

Wave Aquatics Travel Policy

1. The **Wave Travel Policy** and the **Wave Code of Conduct** forms must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
2. Coaches, team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
3. Regardless of gender, no coach shall share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, or sibling, of that particular athlete).
4. 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.
5. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments must be maintained.
6. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless written prior parental permission is obtained.
7. Only coaches, chaperones and swimmers may ride in the team vehicle(s) or be in the team's hotel rooms at any time.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. If no parents are present on the trip, the coaches or chaperones must stay in the same hotel with a list of who is staying in what room, and any needed contact information (athlete's cell phone, parent's cell phone, email, etc.) must be made available.
9. 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.
10. Curfews shall be established by the coach or each day of the trip. Curfew means lights out, all electronics are off, and athletes are in bed attempting to sleep.
11. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
12. The directions & decisions of coaches/chaperones are final.
13. 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.
14. When visiting public places such as shopping malls, movie theatres, etc. all swimmers will stay in groups of no less than three persons and have their cell phones with them. 12 & Under athletes must be accompanied by a chaperone, parent or coach.

15. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club leadership and the parent or legal guardian of any affected minor athlete.
16. Swimmers and coaches are expected to wear team gear (shirts, sweats, etc.) while on the trip.
17. Hotel rooms and rental vehicles are to be kept clean and free of trash or litter. Swimmers are expected to clean up after themselves. Any damages or fees that occur to either the hotel rooms or rental vehicles due to the swimmers actions will be charged to the swimmers and their families.
18. At restaurants, swimmers must be respectful to the wait staff and other patrons, and leave a 15% tip in addition to paying for their portion of the meal.
19. Chaperones and coaches are not to have any alcoholic beverages at any point during a team travel trip.
20. In the event of an athlete becoming too sick to participate in the meet and other activities, the coach in charge may elect to contact the parents about sending the swimmer home early if they are unable to supervise the swimmer, or if there is concern of getting the other members of the team sick.
21. Any swimmer traveling to a meet designated as a "Team Travel Event" will be responsible for contributing 10% of the Coaches travel costs. If more than 10 athletes travel, the total of the Coaches travel costs will be divided equally by all of the meet participants.
22. The coaching staff can send either chaperones or swimmers home at their own cost at any time if they are found in violation of either the **Wave Travel Policy** or the **Wave Code of Conduct**.

Athlete's Name: _____

Athlete's Signature: _____

Athlete's Cell Phone #: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Cell Phone #: _____

Wave Aquatics Team Travel Commitment and Billing Policy

1. The cost of travel varies dramatically from meet to meet. To make the cost of travel more predictable for families Wave Aquatics will apply the following standard billing rates and policies to Team Travel.
 - A. Travel to Any Meet via Plane. Swimmers will be billed for airfare, a prorated share of other transportation cost, hotel and meals. Hotel and meals will be billed at a standard rate of \$100/night. Unless approved in advance by coaching staff, Wave Aquatics will book airfare for swimmers.
 - B. Team Travel Meet via Bus or Van. Swimmers will be billed for a prorated share of bus or van, hotel and meals. Hotel and meals will be billed at a standard rate of \$100/night. The prorated share of transportation cost will not exceed \$250 per swimmer.
 - C. Championship Meet via Bus or Van. Swimmers will be billed for a prorated share of bus or van, hotel and meals. Hotel and meals will be billed at a standard rate of \$100/night. The prorated share of transportation cost will not exceed \$125 per swimmer.
 - D. Entertainment during a travel meet such as movie tickets, amusement park tickets, etc. will be added to standard cost of travel.
2. Coaches will provide an estimated cost of travel, and the deposit required to secure a travel reservation, in advance of the travel commitment date. The deposit required will not exceed \$200.
3. The travel deposit will be invoiced on the first of the month following the travel commitment date. The remaining travel cost will be invoiced on the first of the month following team travel. Please do not give your travel deposit or other payment to a coach.
4. After a swimmer has committed to a travel meet, if circumstances render that athlete unable to attend due to illness or injury, the transportation (air or bus) costs and meet entry fees are still the responsibility of the family.
5. Accounts must be in good standing before committing to a travel meet.