



YMCA of Northwest Louisiana Team Travel Policy

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

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. Legal Guardians must provide written permission, ahead of time, allowing minor athletes to participate in Team Travel. By signing this policy, Legal Guardians are providing permission for their Minor Athlete to participate in a specific Team Travel Event.
- B. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- C. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- D. Regardless of gender, 'Applicable Adults' shall not share a hotel room or other sleeping arrangement with an athlete (unless the 'AA' is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- E. 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 - YNWL Team Policies

- A. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership (two Applicable Adults) and open and observable environments must be maintained.
- B. Athletes are not permitted to ride with an Applicable Adult in a vehicle by themselves.
- C. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- D. *There shall be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.* When in another teammate's hotel room, regardless of gender, the door shall remain fully open and propped.
 - a. No athletes from other teams should ever be in the rooms of YNWL athletes.



- E. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian. (part of online Team Registration)
- F. A signed Liability Release and/or Indemnification Form must be submitted for each athlete. (part of online Team Registration)
- G. A signed Medical Consent or Authorization to Treat Form is required for each athlete.
 - a. Medical Information in Team Unify must be kept up to date by the parents/guardians for each swimmer.
- H. Curfews shall be established by the team or LSC staff each day of the trip at the hotel.
- I. 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.
- J. The directions & decisions of coaches/chaperones are final.
- K. Swimmers are expected to travel with and remain with the team at all times (from initial departure until final return) 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 knowledge & permission of the coach or chaperone.
 - a. Only with prior (to initial trip departure) written approval may a swimmer depart from the above guidelines.
 - b. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons.
- L. Possession and/or use of supplements including but not limited to all USADA or FINA Banned Substances is strictly prohibited. Parents/guardians agree to ensure that their athletes will not have these substances in their possession.
 - a. The coaching staff/chaperones reserve the right to inspect all travel bags to ensure compliance. Parents are specifically asked to address this with their child prior to departure.
- M. 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

Safety

- A. Additional guidelines to be established as needed by the coaches
- B. Respect the privacy of each other
- C. Athletes must wear seat belts and remain seated in vehicles

Behavior

- A. Be quiet and respect the rights of teammates and others in hotel
- B. Be prompt and on time; 10 minutes early= 'on time'
- C. Cell phone/Electronics usage guidelines
 - a. See 'USA Swimming: Minor Athlete Abuse Prevention Policy' posted on the team website.



- D. Any use of social media or electronic communication that is negative, derogatory, disrespectful, or demeaning toward another person will not be tolerated.
 - a. Use of all electronic devices shall cease at the designated 'lights out' time each evening.
 - i. Coaching Staff and Chaperones reserve the right to confiscate electronics if the above is not adhered to.
- E. Respect travel vehicles
 - a. Athletes shall keep buses and vehicles clean of all trash. All athletes are responsible for the cleanliness of vehicles upon conclusion of all team trips.
 - b. Athletes will be responsible for any damage caused to vehicles due to athlete behavior or negligence.
- F. Travel dress code
 - a. Team Apparel shall be worn at all times during team travel.
 - b. The coaching staff reserves the right to specify certain apparel for certain meet sessions or team activities.
- G. Use appropriate behavior in public facilities
- H. Athletes must stay in their assigned hotel room

Financial

- A. All travel expenses must be paid and/or scheduled for payment prior to trip departure (except where noted)
- B. No room service without permission
- C. Swimmers are responsible for all incidental charges
- D. Swimmers are responsible for any damages or thievery at hotel

General

- A. Age guidelines/eligibility will be established for travel trips depending on the meet and nature of the trip as determined by the Coaching Staff.
- B. Parent(s) responsible for getting swimmer(s) to stated departure point on time and being present upon the team's return.

Failure to comply with the Code of Conduct and/or Team Travel Policy may result in, but not necessarily be limited to:

- A. Swimmer not allowed to participate in some or all team activities.
- B. Swimmers sent **HOME** immediately at the additional swimmer/family's expense.