

## **Team Travel Policy for Sun Prairie Swim, Inc.**

**Approved: 04/28/20**

### **Objective:**

Sun Prairie Swim, Inc. (SPS) encourages its members to take advantage of swim travel opportunities. We believe that this provides our Minor Athletes with a competitive, bonding experience. The purpose of SPS policy for travel is to ensure appropriate management of the Minor Athletes, reduce the risk of potential misconduct or abuse, and ensure a safe and fun environment for the Minor Athletes, coaches and the team. Adherence to these travel policies shall increase Minor Athlete safety and improve the Minor Athlete's experience, while keeping travel a fun and enjoyable experience. This policy is to be used in conjunction with the Minor Abuse Prevention and Locker Room Policy as well as all other SPS policies.

### **This policy applies to Athletes, Minor Athletes, Parents and Guardians of SPS.**

#### **This policy applies to all "Applicable Adults" as defined by USA Center for Safe Sports:**

1. All USA Swimming non-Minor Minor Athlete members and adult Minor Minor Athlete members;
2. Participating non-members (e.g., meet marshals, meet computer operators, timers, chaperones, etc.);
3. SPS adult staff and board members; and
4. Any other adult authorized to have regular contact with or authority over minor Minor Athletes.

### **Travel with Families**

1. In travel events when the families are responsible for transporting their children to and from the meet, the parents/guardians are responsible for their Minor Athlete's travel, dining, coordination and discipline of their Minor Athletes as well as other regular, daily needs. The coach will coach their swim, but the parent is otherwise supervising their Minor Athlete(s).
  - a. The parents and guardians shall ensure Minor Athletes are behaving in accordance with SPS policies at all times including the swim meet, any events, restaurants hotels or otherwise where the Minor Athlete/team participate.
  - b. Parents and guardians are expected to behave in accordance with SPS Policies and be appropriate representatives of the organization at all times.
  - c. Parents and guardians are expected to help Minor Athletes, coaches and team personnel adhere to policy guidelines, including, without limitation, the Team Travel Policy, Locker Room Policy and Reporting Policy.

## Travel with SPS Teams

There will be circumstances in which the team will travel without the parents/guardians of the Minor Athletes. The following policies shall be followed to ensure the trip is safe and fun. Prior to any travel, coaches shall endeavor to make Minor Athletes and parents aware of all expectations and rules.

1. Club travel plans must be presented to the Board and approved before any plans may be made with Minor Athletes, parents, organizations/meet organizers, hotels, etc. Any deviations to the scheduled plan after approval must be re-submitted to the board before departure.
  - a. For each trip, the team shall provide written documentation to the parents of the expectations of Minor Athletes, the travel itineraries, sleeping arrangements, and contact information of chaperones before departure.
  - b. In the event travel plans must be altered due to acts of God or other unforeseeable situations, all available coaches and chaperones shall convene to address the situation and vote on the best plan of action to proceed. Majority vote prevails. Board President/Parents/Chaperones will be notified of the decision as soon as possible after.
2. Coaches and chaperones must be members of USA Swimming, have successfully passed a USA Swimming-administered criminal background check, and have completed USA Swimming Safe Sport Minor Athlete Protection Training.
3. The Athlete Code of Conduct must be signed by the Athlete, Minor Athlete and his/her parent/guardian and submitted with the travel permission forms. All Athletes are expected to follow this Code of Conduct, and all SPS Policies. Failure to do so may result in disciplinary action, including the Athletes will be sent home at the parent/guardian's expense.
4. If the athlete is a minor, the parent/guardian must fill out the Storm Team Travel Permission Form for the Minor Athlete in accordance with the event. Chaperones and Coaches will carry these forms with them at all times.
5. Travel shall require a minimum of two chaperones. The exact chaperone to Minor Athlete ratios shall be set by the Board as part of the travel planning. The goal shall be to match the proportion of male/female chaperones to the proportion of male/female Minor Athletes attending. Coaching staff, bus drivers or other employees **shall not be counted** as a chaperone when attending meets. Chaperones shall carry travel documents/schedules, emergency contact information, and first aid/safety kits, at all times. Chaperones shall manage medications for Minor Athletes as pre-approved by parents/guardians and in writing in the applicable forms, and shall not deviate from that written schedule absent a new written schedule from the minor athlete's parent/guardian.
6. When only one Minor Athlete attends a competition, the Minor Athlete must have his/her parent/guardian accompany the Minor Athlete. That parent/guardian shall be responsible for their activities. A Minor Athlete cannot travel alone with a coach.
7. Applicable Adults, including coaches, must not ride in a vehicle alone with an unrelated Minor Athlete, absent emergency circumstances, and must always have at least two Minor

Athletes or another adult in the vehicle, unless otherwise agreed to in writing by the Minor Athlete's parent/guardian. One of the adults shall be the same gender as the Minor Athlete.

8. Parents/guardians should pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

9. Team Managers, Chaperones or Applicable Adults who travel with the club must be USA Swimming members in good standing.

10. Minor Athletes traveling are to be paired with other Minor Athletes of similar age for use of the "buddy system." Minor Athletes are expected to be with their buddy and watch out for each other. They are expected to stay together as much as is possible/reasonable.

11. Minor Athletes shall be given chaperone's contact information prior to any Minor Athlete being released from direct contact with the chaperone. Chaperones and Applicable Adults shall collect/maintain the Minor Athletes' cell phone numbers through the duration of the event.

12. If Minor Athletes are age 10 and under must be accompanied by a parent/guardian for all travel. This includes team overnight travel events.

13. If Minor Athletes are age 11 and over, chaperones, team managers and other Applicable Adults shall stay in nearby rooms. Minor Athletes should be paired to share hotel rooms or other sleeping arrangements with other Minor Athletes of the same gender and of similar age, with no more than 2 years separation between Minor Athletes.

14. Regardless of gender, a coach, chaperone or Applicable Adult shall not share a hotel room or other sleeping arrangement with an unrelated Minor Athlete or unless pre-approved in writing by the Minor Athlete's parent/legal guardian.

15. First floor hotel rooms should be avoided if possible and the chaperones/Applicable Adults should request all hotel rooms are in the same area.

16. To ensure the propriety of the Minor Athletes and to protect the staff, there shall be no male Minor Athletes in female Minor Athlete's rooms and no female Minor Athletes in male Minor Athlete's rooms (unless the other Minor Athlete is a sibling or spouse of that particular Minor Athlete).

17. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of the Minor Athlete Abuse Prevention Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location. The team may reserve a separate space for adults and Minor Athletes to socialize. Hotel rooms shall not be used for socializing.

18. During team travel, when doing room checks two-deep Applicable Adults should be present and observable, interruptible environments must be maintained. Chaperones shall not enter rooms unless there is an emergency.

19. Curfews shall be established by the coaches/chaperones each day of the trip. When the chaperones do a final room check, Minor Athletes are expected to stay in their rooms and go to sleep. Minor Athletes that leave their rooms after the chaperones final room check shall be subjected to discipline up to and including being sent home at the parent/guardian's expense, or other discipline as deemed appropriate by the coach, chaperones, and team policy.

20. Minor Athletes and chaperones are expected to remain with the team at all times and shall attend all team functions including meetings, practices, meals, events, meet sessions, etc. unless otherwise excused or instructed by the head coach or chaperone as outlined below.

21. Minor Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the written permission/knowledge of the coach or chaperone. Only parents/guardians or other responsible adults with expressed written permission from parents/guardians shall be allowed to remove an Minor Athlete from said team events/locations. Written sign out and sign in required.
22. In the event an Minor Athlete becomes ill or otherwise needs to be separated from the rest of the team, a chaperone will accompany the Minor Athlete. In the event of illness or injury when the Minor Athlete can no longer participate in the travel plans, it shall be the parent/guardian's responsibility to get/take the Minor Athlete home.
23. When visiting public places such as shopping malls, amusement parks, movie theatres, etc. Minor Athletes shall stay in groups of two or more people, as designated by a chaperone. They shall not separate from their group.
24. At no time while on the trip shall any athlete, coach or chaperone be under the influence of alcohol, drugs or inhaled substances including marijuana and tobacco. Taking medication, as prescribed, is expected.
25. If disciplinary action is required while the Minor Athlete is traveling without his/her parents, then except where immediate action is necessary, parent/guardian shall be notified before any action is taken or immediately after the action. Disciplinary action may include the athlete being sent home/brought home at the parent/guardian's expense.
26. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the Board and the parent/guardian of any affected Minor Athlete.
27. SPS prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, discrimination and hazing as described in the SPS Policies. This policy is in effect at all times, including travel situations.
28. Any requests for variants or exceptions to this policy shall be reviewed by the SPS Board in advance, except in an emergency.
  - In the event of an Emergency, the chaperone and/or coach shall:
    - a. Call 911 or instruct another to do so;
    - b. Notify another chaperone of the emergency and keep that chaperone updated;
    - c. Administer assistance to the best of their ability;
    - d. Stay with the Minor Athlete until emergency personnel (law enforcement, EMT, medical providers, etc.) are able to take over;
    - e. Document the situation as soon as possible when it is over and present written documents to the Board upon return.

During team travel, coaches, team personnel and chaperones shall help Athletes, coaches and team personnel adhere to all SPS policy guidelines, including, without limitation, the SPS Travel Policy, Locker Room Policy, Minor Athlete Abuse Prevention Policy, Anti-Bullying and Reporting Policy.

Anyone violating this policy shall be subject to SPS disciplinary action and legal referral, if applicable. Any persons violating the policy may be subject to penalties pursuant to state/federal law. All SPS coaches, parents, guardians, board members and meet personnel shall be

responsible for enforcing this policy. This policy will be summarized included in the SPS handbook. Each parent/guardian is expected to read and know the handbook.

***Sun Prairie Swim, Inc. Travel Information Form***

Activity	
Date(s)	

<b>Minor Athlete INFORMATION:</b>			
Last Name	First Name	Middle Initial	Nickname
Street Address		City	State/ZIP
Minor Athlete's Cell Phone Number	Minor Athlete's Date of Birth	Minor Athlete's Age	
Minor Athlete's Insurance Company Please attach a copy of insurance card—front and back.	Policy Number		

<b>PARENT INFORMATION (please fill out for both parents): (or other Emergency Contact)</b>			
Parent #1 Last Name	First Name	Cell Phone	Alternate Phone
Street Address (if different from Minor Athlete)		City	State/ ZIP
Parent #2 Last Name	First Name	Cell Phone	Alternate Phone
Address if Different from Minor Athlete		City, State, Zip	

Minor Athlete's Name: \_\_\_\_\_ Date of  
Travel: \_\_\_\_\_

Allergies and Reactions	
What to do in case of allergic reaction	
Other Health Concerns	
Medications, reason for taking medicines	
Plan for administration of Medicines	
Will the Chaperone need to assist Minor Athletes in managing their medicines? If so, please list details.	

Who will pick child up at end of event?	
Contact phone number	

Parent Signature	
Date	

**Sun Prairie Swim, Inc Parent Release and Permission Form For Travel**

**Child's Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_ **Location of Travel:** \_\_\_\_\_

I, the undersigned, being the parent or legal guardian of the Minor Athlete named above, do hereby consent to the participation of my Minor Athlete in all the scheduled activities of Sun Prairie Storm on the above listed dates and for the above listed activity and any other supervised activities associated with this group for this time frame. My Minor Athlete is physically fit and adequately prepared to participate in all the events outlined in the trip itinerary.

I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and give consent for my child to participate in the activities. I understand that participation is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I have reviewed the Sun Prairie Storm Code of Conduct and policies with my child and they understand them. We understand that a violation of the code will result in disciplinary action, including being sent home at the parent or guardian's expense. I release the Sun Prairie Storm, inc. USA Swim, the activity coordinators, and all employees, chaperones/volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

**Parent Signature:** \_\_\_\_\_

In case of an emergency involving my child, I understand every effort will be made to contact me. However, if medical care becomes essential, I give permission to the caregiver to make such decisions regarding such treatment and arrange such care as deemed appropriate by the medical doctor, hospital or their authorized designee for routine, emergency medical or dental care and treatment to preserve the health of my dependant. In the event that my dependent is injured or ill while under the care of the coach or chaperone, I hereby give permission to the coach or chaperone to provide first aid for said dependent and to take appropriate measures and care. This care can include contacting the Emergency Medical Service (EMS) system and arranging for transportation to the nearest emergency medical facility and/or direct support, supervision and care. By signing, I hereby voluntarily consent to the rendering of such care, including diagnostic procedures, surgical and medical treatment and blood transfusions, by medical doctors, hospitals or their authorized designees, and in their professional judgment be necessary to provide for the medical, surgical or emergency care of my child. In furtherance of any treatment decisions to be made by the caregiver on my behalf for the benefit of my dependent, I authorize the caregiver to request, obtain, review and inspect any and all information bearing upon my dependent's health and relevant to any such decisions to be made respecting such treatment.

I acknowledge that no guarantees have been made to me as to the effect of such examinations or treatment on the condition of my dependent and that I am responsible for all reasonable charges in connection with the care and treatment rendered to my dependent during this event.

**Parent Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minor Athlete Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised Date: 4/15/20

Approval date: