

TFA Code of Conduct

- 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 Texas Ford Aquatics. Athlete behavior must positively reflect the high standards of TFA, as well as North Texas Swimming.

For Consideration:

- A. Failure to comply with the Code and Travel Policies, 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;
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- B. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- C. Swimmers are to refrain from use of inappropriate language.
- D. When visiting public places such as restaurants, shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- E. The Head Coach or his/her designee shall make a written report of travel guardian of any affected minor athlete.

Travel Policies

The following, organized by topic, is a list of additional travel policies.

Safety

- A. Additional guidelines to be established as needed by the coaches and chaperones;
- B. All swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the pool, hotel, restaurant, or any other place which the team has gathered without the permission of a coach or chaperone;
- C. Respect the privacy of each other;
- D. Only use hotel rooms with interior entrances;

- E. All swimmers must wear seatbelts and/or remain seated in vehicles;
- F. No boys allowed in girls rooms; no girls allowed in boys rooms.

Behavior

- A. Each swimmer is reminded that when traveling on trips, competing at meets, and attending other meet-related functions, you are representing both yourself and the TFA program. Your behavior must positively reflect the high standards of yourself and the club;
- B. Be prompt and on time;
- C. Be quiet and respect the rights of teammates and others in hotel;
- D. All swimmers are expected to strictly adhere to the curfew established by the coaches. At curfew, all lights, TVs, and other electronic devices must be turned off. Talking is not permitted after curfew. Cell phones should be set on silent or alarm mode only so as not to disturb your roommates. Any complaint of disturbance in the middle of the night by a cell phone will result in the removal of cell phone privileges for the offender.
- E. No inappropriate computer use, including social media; TFA coaches reserve the right to confiscate swimmer's computers if being used inappropriately or after curfew.
- F. Respect travel vehicles; any damages to vehicles when proved, will cause the offending swimmer(s) to be held accountable for repairs.
- G. Dress to represent TFA. Swimmers should wear team apparel during travel and at all swim-related functions;
- H. Use appropriate behavior in public facilities;
- I. All swimmers must stay in their assigned hotel room;
- J. No boys allowed in girls room; no girls allowed in boys rooms;

Financial

- A. No room service without permission;
- B. No hotel telephone use (unless for emergencies);
- C. No renting of any movies of any kind;
- D. Swimmers will be responsible for all incidental charges;
- E. Swimmers will be responsible for any damages or thievery at the hotel (and/or damage to any facilities);
- F. Must participate in contracted group meals.

General

Parent(s) responsible for getting swimmer(s) to stated departure point and;
Parent(s) responsible for picking up swimmer(s) from the stated arrival point.

Illness, Injury, or other Emergency Situations

In the event that a swimmer falls ill with a condition that is contagious or requires medical attention, becomes injured in a way that requires medical attention, or is otherwise subject to an emergency situation that is beyond the scope of the Team Travel Trip that they are involved in, a Parent or Guardian will be responsible for picking up that swimmer from the Trip, as quickly as possible and at their own expense. TFA Coaches and Chaperones will do everything possible to take care of that swimmer until pick-up, while keeping the health and safety of all attending members of the trip in mind.

CODE OF CONDUCT CONTRACT

Swimmer name (PLEASE PRINT):

I have read and understand the above expectations/rules/special instructions and acknowledge that I am expected to comply with them. Further, I will comply with them as well as other directions given by my trip supervisors and coaches. I will represent Texas Ford Aquatics with the utmost respect and pride.

Swimmer's signature: _____ **Date:** _____

Parent/Guardian name (PLEASE PRINT):

I have read and understand the above expectations/special instructions and acknowledge that my child is expected to comply with them. Further, I have instructed my child to comply with them as well as other directions given by trip supervisors.

I hereby give full consent for my swimmer's cell phone number to be listed in "Group Me" during the duration of the Trip for the sole purpose of communication/announcements. Upon conclusion of the Trip, the "Group Me" will be deactivated.

I hereby give full consent for my swimmer to ride in vans rented and driven by TFA coaching staff.

I also request the above swimmer be allowed to participate in the trip and specifically consent to his/her participation in all events on the TFA Senior Events Calendar.

Parent/Guardian signature: _____

Date: _____

Best available parent phone number:

(_____) _____ - _____

2nd best available parent phone number:

(_____) _____ - _____

Medical Treatment Authorization Form

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either the parents or legal guardians, and it may not be feasible or practical to contact them. **This form must be returned to [redacted] no later than [redacted].** The lead coach will then carry it throughout the trip.

MINOR (ATHLETE) FULL LEGAL NAME:

HOME ADDRESS: _____

DATE OF BIRTH: _____ **GENDER:** FEMALE / MALE (Please circle)

INFORMATION FOR MEDICAL TREATMENT

PHYSICIAN'S NAME AND LOCATION OF PRACTICE:

PHYSICIAN'S PHONE NUMBER: (_____) _____ - _____

MEDICAL INSURER/ HEALTH PLAN: _____

POLICY #: _____

ALLERGIES TO MEDICATIONS:

ALLERGIES (OTHER):

Please note ALL conditions for which the child is currently receiving treatment:

Note any other significant medical information:

TFA – Unaccompanied Athlete Travel Agreement

While TFA coaches or travel team representatives normally accompany athletes on team trips, circumstances may preclude this practice from time to time. Airlines consider children traveling without a parent or legal guardian unaccompanied minors. TFA will follow normal airline policies which permit youth 15 – 17 years of age to travel unaccompanied on non-stop and connecting flights without airline assistance.

This agreement signifies an occasion where an athlete will be flying to a team meet (or event) without the presence of a coach or travel team representative and attests that a conversation has occurred between a TFA athlete and their parent(s) agreeing upon the following:

- 1) Athlete and parent(s) understand that a coach or travel team representative is not available to travel with athlete to a travel destination (and possible return home);
- 2) Athlete understands that s/he is accountable for joining other unaccompanied TFA athletes during travel and jointly reuniting with coach or travel team representative at travel destination at predetermined place and time indicated below;
- 3) Athlete agrees to represent TFA by behaving appropriately and in accordance with airport and airline rules and regulations;
- 4) Athlete and parents agree to hold TFA harmless for airline travel delays or events that alter scheduled travel plans. TFA agrees to have the coach or travel team representative below accountable for working with traveling athletes and airlines to arrange most appropriate means to complete a trip when incidents occur.

Travel Trip To: _____

Meeting Place & Time @ Destination Airport: _____

Travel Trip Coach or Team Representative & Contact Information:

Agreement Signed By Athlete and Parent(s):

Athlete (Printed Name)

Athlete (Signature)

Date

Parent (s) (Signature)

Date

Return this completed form to coach not later than:

Code of Conduct Plan

Coaches:

1. Coaches will sign the TFA Code of Conduct / Travel Policies (Code) at the beginning of each swim year or when they are hired.
2. The Code will be reviewed at least once per competition year, during the first staff meeting in the fall.
3. Each season (SC and LC) there will be a meeting to go over the travel policy and travel procedures with the lead coaches for each trip and the travel committee.
4. Before each trip, the coaches will be asked to review all policies and guidelines for team travel.
5. Coaches must receive and keep a folder of forms for each swimmer that is on a travel trip. This includes a signature that reminds swimmers to abide by the Code.

Head Chaperones:

1. The Head Chaperone will sign the Code for every trip they are assigned to go on.
2. After the Head Chaperone has been assigned – he/she will meet with the appropriate member of the travel committee and lead coach for the trip to review responsibilities.

Chaperones:

1. The chaperones will sign the Code for every trip they are assigned to go on.
2. The Head chaperone will have a meeting and / or communicate with all chaperones as to their duties.

Swimmers:

1. Swimmers will sign the Code **with online registration**.
2. If swimmers go on a travel trip they will receive the Code with the Team Travel Participation Form. The Participation Form has a statement that says the swimmer will abide by the Code and this must be signed and turned in.
3. At the first meeting of the trip the rules must be reviewed.
4. For every travel trip a swimmer goes on Parents and swimmers must sign and turn in the Participation Form.

Parents:

1. Parents will sign the Code **with online registration**.
2. The Code will be available at the Fall practice group parent meetings and coaches will review what is important for the group.
3. The Code will be again handed out with the Part form that swimmer and parents have to sign stating the swimmer will abide by the Code of Conduct.
4. For every travel trip a swimmer goes on Parents and swimmers must sign and turn in the Part Form.

Chaperone:Swimmer Ratio

10 and under team travel will be conducted on a case-by-case basis by invitation only.

11-14 team travel will be conducted with a 1:8 Chaperone:Swimmer ratio.

15-18 (including 13-14 swimmers on senior travel trips) team travel will be conducted with a 1:15 Chaperone:Swimmer ratio.

At no time shall a non-family member sleep in the same bed as an adult chaperone. When doing room checks, two-deep leadership should be observed.

Chaperones and coaches may leave, upon approval, for brief engagements such as shopping trips, coaches meetings, etc. Chaperone:Swimmer ratios must still be maintained during these brief outings.

Lead Coach Responsibilities

1. Assist the Travel Committee in the responsibility of planning and coordinating travel trips.
2. Use the TFA Travel Trip Checklist to ensure consistency, accuracy, and efficiency when planning and coordinating travel trips.
3. Makes the final decisions regarding the travel trip, including the chaperones for the trip and room assignments for swimmers.
4. Selects the Chaperones with the assistance of the Travel Committee and designates a Head Chaperone.
5. The Lead Travel Trip Coach and Head Chaperone communicate the trip plans with the lead bus driver/van drivers at departure.
6. The Lead Travel Trip Coach and Head Chaperone will discuss TFA's expectations of the bus/van drivers for the trip.
7. Ensure that there is a First Aid kit on each bus or van.
8. Submit final accounting to track expenses for each trip.
9. The Lead Travel Trip Coach will verify that all Chaperones have successfully completed USA Swimming non-athlete registration and background checks and have a valid driver's license if they are driving vans / cars. They will also collect the TFA Chaperone Code of Conduct and other documents and items required

Chaperone Responsibilities

Individuals must complete the Chaperone Application Form in order to be considered as a potential chaperone for any travel trip. Travel trip chaperones will be registered with USA Swimming as a non-athlete member and will comply with any requirements or documentation as required and requested by USA Swimming and TFA and have signed the TFA Code of Conduct and Travel Policy.

Chaperones are key to the health, safety and success of swimmers during travel trips. While swimmers are among the finest young people anywhere, they also are typical young people, and they can think of many things to do that are unacceptable. Being a Chaperone means monitoring activities for appropriateness and stepping in when the lines of acceptability are being approached.

1. Chaperones are expected to monitor an entire group, not just their child; should understand that other family members are not included in the trip; shall conduct themselves as adults with the understanding that their primary responsibility is as a chaperone during the trip.
2. Chaperones will be assigned a group of swimmers, and at all times the chaperones must know what the swimmers are doing and where they are. The curfew must be maintained at all times. While swimmers are among the finest young people anywhere, they are also typical young people, and they can think of many things to do that are unacceptable. Chaperoning means monitoring activities and stepping in when the lines of acceptability are being approached.
3. TFA has a Code of Conduct drawn up by parents and coaches; all swimmers are aware of the Code and are expected to adhere to it completely while they are traveling to and from meets and during the meets. Chaperones need to enforce the TFA Code of Conduct and Travel Policy at all times. Chaperones must respond rapidly to bad behavior and handle difficult situations in a positive manner. Chaperones must report any code of conduct violations to the Head Chaperone immediately following the incident.
4. Chaperone assignments, whenever possible, will be made so that chaperones will be able to see their children swim, but chaperones must accept the fact that this may not always be possible.
5. Chaperones must be responsible for the room key and the use of the phone in their rooms. Calls home must be handled through the chaperones. Swimmers are not to take advantage of any hotel services not included in the discounted room rate.
6. Swimmers should be responsible for their own money. Chaperones may hold the money poolside for the sake of security, but chaperones should not be used as "personal bankers" who keep track of all the money that is spent.
7. Chaperones are to report to the head chaperone, not the coaches, and must also be responsible for the needs of the coaches that may arise at any time.
8. Chaperones will need to attend a meeting called by the head chaperone and coach coordinating the trip.
9. Chaperones need to be informed about the meet and travel schedule, and are to help inform the swimmers about the meet and travel schedule.
10. Chaperones may not smoke or consume alcohol at any point during the trip.
11. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.
12. Chaperones will work with Head Chaperone to manage meals in an orderly fashion. This can include collecting money, buying food and dispersing it. Try to help swimmers make good meal choices for a swim meet situation.
13. Chaperones will work with the Head Chaperone assisting with ground or air travel management, if necessary.
14. Chaperones will assist with medications as per TFA policy.
15. Chaperones must maintain a clean hotel area. At checkout, check rooms for anything left behind and for cleanliness.
16. Chaperones will take head counts before all departures.
17. Chaperones will provide assistance with swimmer meals, hotels, and ground travel or air travel management, if necessary.
18. Chaperones will assist with other duties as requested by the coaches or the head chaperone.

Lead Chaperone Responsibilities

Depending on the size of the trip and the number of chaperones, a Lead Chaperone may be designated. In addition to the duties for all chaperones, the Lead Chaperone may be expected to be responsible for the following. In cases where there is no Lead Chaperone, the following duties will be managed by the Chaperones and Lead Coach.

1. Meet with the lead travel trip coach before the trip to discuss the specifics. The Head Chaperone will be the primary contact person for the coach coordinating the trip and the Lead Travel Coach when the trip starts.
2. Serve as the primary contact for the lead bus driver and all van drivers(s) throughout the trip.
3. Contact the Lead Coach to obtain the names of the chaperones.
4. Assist the Travel Trip Coordinators, the Compliance Officer and Coaches in obtaining all forms and signed Code of Conduct and Travel Policy, and return to the travel Committee Chairs.
5. Make a master list of all coach and chaperone cell phone numbers and distribute them to the lead travel coach and chaperones.
6. If driving by car or van research all laws for state(s) the team will be in.
7. Hold a chaperone meeting to review TFA Chaperone Code of Conduct and Travel Policy, USA Swimming Policies and Best Practices, expectations and other meet information regarding the trip. Give TFA Chaperone Guidelines to all chaperones and make sure they understand them.
8. Give chaperones a list of the children they will be responsible for during the trip. Remind chaperones that they are responsible for all children, not just their own.
9. Remind chaperones to take head counts before all departures.
10. Communicate with the lead bus driver at departure-let him know the trip plans and what you expect out of him.
11. Upon arriving at the hotel, the head chaperone will check in and obtain room keys. The head chaperone, with the assistance of chaperones if necessary, will distribute room keys to swimmers.
12. Plan a trip to the grocery store for swimmers if necessary.
13. Arrange wake-up calls at the front desk for morning swimmers.
14. Pay for meals and hotel bills with the TFA check or credit card, and make sure the chaperones have cleared any additional charges to their rooms.
15. Keep accurate receipts of expenditures and give all receipts to the lead travel trip coach.
16. Review and critique the trip with the lead travel trip coach after the team's return and document any suggested improvements for future travel trips.