



SMRT Team Travel Policy

All Athletes must sign the travel policy (this document) to participate in Team Travel.

By signing this travel policy, participants agree to the following rules and policies:

- 1) When only one athlete and one coach travel to a competition, the athlete must have written permission from his or her parents/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip. (USA swimming, rule 305.5.3)
- 2) Athletes, parents, coaches, and other adults traveling with a club must sign that club's travel policies. (Required by the USA swimming rulebook, rule 305.5.4)
- 3) In the event of any violations of the travel code, Code of Conduct (article 304), or USA Swimming Athlete Protection Policies (article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- 4) The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.

Chaperones

- 5) A chaperone (also called team manager) is an adult (21 years of age or older) who is not also a coach.
- 6) Chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming. Rule 305.5.2)
- 7) The use of alcoholic beverages by chaperones is prohibited.
- 8) Chaperones are required to report any violation of the rules to coaches. Chaperones cannot use discretion in deciding when to report violations.

Two-Deep Leadership

Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.

- 9) When doing room checks, attending team meetings and/or other activities, coaches and chaperones must maintain two-deep leadership.
- 10) When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" on another team to facilitate two-deep leadership.

Code of Conduct / Honor Code

- 11) Swimmers and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public at all times.

- 12) All swimmers are expected to follow instructions of the coaching staff and chaperones.
- 13) Swimmers are to adhere to all of the Swim Meet Procedures.
- 14) Swimmers' bags and belongings are subject to inspection by chaperones at any time.
- 15) The possession or use of alcohol, tobacco products, illegal drugs, non-prescribed drugs and/or the improper use of prescription and OTC drugs is prohibited.
- 16) Team members will be required to attend all team meetings, training sessions and events unless excused by the coach in charge.
- 17) Team members will refrain from illegal and/or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- 18) Team members are to refrain from inappropriate physical contact at team activities and events.
- 19) Team members are to refrain from use of inappropriate language.
- 20) Unacceptable behavior will not be tolerated, including but not limited to, the following: a. Any act to be an offense under federal, state or local laws. b. Gross misconduct (i.e., inappropriate horseplay, theft, fighting, etc.). c. Willful destruction of property (including that caused by horseplay or fighting).
- 21) Team members will adhere to any other restrictions and rules set forth by the coach-in-charge in concurrence with the coaching staff and chaperones.
- 22) All swimmers must stay with the team at all times. Leaving the group or premises where the team is staying or visiting is prohibited.
- 23) Team members are prohibited from possessing and using video equipment while on the trip; this does not include still photography.
- 24) The possession of cell phones and/or any similar electronic device permitting two-way communication is prohibited by any athlete during the entire duration of the trip, unless athletes are given permission.
- 25) Team members are responsible for their own money.

Conduct within Dorms

- 26) 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). (Required by USA swimming rule 305.5.1.)
- 27) Visitation by any members of the opposite sex in the hotel room is prohibited unless a chaperone and/or coach is present.
- 28) When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone's permission is required.
- 29) During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- 30) For overnight travel, chaperones shall stay in nearby rooms.
- 31) Swimmers are responsible for their own wake up calls.
- 32) Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet. Any swimmer who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.
- 33) Swimmers should not go into the halls or lobby unless they are dressed appropriately.
- 34) Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip.
- 35) Unauthorized room charges are prohibited (e.g., movies, long distance calls, room service, etc.).

36) Any damages, excessive mess, or loss incurred at a hotel will be the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.

Transportation and Public Places

37) 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 and chaperone.

38) When visiting public places such as shopping malls or movie theatres, swimmers must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.

39) 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.

Disciplinary Action

Failure to comply with the code of conduct may result in, but is not necessarily limited to, either or all of the following actions:

- a) Upon notification of any violation of the Code of Conduct, a review committee, consisting of the coaching staff and chaperones, shall promptly investigate circumstances of the violation, shall notify the individual(s) charged, and shall conduct an informal hearing on the evidence.
- b) The review committee shall then promptly determine what disciplinary action shall be taken. Failure to comply with the policies as set forth in this document will result in disciplinary action. Such discipline may include, but may not be limited to:
- c) Swimmer(s) may be prohibited from participating in any or all team activities;
- d) Disqualification from one or more events
- e) Disqualification from future team travel meets
- f) Swimmer(s) may be dismissed from the trip and immediately be sent home;
*In the case where swimmer(s) are sent home, the swimmer(s)' parents/guardians are responsible for all travel arrangements and associated costs. It will be the responsibility of the parents/guardians to make the earliest travel arrangements possible.
- g) Swimmer(s) may be recommended for dismissal from the team.
- h) Proceedings for a SC Swimming and/or USA Swimming National Board of Review.

Athlete's Signature: _____ Date: _____

Athlete's Name (Printed): _____

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Name (Printed): _____