



BERKELEY AQUATIC CLUB: TEAM TRAVEL POLICY

5/15/19

USA Swimming Required Policies: Club travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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)
- 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)

BERKELEY AQUATIC CLUB Team Specific Policies:

- **NO COED ROOMS:** 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.
- **ATHLETE CODE OF CONDUCT:** A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- **COMMUNICATION / MEDICAL RELEASES:** Parents should provide a signed Medical Consent or Authorization to Treat Form for their athlete. Please also include a copy of necessary medical insurance cards.
If the parent will be attending the meet and will be responsible for any medical matter regarding their athlete, please provide a signed note to that effect.
Parents/guardians must ensure all emergency contact information in the TU platform is current/updated.
- **TRAVEL DOCUMENTATION:** All athletes need legal government issued / TSA approved ID when travelling by flight. For all international travel, minors are required to have a current passport AND a physical notarized letter, signed by both parents / legal guardians granting permission for the program / coach to transport the minor across the border. Notarized letters MUST be provided to the coach prior to departure from the USA.
- **ROOMING:** If your minor (17 & Under) athlete plans to room with an adult (18 & Over) athlete, please provide express written permission to that effect.



- **CURFEWS:** Curfews and lights out shall be established and strictly enforced by the team staff each day of the trip. This includes the use of personal electronic devices.
- **TEAM PARTICIPATION:** Athletes are expected to remain with the team at all times during the trip. Athletes 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/coaches. When visiting public places such as shopping malls, movie theatres, etc. athletes will stay in groups of no less than three persons.
- **VIOLATIONS OF TRAVEL POLICY / CODE OF CONDUCT:** The attending coach or his/her designee shall make a written report of travel policy or code of conduct violations to the parent or legal guardian of any affected minor athlete.

VIOLATIONS OF THE TRAVEL POLICY WILL NOT BE TOLERATED. PLEASE REVIEW WITH YOUR ATHLETE, SIGN AND RETURN. (One form per athlete attending the travel meet)

MEET: XXXXXX

DATES: XXXXXX

ATHLETE NAME: _____

ATHLETE SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

**BE RESPECTFUL
DEMONSTRATE GREAT TEAM SPIRIT
SWIM TOUGH**