



## FOG Swimming Team Travel Policy

Fog Swimming has some groups that travel regularly to swim meets. Fog Swimming has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase swimmer safety and improve the swimmer's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local swim meets or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### **Local Travel**

Local travel occurs when Fog Swimming does not sponsor, coordinate, or arrange for travel. It can be overnight travel.

Swimmers and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor swimmer maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

The employees, coaches, and/or volunteers of FOG Swimming, who are not also acting as a parent, should not drive alone with an unrelated minor swimmer and should only drive with at least two swimmers or another adult at all times, unless otherwise agreed to in writing by the minor swimmer's parent.

Where an employee, coach and/or volunteer is involved in an unrelated minor swimmer's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated swimmer, by, e.g., picking up or dropping off the swimmers in groups. In any case where an employee, coach and/or volunteer is involved in the swimmer's local travel, a parental release should be obtained in advance.

Employees, coaches, and volunteers who are also a swimmer's parent or guardian may provide shared transportation for any swimmer(s) if they pick up their swimmer first and drop off their swimmer last in any shared or carpool travel arrangement.

It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of FOG Swimming to drive alone with an unrelated minor swimmer. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

## **Team Travel**

Team travel is overnight travel that occurs when Fog Swimming coordinates or arranges for travel so that swimmers can compete nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the swimmers.

When possible, Fog Swimming will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within Fog Swimming. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Fog Swimming will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. Fog Swimming will make efforts to provide adequate supervision through coaches and other adult chaperones.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor swimmer (unless the coach is the parent, guardian or sibling of the swimmer).

Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the swimmers. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.

Swimmers should share rooms with other swimmers of the same gender, with the appropriate number of swimmers assigned per room depending on accommodations.

The coach will establish a curfew by when all swimmers must be in their hotel rooms or in a supervised location.

Individual meetings between a swimmer and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

If disciplinary action against a swimmer is required while the swimmer is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

In all cases involving travel, parents have the right to transport their minor swimmer and have the minor swimmer stay in their hotel room.

During team travel, coaches, team personnel and chaperones will help swimmers, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

Prior to any travel, coaches will endeavor to make swimmers and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the swimmers for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting of Fog Swimming prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing.

Participants, employees or volunteers of Fog Swimming may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Swimming SafeSport Policies. Reports of any actual or suspected violations, you may email USA Swimming Safe Sport at <https://uscenterforsafesport.org/report-a-concern/> or may call 1-833 – 587 – 7233.

### **Code of Conduct**

Team members will display proper respect and sportsmanship toward coaches, officials, administrator, teammates, fellow competitors and the public at all time.

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.

The possession or use of alcohol or tobacco products by any athlete is prohibited.

The possession, use or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.

Team members are reminded that when competing in swim meets, traveling on trips and attending other club-related functions, they are representing both themselves and FOG Swimming. Athlete behavior must positively reflect the high standards of the club.