

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 105
	<b>Subject:</b> <b>TRAVEL POLICY –          WITH ATHLETES</b>	<b>EFFECTIVE DATE:</b> <b>12/31/2010          REVISED          10-16-2019</b>

**Team Travel Policy for Arizona Swimming, Inc.**

**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**

Code of Conduct stipulations in the USA Swimming Rulebook: All members must comply with the USA Swimming Code of Conduct as provided and in the current USA Swimming Rule Book.

Section 2—Minor Athlete Abuse Prevention Policy(MAAPP

All members must comply with the Minor Athlete Abuse Prevention Policy as provided and in the current USA Swimming Rule Book.

**Section 3 –**

Additional travel policies which may be used during Arizona Swimming travel trips based on individual needs established as needed by the coaches, team supervisors or directors.

Such policies include but are not limited to the following:

*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. Respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;

- h. Establish curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. 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."

**Section 4 - Honor Code**

All team members, team staff, and parents of minors are apprised in writing of the Arizona Swimming/ USA Swimming Code of Conduct and following Honor Code:

- 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. No “deck changes” are permitted. Athletes are expected to use available change facilities.
  - f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Arizona Swimming, Inc.
- 
- a. 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.
  - b. Swimmers are to refrain from inappropriate physical contact at team activities and events.
  - c. Swimmers are to refrain from use of inappropriate language.

**Section 5- Required Forms**

To travel as part of any approved AZSI event, each athlete must be provided with the following forms/policy for completion /required information /required signature signed and dated

by athlete and parent's/guardian's and returned prior to the deadline set by AZSI and prior to any travel arrangements being made.

1. Travel Policy with Athletes
2. Code of Conduct and Honor Code
3. MAAPP Policy 890
4. Medical Information Release and Waiver
5. Athlete Information Sheet

---

**I hereby acknowledge receipt and agree to the policies set forth in Arizona Swimming Policy 105** All team members, team staff, and parents of minors are apprised in writing of the provided Code of Conduct and MAAPP Policies(attached) . A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

**Acknowledgement & Agreement of Athlete:**

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

---

**Acknowledgement & Agreement of Parent of Athlete:**

\_\_\_\_\_  
Parent of Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent of Athlete Signature

\_\_\_\_\_  
Date

---

**Acknowledgement & Agreement of Non- Athlete(Coach, Official, Other):**

\_\_\_\_\_  
Non-Athlete/Official/Coach Signature

\_\_\_\_\_  
Date

<b>Date</b>	<b>By Whom</b>	<b>Abstract of Change</b>	<b>Section</b>	<b>Control</b>	<b>#</b>
06/16/2015	B of D	codify and add form references	I, III, IV	15-019	
10/16/2019	B of D	Updating ALL	All	16-083	