passed. However, all hotel, travel and meal arrangements will need to be done on their own, and WILL NOT be done by the team.
4. If a swimmer(s) and their family choose to make their own air travel, hotel, ground transportation, and meal arrangements, they may always do so at their choice. However, the coaches shall be notified in advance, or at the earliest opportunity prior to travel, whether the swimmer(s) and their family will not be traveling with the team in order for the coaches to submit the proper meet entries for that particular swim meet, and to avoid confusion among those traveling with the team. For the purposes of these guidelines below, these swimmer(s) and their family will be considered “not traveling with the team.”



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5. Note: If the parent(s) of a 12 and under swimmer(s) decide to send their swimmer(s) unattended on inter-island or mainland trip with the team, the swimmer(s) MUST travel together with the team. Only under special circumstances with approval from the coaching staff, and only for swimmers 13 and older, can the unattended swimmer(s) meet up with the team on their own under separate travel arrangements. From that point on, they shall remain together with the team. All unattended swimmer(s) shall accept the air travel, hotel, ground transportation, and meal arrangements made by the team.

6. Air Travel:

a. Hawaii Swimming Club will make its best effort to find adequate and as economically possible air travel accommodations for all members traveling with the team. The swimmer(s) and their family will be billed for their direct cost of their air travel.

7. Hotel:

a. Hawaii Swimming Club will make its best effort to find adequate and as economically possible hotel accommodations for all members traveling with the team. Typically, swimmer(s) and families are placed in rooms and asked to share the rooms with other swimmer(s) and families as practically possible. Total hotel room costs are then divided by the total number of team members and their families staying at the hotel. The swimmer(s) and their family will be billed for their share of the direct costs of the hotel.

8. Ground Transportation:

a. Hawaii Swimming Club will make its best effort to find adequate and as economically possible rental vehicle accommodations for all members traveling with the team. Typically, swimmer(s) and their families share rental vehicles, usually vans, and travel with the team. Total rental vehicle costs are then divided by the total number of team members and families traveling with the team. The swimmer(s) and their family will be billed for their share of the direct costs of the rental vehicles.

9. Meals:

a. Hawaii Swimming Club will make its best effort to find and/or decide on adequate and as economically possible dining accommodations for all members traveling with the team. The swimmer(s) and their family shall pay for their own meals.

10. THE PARENTS OF ALL UNATTENDED SWIMMERS SHOULD ALREADY BE WAITING FOR THEM IN THE BAGGAGE CLAIM AREA OF THE AIRPORT TO PICK THEM UP.

The following guidelines apply to mainland travel for swim meets indicated above for Sectional Qualifying swimmers.

1. Northwest Age Group Sectional Championship (held once a year, annually):

- a. Guidelines are similar to the above guidelines applying to inter-island travel for swim meets for ABC, AA, and AAA swimmers, except that the Age Group Sectional Championship is held on the mainland.
- b. All swimmers participating in this meet, swim representing Hawaii Swimming Club.. There is no subsidy for this meet from the LSC.
- c. Notification of travel must be made to the Coaches for entry purposes.

2. Sectional Championships (Held annually during the Spring and Summer for the North, South, West & East Sections):

- a. Unless otherwise notified, air travel, hotel, ground transportation, and meal arrangements for the swimmer(s), and their family if traveling, will be made by themselves.
- b. The LSC will provide travel subsidies to those swimmer(s) qualifying for Sectional Championships. But the swimmer must apply for this subsidy with the LSC before the end of the LSC's fiscal year which is August.
- c. All swimmers participating in these meets, swim representing Pearl City Aquatics, Inc.
- d. Notification of travel must be made to the Coaches for entry purposes.



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The following guidelines apply to mainland travel for swim meets indicated above for Zone swimmers.

1. Zone swimmers represent “Team Hawaii” at the Western Regional Zone Championship.
 - a. Any swimmer that qualifies and wishes to attend the Western Regional Zone Championship shall fill out an application that the LSC will post.
 - b. Under current LSC guidelines, unless otherwise notified, air travel, hotel, ground transportation, and meal arrangements for the swimmer(s) only, will be made by the Hawaii Local Swim Committee (LSC). If any parents and/or family members wish to attend the meet, they will be responsible for making their own air travel, hotel, ground transportation, and meal arrangements.
 - c. All swimmers participating in this meet, swim representing Team Hawaii.
 - d. The LSC will provide travel subsidies to those swimmer(s) qualifying for the Zone Championships, but must apply for it before the end of the LSC’s fiscal year which ends in August.