

Pacific Northwest Swimming Rules and Procedures	PNS Team Travel Policy
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- a. The direction & decision of LSC Staff are final while on the trip and additional guidelines may be established by the LSC staff. The well-being and needs of the team will come first during the trip.
- b. Pacific Northwest Swimming travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (305.5.4)
- c. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check and Athlete Protection Training. (305.5.2)
- d. Athletes are expected to be prompt and on time for arrival and departure times to and from the hotel and pool.
- e. Regardless of gender, coaches, chaperones and team managers shall not share a hotel room or other sleeping arrangement with an athlete. (305.5.1)
- f. 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)
- g. Curfews will be established and adhered to during the trip.
- h. Attendance is required at all team functions, which include, but are not limited to: meetings, practices, exhibitions, meals, press conferences, and competitions unless otherwise excused or instructed by the Head Coach, the Team Manager, the Age Group Vice Chair, or designated person in charge of the team. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, restaurant, or any other place at which the team has gathered without the permission/knowledge of the LSC Staff.
- i. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons for athletes 13&O. 12 & under athletes will be accompanied by a coach/chaperone.
- j. Athletes need prior approval from Head Coach, Team Manager or person designated by the Head Coach or Team Manager to be in the room of another athlete. Athletes are not allowed in a room designated for athletes that compete as a different gender. The hallway door will be left wide open so the interior of the room can be viewed from the hallway when athlete(s) from another assigned room is on an approved visit.
- k. Supervised team room for 10&U athletes may be provided for relaxation and recreation that will be monitored by two LSC staff.
- l. When booking hotel accommodations, rooms with interior entrances will be used when possible.
- m. During overnight team travel athletes will be paired with other athletes competing as the same gender and of similar age. Coaches, chaperones and team managers will stay in nearby rooms.
- n. When doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

- o. Uniform requirements established for the trip will be followed. All athletes will stay in rooms with other athletes, no swimmer may reside or board with their parents, whether acting as a chaperone or not. Exception: 10 & under athlete(s) traveling with their parent or an assigned adult.
- p. The LSC staff will develop a cell phone and technology guidelines for each trip. Said guidelines will be explained to athletes before or at the beginning of each trip.
- q. Athletes are not permitted to order room service without permission from the LSC staff. Athletes will be responsible for any incidental charges to their room that is incurred during trip. Athletes will be responsible for any damage or theft that occurs at the hotel.
- r. The LSC may utilize rental vehicles to transport athletes between venues. When athletes are present in the van there must be two LSC Staff in the vehicle. If two adults are not available to make a trip between the hotel and pool at least 2 athletes will be required to make the trip in the vehicle with the LSC staff member. All occupants must wear seat belts and remain seated in the vehicle.
- s. Be quiet and respect the rights and possessions of teammates and others in hotel. No athlete shall touch the belongings of another athlete unless given personal invitation to do so by the owner. Responsibility for damages to possessions shall be assumed by the athletes involved.
- t. The Head coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate LSC leadership and the parent or legal guardian of any affected minor athlete.
- u. LSC staff will obtain a signed Liability Release and/or Indemnification Form for each athlete along with a signed Medical Consent or Authorization to Treat Form for each athlete

Swimmer's Name (print name)	Swimmer's signature	Date
Parent/Guardian's Name (print name)	Parent/Guardian Signature	Date
Coach's Name (print name)	Coach's Signature	Date