

	POLICY & PROCEDURE	POLICY NUMBER: 105
	Subject: TRAVEL POLICY – WITH ATHLETES	EFFECTIVE DATE: 12/31/2010 REVISED 06/15/2014

I. Abstract

From time to time, athletes will travel as part of Arizona Swimming (“AzSI) sponsored even and/or meetings. This policy covers expected conduct of the athlete as well as policies regarding actual travel.

II. Travel with Athletes – Minimum Code of Conduct ^{1,2}

In all cases where travel is anticipated, all athletes¹, adults, as a coach, chaperone, Supervisor 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 or 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, Chaperones and Supervisors must be members of USA Swimming.
 - 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 provided written permission from Parents / Guardians is received. 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/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 LSC 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.

² Based on requirements of USA Swimming.

III. Travel with Minor Athletes

- A. To travel as part of any approved AzSI event, each athlete must be completed the following forms, (the “Forms”) signed and dated by athlete and parent’s/guardian’s and returned to AzSI prior to the deadline set by AzSI and prior to any travel arrangements being made. These Forms below are incorporated into policy by reference.
 - 1. Travel Authorization for Minor Athlete
 - 2. Code of Conduct and Honor Code
 - 3. Travel Policy for Minor Athletes
 - 4. Release and Waiver of Liability
 - 5. Athlete Information Sheet (requires no signature)
- B. In all cases an Athlete Supervisor will be appointed by AzSI. Such Athlete Supervisor (“Supervisor”) will be the point of contact during the trip.
 - 1. In cases where the athlete does not travel with the Supervisor, that Athlete Supervisor shall undertake their duties only after arriving at the site of the event.
 - 2. Violations of any of this policy and any restrictions listed in the attachment may result in the athletes being sent home at the expense of the parent.
 - 3.. Athletes 10 and under may not travel without parent or guardian.
 - a. Such parent or guardian shall be responsible for such athlete for the entire duration of the event.
- C. Every effort is made to house athletes in rooms with athletes of similar age. In no case shall athletes/representatives share a room with athlete of opposite gender. (Unless other athlete is sibling, parent/guardian or spouse)
 - 1. In case where only one athlete and one Survivors are traveling, written acknowledgement and permission from parent/guardian is required.
- D. The Forms, including but not limited to those referenced above, will be sent to Athlete’s parents/Guardians in advance of any travel and must be signed, dated and returned in a timely manner.
 - 1. No Athlete will be allowed to travel if forms are not properly completed.

IV. Travel with an Athletes/Representative who is of Age.

- A. To travel as part of any approved AzSI event each participant/athlete must complete the following forms (the “Forms”), sign, date and return to AzSI prior to the date set by AzSI and prior to any travel arrangements being made. These Forms below are incorporated into policy by reference.
 - 1. Code of Conduct and Honor Code
 - 2. Travel Policy for Athletes
 - 3. Release and Waiver of Liability
 - 4. Athlete Information Sheet (required no signature)
- B. In all cases an Athlete Supervisor will be appointed by AzSI. Such Athlete Supervisor (“Supervisor”) will be the point of contact during the trip.
 - 1. In cases where the athlete does not travel with the Supervisor, that Athlete Supervisor shall undertake their duties only after arriving at the site of the event.
 - 2. Violations of any of this policy and any restrictions listed in the attachment may result in the athletes being sent home at their expense.
- C. Every effort is made to house athletes in rooms with athletes of similar age. In no case shall athletes/representatives share a room with athlete of opposite gender. (Unless other athlete is sibling, parent/guardian or spouse)

- D. The Forms, including but not limited to those referenced above, will be sent to Athlete's in advance of any travel and must be signed, dated and returned in a timely manner.
1. No Athlete will be allowed to travel if forms are not properly completed.

Sample listing of Forms contained in Travel Authorization Packet:³

1. Travel Authorization for Minor Athlete
2. Code of Conduct and Honor Code
3. Travel Policy for Arizona Representatives
4. Release and Waiver of Liability
5. Athlete Information Sheet (requires no signature)
6. Travel Policy for Athletes (of majority)

³. Attachments may from time to time be updated to reflect requirement of USA Swimming and others.

Date	By Whom	Abstract of Change	Section	Control #
06/16/2015	B of D	codify and add form references	I, III, IV	15-019