

# HSSB Team Travel Policy

**Purpose:** The purpose of this policy is to provide guidelines and safety procedures when athletes are traveling as a team away from their families and in an unfamiliar area. Athletes are vulnerable to misconduct during these trips more than ever and must be protected.

## Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. 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). (305.5.A)
- d. 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. (305.5C)

## Section 2- Our Policies

- a. Open door policy and two-deep leadership will be used for all team meetings, activities and room checks.
- b. When riding with a coach, another adult of the same gender as the athlete should be present, unless prior permission has been given from that family.
- c. When an overnight stay is needed, pairing of athletes should be of the same gender and similar age.
- d. If the travel is just one coach and one athlete, a "buddy" should attempt to be established (i.e. a coach or an athlete from another team).
- e. There should be no male athletes in female athletes rooms and vice versa, unless parents are present.
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Curfews shall be established by the coach.

- h. 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.
- i. Swimmers must stay with the team at all times during team travel. There will be no leaving the meet venue or hotel on one's own.
- j. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

### **Section 3 - Other Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

#### **Safety**

- a. Keep yourself out of trouble
- b. Keep your hotel doors open
- c. Respect others' privacy
- d. Wear your seat belt

#### **Behavior**

- a. Be respectful and quiet to others staying at the hotel
- b. Be on time
- c. Don't ruin the team travel vehicle
- d. Act appropriately in public
- e. Curfews
- f. Stay in assigned hotel room

#### **Financial**

- a. Don't order room service
- b. Swimmers are responsible for any damage caused in hotel room
- c. Travel reimbursement information and policy will be communicated if applicable

#### **General**

- a. All team travel needs to be fair in terms of eligibility. This will be determined by meet location and number of athletes attending.
- b. There are no current requirements for attending team travel events, but some may be established in the future.

### **Code of Conduct / Honor Code**

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

**Required from USA Swimming:** All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

### **Additionally:**

- a. Respect will be displayed at all times.
- b. The possession or use of alcohol or tobacco is prohibited.
- c. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden
- d. No deck changing
- e. Remember you are representing HSSB everywhere you are from in the water to bac at the hotel. Think of this before you make every decision.
- f. NO INAPPROPRIATE PHYSICAL CONTACT
- g. Failure to comply with Team Travel Policy may result in dismissal from further team travel events, financial penalties, dismissal from the team, possible consequences from the LSC or USA Swimming.