



Orinda Aquatics Travel Code of Conduct for Chaperones



As a chaperone for Orinda Aquatics, I understand and will comply with following responsibilities and guidelines as set forth by the Coaches and Board of Orinda Aquatics.

1. Chaperones will be Non-Athlete Members of USA Swimming and will have completed the required background check offered by USA Swimming.

- As of January 1, 2019, all non-athlete members who have not previously completed the USA Swimming background check must successfully complete and provide proof of such completion to the Head Coach prior to traveling with the team.

2. By signature on this document, Chaperones will agree to have read, abide by and uphold the following mandatory policies outlined in the 2018 USA Swimming Rulebook (Articles 304, 305, 306 and 307). Documents attached or can be accessed on the USA Swimming website www.usaswimming.org.

3. Chaperones will work with the Head Coach and/or other Coaches traveling with the team to implement the recommended USA Swimming best practices. Specifically:

- **Two-deep Leadership** will be implemented throughout the team trip: One coach member and **at least one Chaperone shall be present at all sanctioned club activities** as part of this team travel whenever at least one athlete is present. This practice includes, but is not limited to: doing room checks, attending team meetings and/or other activities,
- Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
- 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.
- Hotel rooms will be such that:
 - i. Athletes will be paired with other athletes of the same gender and **similar age**.
 - ii. Chaperones and/or coaches will ideally stay in nearby rooms.
 - iii. 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 particular athlete).
- Communications between Chaperones and athletes should not include any topic or language that is sexual or inappropriate in nature.
- Chaperones should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Chaperones should protect their own privacy in similar situations.
- Relationships of a peer-to-peer nature with any athletes should be avoided. For example, Chaperones should avoid sharing their own personal problems with athletes.

- Swimmers are expected 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.
 - When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & under athletes will be accompanied by a chaperone.
4. A 1:6 ratio (one chaperone to every six athletes) will be implemented.
5. Athlete transportation (this consists of driving rental vehicles purchased through Orinda Aquatics. A valid driver's license and proof of car insurance is required.)
- From host city airport to hotel
 - To and From competition pool
 - To and From meals
 - To and From any needed shopping (snacks & water)
 - Any driving unrelated to the Travel Meet must be cleared by the Head Coach
 - Any parking or speeding tickets incurred while driving as a chaperone will be the chaperone's responsibility.
6. Athlete Meals: planning and providing opportunities for the athletes to eat within a reasonable amount of time for each meal.
7. It will be the responsibility of the Chaperone(s) in consultation with the Head Coach / Travel Coach(es) to implement a bedtime curfew and instruct athletes of wake-up times.
8. To enforce the Code of Conduct signed by the athletes.
9. To aid in any medical treatment/assistance if necessary (injury or illness).
10. To give any assistance the coaches may need.
11. Orinda Aquatics attire for travel days is required.
12. The possession or use of alcohol, tobacco products or controlled/illegal substances by any chaperone is prohibited throughout the duration of the trip.
13. Chaperones will refrain from any illegal or inappropriate behavior that would detract from the positive image of Orinda Aquatics.
14. Compensation/Reimbursement: Includes travel-related expenses such as Coach Class airline tickets, hotel accommodations, transportation and team meals.

Meet Name: _____

Travel & Competition Dates: _____

Name _____

Signature _____

Date _____

USA Swimming Articles 304, 305, 306, 307

USA Swimming 2018 Rulebook

ARTICLE 304 CODE OF CONDUCT

304.1 The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2 Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3 The following shall be considered violations of the USA Swimming Code of Conduct: Measures to be adjudicated by the USA Swimming National Board of Review .1 Violation of the right to compete provisions set forth in Article 301.

.2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.3 Violation of any of the Athlete Protection Policies set forth in Article 305.

.4 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions against Retaliation for Good Faith Reporting of Abuse set forth in Article 307.

.5 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for

(i) any felony or

(ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances.

.6 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.7 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.

.8 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.9 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.10 For any USA Swimming member club or coach to knowingly: A allow any person who has been sanctioned with a membership suspension by the Center for SafeSport or USA Swimming to coach or instruct any of its athlete members, B aid or abet coaching or instruction of athletes by any person

who has been sanctioned with a membership suspension by the Center for SafeSport or USA

Swimming or C allow any person who has been sanctioned with a membership suspension by the Center for SafeSport or USA Swimming to have an ownership interest in such USA Swimming club or its related entities. Measures to be adjudicated by the USA Swimming Zone Boards of Review

.11 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.12 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.13 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is: A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or B Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.14 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.

.15 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming. Measure to be adjudicated by the U.S. Anti-Doping Agency

.16 Violation of the anti-doping provisions set forth in 303.3. Measure to be adjudicated by the U.S. Center for SafeSport

.17 Violation of the SafeSport Code. [See page 192 of USA Swimming 2018 Rulebook]

ARTICLE 305 ATHLETE PROTECTION POLICIES

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, and having an athlete sit on a non-family member adult's lap.

305.2 Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present toward any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not) is prohibited.

305.3 Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

305.4 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

305.5 Employees and volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc., who only have limited contact with athletes during a meet. Any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator, or otherwise being on deck at any time in connection with a USA Swimming activity.

305.6 TRAVEL

.1 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.

.2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.

.3 When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.

.4 Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

305.7 Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

305.8 Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

ARTICLE 306 SEXUAL MISCONDUCT REPORTING REQUIREMENTS

306.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in the SafeSport Code for the U.S. Olympic and Paralympic Movement to the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

306.2 Filing a knowingly false allegation of sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

306.3 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

ARTICLE 307 PROHIBITIONS AGAINST RETALIATION FOR GOOD FAITH REPORTING OF ABUSE

307.1 No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.17.

307.2 For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.17 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities or team membership privileges.