



### **Team Travel Policy for Sailfish Swim Team**

At this point in time, when traveling to meets Sailfish Swim Team does not allow swimmers to travel unchaperoned by a family member but these are good guidelines regardless.

**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 NE-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. 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 or **any unrelated non-athlete Applicable Adult** 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 – Travel Policies**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, **two-deep leadership and observable and interruptible environments must be maintained.**
- b. **Applicable Adults 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 legal guardian. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shard or carpool travel arrangement.**
- 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. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or



legal guardian). **Chaperones and team managers must be registered with USA Swimming and be in good standing.**

- d. 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.
- e. 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 (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. 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.
- k. The directions & decisions of coaches/chaperones are final.
- l. 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.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. 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 – General travel policies**

#### *Safety*

- a. Respect the privacy of each other;
- b. Only use hotel rooms with interior entrances; and
- c. Must wear seat belts and remain seated in vehicles;

#### *Behavior*

- a. Be quiet and respect the rights of teammates and others in hotel and in all public facilities
- b. Be prompt and on time;
- c. Cell phones are not allowed on deck during competitions or in locker rooms. No one should be contacting a fellow team member via phone after 8pm or before 8am.



- d. Social media- postings on social media should always be appropriate and all parties must be made aware of such postings.
- e. Needs and wellbeing of the team come first.

#### *Financial*

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

#### *General*

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

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

All team members, team staff, and parents of minors are apprised in writing of this Sailfish Team 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.

#### *Recommended:*

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. Safe Sport guidelines must be strictly adhered to.
- f. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- g. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Sailfish Swim Team. Athlete behavior must positively reflect the high standards of the club or LSC.
- h. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - i. Dismissal from the trip and immediate return home at the athlete's expense;
  - ii. Disqualification from one or more events, or all events of competition;
  - iii. Disqualification from future team travel meets;



- iv. Financial penalties;
- v. Dismissal from the team; and/or
- vi. Proceedings for a LSC or USA Swimming National Board of Review.
- i. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- j. Swimmers are to refrain from use of inappropriate language.

#### **Travel:**

Local and Team Local and team travel occur frequently in our sport and presents a series of unique risk factors. The goal of this policy is to minimize the opportunity for an Applicable Adult to abuse a minor athlete during local and team travel. Before MAAPP, USA Swimming rules required every team establish a travel policy. This section of MAAPP replaces that requirement. Members will note that this section of the MAAPP is similar to USA Swimming's previous Model Policy on Team Travel and published Best Practice Guidelines. A legal guardian must consent in writing, in advance, for every instance in which their minor athlete travels alone with an Applicable Adult.

Please note, it is the responsibility of the team to maintain parent consent forms covered in this section. Teams often try to save money during team travel. For example, it has become a common practice for teams to rent a house which may be more cost effective than paying for hotel rooms. That practice is no longer permissible.

#### **Frequently Asked Questions**

Q: Can Applicable Adults ride alone in a vehicle with a minor athlete?

A: Applicable Adults 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 agreed to in writing by the minor athlete's legal guardian.

Q: How is "overnight lodging location" in Section II(b) defined?

A: Overnight lodging location refers to a non-traditional lodging situation that teams might use. This includes, but is not limited to, non-traditional arrangements such as VRBO rentals, Air BNBS, campers, trailers, etc. All the travel rules apply to these locations as well.

Q: Can an adult athlete share a hotel or sleeping arrangement with a minor athlete?

A: Yes, an adult athlete can share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete only if the minor athlete's legal guardian provides written permission in advance and for each instance for the minor to share a hotel room, other sleeping arrangement or overnight lodging location with said adult athlete. No other Applicable Adult can share a hotel or sleeping arrangement with a minor athlete.