



## TRAVEL POLICY

### **Central Minnesota Aquatics Swim 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.

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

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.4)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.2)
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). (305.5.1)
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 alone with the coach. (305.5.3)

#### **Section 2: Additional Policies**

1. 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.

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.
3. 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).
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" club to associate with during the competition and when away from the venue.
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 rooms (unless the other athlete is a sibling or spouse of that athlete).
6. A copy of the Club Code of Conduct must be signed by the athlete and his/her parents or legal guardian.
7. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
8. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
9. Curfews shall be established by the team or LSC staff each day of the trip.
10. 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.
11. The directions & decisions of coaches/chaperones are final.
12. Swimmers are expected to always remain with the team 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.
13. When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three people. 12 & Under athletes will be accompanied by a chaperone.

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 or LSC leadership and the parent or legal guardian of any affected minor athlete.

### **Section 3: Behavior**

1. Be quiet and respect the rights of teammates and others in hotel.
2. Be prompt and on time.
3. Follow cell phone usage guidelines.
4. Follow computer use guidelines including social media.
5. Respect travel vehicles.
6. Establish travel dress code.
7. Use appropriate behavior in public facilities.
8. Establish two different curfews – in own rooms and lights out.
9. Must stay in the assigned hotel room.
10. The needs and well-being of the team come first.

### **Section 4: Financial**

1. No room service without permission.
2. Swimmers responsible for all incidental charges.
3. Swimmers responsible for any damage or thievery at hotel.
4. Must participate in contracted group meals.
5. Communicate travel reimbursement information and policies.

### **Section 5: General**

1. Establish fair trip eligibility requirements.
2. Establish age guidelines for travel trips.
3. Parent(s) responsible for getting swimmer(s) to stated departure point.
4. Requirements for families to attend "Team Travel Meets."

### **Section 6: Team Travel Honor Code**

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public always.
2. 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.

3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
5. No “deck changes” are permitted. Athletes are expected to use the available change facilities.
6. Swimmers are to refrain from using inappropriate language.
7. Swimmers are to refrain from inappropriate physical contact at team activities and events.
8. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Central Minnesota Aquatics. Athlete behavior must positively reflect the high standards of the club (or LSC).

### **Section 7: Additional Considerations**

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:

1. Dismissal from the trip and immediate return home at the athlete's expense.
2. Disqualification from one or more events, or all events of competition.
3. Disqualification from future team travel meets.
4. Financial penalties.
5. Proceedings for a LSC or USA Swimming National Board of Review.