

## **RAMS SWIM CLUB EMPLOYEE TRAVEL POLICY**

### **PURPOSE**

Rams Swim Club (RSC) Employee Travel Policy strives to make team travel safe, organized and efficient for the swimmers, coaches and chaperones. This policy includes safety precautions outlined in the Minor Athlete Abuse Prevention Policy (MAAPP) issued by USA Swimming.

This policy also outlines the reimbursement policies.

### **ELIGIBILITY**

The RSC Employee Travel Policy shall apply to all full-time and part-time coaches employed by the Rams Swim Club. Board members and volunteers are not employed by the swim club and are not covered under this policy. Certain expenses incurred by board members and/or volunteers may be reimbursed but are subject to approval by the board of directors.

### **SAFETY OF ATHLETES**

To ensure the safety of the RSC athletes; the coaches, board members and/or chaperones shall comply with the following provisions:

#### Local Travel:

Athletes may not travel with a coach, board member or RSC USA Swimming non-athlete member who is not a part of their immediate family unless consent is provided by the swimmer's legal guardian. There must be at least 2 minors or another adult in the vehicle. See consent form in Attachment A.

In an arranged carpool agreement, legal guardians must pick up their minor athlete first and drop off their minor athlete last.

#### Team Travel:

Regardless of gender, an individual shall not share a hotel room or other sleeping arrangement with another athlete, employee, board member, or RSC USA Swimming non-athlete member (unless the individual is the parent, guardian, sibling, or spouse of that particular athlete). Exceptions to this must be approved by the board of directors. Minor athletes of the same gender and similar age may be paired together. Anytime a minor athlete and an adult athlete share a sleeping arrangement, the legal guardian of the minor must give prior written permission each time.

When conducting room checks, there needs to be 2 coaches, board members and/or chaperones present and keep observable and interruptible environments at all times.

All meetings during team travel must follow the observable and interruptible environment at all times. This is consistent with One-on-One interactions. Meetings may not be conducted in any individual hotel room or sleeping location.

If only one minor athlete and applicable adult travel to a competition, the legal guardian must give written consent prior to each competition they are traveling to. Any team manager and chaperones traveling with Rams Swim Club must be in good standing as members with USA swimming.

## **NUMBER OF COACHES FOR SWIM MEETS**

The number of coaches attending swim meets will be at the discretion of the Head Coach and is subject to RSC board approval.

## **REIMBURSEMENTS**

### Personal Vehicles

Full-time and part-time employees may be reimbursed for the use of their personal vehicle to attend swim meets outside of a 30-mile radius of the Southeast Polk High School. Personal vehicle use must follow the safety rules as set forth in the "Safety of Athletes" section on page 1. Failure to comply will result in any reimbursements being made for the use of a personal vehicle to be forfeited.

Reimbursement for the use of a personal vehicle is based on the number of miles driven to the event from Southeast Polk High School. To claim the mileage reimbursement, the individual must provide a document from Google Maps or similar application showing the distance. RSC will reimburse an individual using the rate established by the IRS on January 1 of the respective year.

Additional reimbursement for gas and other wear and tear on the personal vehicle is not permitted as it is built into the IRS' mileage rate calculation.

It is strongly encouraged for liability issues that when using your personal vehicle for Swim Club purposes, cell phone use is prohibited unless using a hands-free device. Texting while driving is strictly prohibited. State and local laws must be followed if different than this policy.

### Parking

Coaches may be reimbursed for parking at all swim club events approved by the board of directors. It is strongly encouraged to utilize free parking when available. Valet parking will not be reimbursed unless it is the only option available.

### Hotel Rooms

Full-time and part-time employees may be reimbursed for the cost of a hotel room while attending a swim meet if approved in advance by the board of directors. Hotel rooms must follow the safety rules as set forth in the "Safety of Athletes" section on page 1. Failure to comply will result in any reimbursements being made for a hotel room to be forfeited. Failure to comply may also result in a code of conduct violation according to USA Swimming.

Hotel rooms for individuals with no kids participating in the swim meet will be reimbursed 100%. Hotel rooms for individuals with kids participating in the swim meet will be reimbursed at 50%.

The Rams Swim Club will not reimburse individuals for incidentals at the hotel or any costs associated with room service, unless authorized by the head coach.

### Meals

Meals may be reimbursed for individuals traveling to/from a swim meet. Meals will be reimbursed based on the submitted receipt. If no receipt is provided, the meal will not be reimbursed.

It is optional but strongly encouraged to partake in any free meals offered by the hotel or by the swim meet host. RSC will not reimburse for alcoholic beverages.

### **CLAIMS FOR REIMBURSEMENT**

Any claims for reimbursement must be made within two weeks after the swim meet. The expense form in Attachment B shall be completed and submitted to the RSC Board Treasurer along with any receipts and mileage substantiation. Claims for reimbursement will be forfeited if not submitted within 1 month.

The RSC Board Treasurer will reimburse the employee within one week. The treasurer currently uses the cash app for reimbursement purposes but may use any other method he/she decides to use.

**ATTACHMENT A**

**RAMS SWIM CLUB MOTOR VEHICLE PERMISSION FORM**

I hereby give my child, \_\_\_\_\_, permission to ride in a privately-owned motor vehicle operated by:

(1) \_\_\_\_\_ a Rams Swim Club coach.  
List coach(es): \_\_\_\_\_

(2) \_\_\_\_\_ a Rams Swim Club Board Member  
List board member(s) \_\_\_\_\_

(3) \_\_\_\_\_ RSC USA Swimming non-athlete member  
List: \_\_\_\_\_

Note: (1), (2), and (3) above shall have a valid driver's license.

I understand that, by virtue of his/her participation in swim team activities and by my execution of this form, permission is presumed granted for my child to travel with prescribed individuals above for the purpose of (a) an emergency or (b) an activity or event (e.g., practice, meet, trip or event) which is sponsored by, or affiliated with, Rams Swim Club. This permission includes travel in privately owned vehicles operated by Rams Swim Club coaching staff/chaperones. If I have executed this form by checking boxes 1, 2, and/or 3 above, I hereby agree to release and to hold the Rams Swim Club and driver harmless for damages related to any injury or death suffered by my child following his or her departure in a vehicle operated by those listed above.

This permission slip is only valid during the swim season noted below.

Swim Season: \_\_\_ Short Course    \_\_\_ Long Course    Year: \_\_\_\_\_

\_\_\_\_\_ Check here if you want this permission slip to be valid while member account is in active status.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_