

	POLICY & PROCEDURE	POLICY NUMBER: 105
	Subject: TRAVEL POLICY – WITH ATHLETES	EFFECTIVE DATE: 12/31/2010

Team Travel Policy

A, Travel with Athletes

In all cases where team travel is anticipated, all athletes¹, adults, as a coach chaperone etc who will be traveling must agree to comply with the Team/AzSI/USAS policies regarding such travel. At a minimum, such policies shall include but not be limited to,

Code of Conduct:

1. All individuals traveling with our on behalf of a team or AzSI shall sign and agree to comply with all terms specified in the USA Swimming / Arizona Swimming Rule, Regulations, Policies and procedure, specifically those included in section 305.5.D of the USA Swimming Rule Book.
2. The adult traveling with or on behalf of a team or AzSI, for any purpose shall sign a Code of Conduct and be given instruction including but not limited to the following.
 - a. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check
 - b. 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).
 - c. 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
 - d. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
 - e. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
 - f. 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).

- g. 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.
- h. 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).
- i. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- k. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- l. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- m. Curfews shall be established by the team or LSC staff each day of the trip.
- n. 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.
- o. The directions & decisions of coaches/chaperones are final.
- p. 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.
- q. 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.
- r. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate team or LSC leadership and the parent or legal guardian of any affected minor athlete.

¹. If an athlete is a minor, such Code of Conduct must be signed by his or her parent or legal guardian.
