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## **Team Travel Policy for New England Swimming, Inc.**

**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 LSC.

### **Section 1 - USA Swimming Required Policies**

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (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 New England Swimming Required Policies**

- a. Provide “two-deep leadership” whenever possible
- b. Ensure an open and observable environment at all times; no closed doors.
- c. 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.
- d. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be of similar age. Chaperones and/or team managers will stay in nearby rooms.
- e. Assign a ‘travel buddy’ for each athlete on the trip
- f. To ensure the propriety of the athletes and to protect the staff, there will be no members of the opposite sex in swimmers' rooms unless the other athlete is a sibling or spouse of that particular athlete.
- g. The New England Travel Team Administrator must obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. The New England Travel Team Representative must carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. A New England Travel Team Representative must establish curfews 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 required 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. Groups of 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 LSC leadership and the parent or legal guardian of any affected minor athlete.

**Section 3 – Disciplinary action**

- a. Coaches and chaperones who violate the travel team policy denoted above will immediately be sent home from the trip at their own expense and will have their case heard by the Board of Review with Recommendations of loss of New England Swimming Membership and a fine (\$1000)
- b. Swimmers who violate the travel team policy denoted above will immediately be sent home at their parents expense and will be barred from any future New England Team travel.

I, the undersigned, have read and understand the above written policies and the consequences of not adhering to them.

_____	_____	_____
Athlete Signature	Print Name	Date
_____	_____	_____
Parent Signature	Print Name	Date
_____	_____	_____
Coach Signature	Print Name	Date
_____	_____	_____
Chaperone Signature	Print Name	Date



### ZONE TRIP Addendum

This is a New England Team travel event. All 11 and over swimmers, coaches and chaperones **MUST** travel together on the team buses to VA. While in VA, we will travel as a team to all preliminary and finals sessions. Any swimmer who wishes to leave the meet with a parent must submit a written request to the coaches before the start of the trip. No swimmer will be allowed to leave the trip unless it is authorized by a New England coach and the swimmer’s parents

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the **New England Swimming Zone Team** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **New England Swimming Zone Team** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **New England Swimming Zone Team** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

By registering my child(ren) with the **New England Swimming Zone Team**, I agree to participate (or allow my child(ren) and family members to participate) in the **New England Swimming Zone Team**, and hereby release **New England Swimming Zone Team**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **New England Swimming Zone Team** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **New England Swimming Zone Team** program.

_____	_____	_____
Athlete Signature	Print Name	Date
_____	_____	_____
Parent Signature	Print Name	Date

