



## **Team Travel Policy for College Area Swim Team**

Team travel is defined as travel where a member of the team has been assigned by the team for transportation and/or supervision of athletes.

### **Section 1 - USA Swimming Policies**

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- c. 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).
- 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.

### **Section 2 - Team Policies**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments will be maintained.
- b. Athletes should not ride alone in a coach's or chaperones vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- 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.
- 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). Exceptions may be made for things like group meetings, watching team movies, etc.
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team should carry a signed Medical Consent or Authorization to Treat Form for each athlete.



- h. Curfews shall be established by the team each day of the trip.
- 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 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.
- l. 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.
- m. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the board of directors and the parent or legal guardian of any affected minor athlete.

### **Section 3 – Athlete responsibilities**

Athletes are traveling with the team, and are expected to uphold the highest standards of respect for individuals and the team. A general rule is that swimmers will not be involved in any activities they would not engage in with their parents watching.

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Cell phones, and computers will be used appropriately: 1) No phone or computer usage after lights out. (exception-headphones may be used for music as long as it does not bother roommates). 2) No texting or social media usage in a lewd, crude or rude nature. 3) No use of cameras or recording equipment without the knowledge and consent of those being recorded, and only in a manner that would be approved of by the parents of the involved parties;
- e. Always dress appropriately;
- f. Follow curfews established by coaches and/or chaperones for “in room” and “lights out”.
- g. Swimmers must receive permission from coaches and/or chaperones to leave rooms. Specific in-room policies will be announced at the meet. (example might be: “swimmers can be in other team members rooms until 9:00 pm”);



h. Extra room charges: movies, food orders, etc. must be approved by the staff, and paid for by the swimmers involved;

I. Movies and TV programs may only be watched if the parents of the swimmers would approve.



-----turn in this signed document to coach prior to travel-----

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

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached (USA Swimming policies, Team Policies and Athlete Responsibilities). A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- 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. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and CAST. Athlete behavior must positively reflect the high standards of the club;
- f. Swimmers are to refrain from inappropriate physical contact at team activities and events;
- g. Swimmers are to refrain from use of inappropriate language;

### *Consequences for not complying with the Code of Conduct / Honor Code*

- 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. Temporary suspension or permanent dismissal from the team.

The signature of this document assures that I will abide by all of the rules and policies in the aforementioned team travel policies and Code of Conduct / Honor Code.

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Swimmer Signature

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Parent / Guardian Signature

Turn page



**MEDICAL RELEASE & LIABILITY WAIVER**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I \_\_\_\_\_ hereby give permission to College Area Swim Team, or any of its designated employees, or chaperones, to authorize whatever medical treatment necessary to preserve the life, limb or well-being of my child \_\_\_\_\_.  
(child's name)

Insurance Info

Medical concerns(allergies, medication)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I also agree to indemnify and hold harmless College Area Swim Team, its employees and agents, against all liability for personal injury while participating in the team travel trip.

\_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Parent Signature