

## **TIDE SWIM TEAM**

### **Team Travel Policy**

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require clubs to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club. Travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club.

TIDE attended swim meets will either be ***non-team travel meets*** (parents are responsible for all aspects of their swimmer's travel) or ***team travel meets*** (team will be responsible for arranging all aspects of travel and providing chaperones for the trip).

#### ***Non-Team Travel Meets***

*These are the majority of our meets. The club will choose a host hotel for a meet and negotiate a team room rate. Parents/swimmers have the option of staying at this hotel.*

*Parents or guardians are responsible for providing transportation, lodging, meals, medical, and other needs for their swimmer. If a parent is unable to attend the meet with their child they must arrange (in advance) for a responsible guardian to be in charge of their child at all times at the meet. This guardian can be another parent or adult however, it should not be a TIDE coach. A child is defined as a swimmer under the age of 18.*

*It is recommended that parents send a signed medical waiver and provide financial support for their swimmer's expenses.*

#### ***Team Travel Meets***

*Team travel meets are away meets attended by swimmers, coaches, and adult chaperones who are traveling, dining, and lodging as a team. Team travel meets will strive to bring one chaperone for every 8-14 swimmers on a trip. Chaperones, under the direction of the lead coach of the meet, will be responsible for the care of all athletes on the trip including meals, curfew enforcement, transportation, and any other issues that may arise. Coaches will be responsible for all meet related aspects of the trip including meet administration and coaching.*

### **TIDE Team Travel Policy & Requirements**

Parents are welcome to attend the team travel meets as spectators; however, they must provide their own transportation, lodging, and meals. Furthermore, parents and others who are spectators are asked to provide distance from their swimmers allowing them to remain and bond with their teammates and coaches during the trip uninterrupted.

The following requirements apply to ALL meets designated as Team Travel Meets:

- 1) Only swimmers ages 11 and older will be permitted to travel with the team to meets, with the final decision as to which practice groups participate in team travel left up to the discretion of the coaching staff.

- 2) All swimmers must abide by the rules for team travel. No alternate accommodations will be given to anyone at any time.
- 3) All travel must be done with the team. Swimmers cannot receive transportation to a meet from their parents. They must travel with the team.
- 4) When swimmers are given permission to travel home from the meet with their parents, they may do so ONLY after the final swim for the team has been completed for the entire meet.
- 5) Swimmers must stay with the team at all times. No one will be given permission to miss a team meal or leave the team hotel (or the pool) for any reason other than to participate at the meet or an emergency situation.
- 6) All swimmers must abide by the team rules and travel code of conduct. Swimmers in violation of any team rules or the travel code of conduct will be issued what the coaching staff deems to be the appropriate punishment. THIS MAY INCLUDE IMMEDIATE DISMISSAL FROM THE MEET AT THE EXPENSE OF THAT SWIMMER'S PARENTS/GUARDIANS.
- 7) All coaches and chaperones must abide by the travel chaperone guidelines and code of conduct.
- 8) All swimmers must abide by the team uniform policy at all times as determined by the lead coach of the meet.
- 9) Swimmers of families whose team accounts are delinquent in any way will not be permitted to attend meets designated as team travel.
- 10) If a swimmer, parent, or guardian is unable or unwilling to abide by ANY of the requirements of or for team travel, the swimmer will not be permitted to attend the meet in any capacity, i.e., you cannot travel on your own to a meet designated team travel and swim as a member of TIDE to avoid Team Travel Requirements.

### **Other Travel Requirements**

To be eligible for TIDE Team Travel at different levels, swimmers must demonstrate dedication to their swimming and the team in a number of different ways as defined by the TIDE head coach.

### **Detailed Team Travel Rules**

- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- 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.
- During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 11 or older, chaperones and/or team managers would ideally stay in nearby rooms.
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes' rooms and no female athletes in male athletes' rooms

- (unless the other athlete is a sibling or spouse of that particular athlete).
- A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- Chaperones or meet lead coaches should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- Chaperones or meet lead coaches should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- Curfews shall be established by the lead coach of the meet or chaperone each day of the trip.
- Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, and meet sessions unless otherwise excused or instructed by the lead coach of the meet or his/her designee.
- The directions and decisions of coaches and chaperones are final.
- 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 and knowledge of a coach or chaperone.
- When visiting public places such as shopping malls or movie theaters, swimmers will stay in groups of no less than three persons.
- The lead coach of the meet or his/her designee shall make a written report of travel policy or code of conduct violations.

### **Other Policies to Consider**

The following, organized by topic, is a list of additional travel policies to consider. TIDE may utilize some of these policies based on the lead coach's preferences, specific meets, and swimmer needs.

#### *Safety*

- Additional guidelines to be established as needed by the coaches
- Supervised team room provided for relaxation and recreation
- Respect the privacy of each other
- Only use hotel rooms with interior entrances
- Must wear seat belts and remain seated in vehicles

#### *Behavior*

- Be quiet and respect the rights of teammates and others in hotel
- Be prompt and on time
- Develop cell phone usage guidelines
- Develop computer use guidelines including social media
- Respect travel vehicles. Leave them clean!
- Establish travel dress code
- Use appropriate behavior in public facilities. Represent TIDE well at all times
- Establish two different curfews – in own rooms and lights out
- Must stay in assigned hotel room
- Needs and well being of the team come first

#### *Financial*

- No room service without permission
- Swimmers responsible for all incidental charges

- Swimmers responsible for any damages or thievery at hotel
- Must participate in contracted group meals
- Communicate travel reimbursement information and policies
- The cost of the coaches and chaperones is divided equally among the swimmers in the group and included in the total cost of the trip

*General*

- Establish trip eligibility requirements
- Parent(s) responsible for getting swimmer(s) to stated departure and pickup locations
- Requirements for families to attend "Team Travel Meets"

## **Guidelines and Best Practices for TIDE Team Travel and Chaperones**

1. Ratio of 14 (or fewer) athletes to every 1 chaperone (the ratio in a 15-passenger van). In the case where there are not enough designated chaperones to accomplish this ratio, the coaches who are part of the team travel will also act as chaperones, with the exception that a coach should not drive a van with no additional chaperone.
2. At least one female chaperone (or coach) should attend.
3. A coach should not be alone with an individual athlete (regardless of age) at any time.
4. Before each trip, all chaperones will meet with the coach in charge to discuss the trip.
5. Chaperones will be helpful and flexible with the intent of helping our athletes to have a successful trip.
6. Chaperones will be expected to carry the emergency forms for all athletes in attendance.
7. Chaperones will be responsible for carrying basic first aid supplies and feminine needs.
8. Chaperones will be provided with a rooming list before arrival at the hotel and will be responsible for distributing keys upon arrival at the hotel.
9. Chaperones are responsible for making sure all athletes are accounted for before driving to or from any destination.
10. If they are driving team vans, chaperones will take the athletes grocery shopping (if time allows). If the trip involves bus travel this will need to be arranged with the bus drivers by the team travel coordinator and be part of their schedule for the trip.
11. Chaperones will drive the athletes to and from the hotel with the exception of travel that includes chartered buses.
12. Meals will be planned and ordered by the team travel coordinator when required.  
Chaperones should be prepared to accept delivery of team meals as well as to set up or distribute meals to athletes.
13. For smaller trips without catered team meals, chaperones will make arrangements for lunch and dinner for the athletes. This typically involves identifying a restaurant where order pickup is available. Chaperones will facilitate ordering and pick up meals for distribution to athletes at the hotel.
14. Chaperones, with assistance from coaches, will ensure that the athletes are behaving according to the TIDE travel code of conduct.
15. Chaperones will make a bed check at time agreed upon with the coach in charge.
16. Chaperones will keep the coach in charge informed of any incidents that may occur.  
Disciplinary action will ultimately be decided and enforced by the coach in charge.
17. Chaperone travel (air or ground), lodging, and per diem will be paid by the athletes who are attending the team travel meet. Should a chaperone purchase team food or supplies with personal funds, a receipt for such expenses should be scanned and emailed to the team accountant for later reimbursement.
18. Same sex or married chaperones may share a room.

## TIDE SWIMMING

### ***Medical Release Form for TIDE Team Travel***

I, \_\_\_\_\_ (parent), give permission for \_\_\_\_\_ (athlete) to travel to out of town swim competitions with Tide Swim Team. In the unlikely event that my child will require medical attention, adult supervisors, coaches, or parents associated with Tide Swim Team have my permission to have my child treated in an appropriate way by qualified medical personnel.

Date: \_\_\_\_\_ Limitations (if any): \_\_\_\_\_

Signature (Parent or Legal Guardian): \_\_\_\_\_

Printed Name of Parent or Legal Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### ***Minor's Medical and Physician Information***

Athlete's DOB: \_\_\_\_\_ Last Tetanus Booster: \_\_\_\_\_

Known allergies to Drugs or Foods: \_\_\_\_\_

\_\_\_\_\_

Special Medical or Other Information: \_\_\_\_\_

\_\_\_\_\_

Present Medication(s): \_\_\_\_\_

\_\_\_\_\_

Athlete's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

(Military only)

Sponsor's Name \_\_\_\_\_ Tricare Standard? ( Y / N ) Tricare Prime? ( Y / N )