

Alameda Gators Swim Team Travel Policy

The Alameda Gators (ALGA) follow the travel policy guidelines established by USA Swimming. Included in our team travel policy are the mandatory Code of Conduct stipulations as set forth in the USA Swimming Rulebook, which are applicable to all USA Swimming members.

1. ALGA team travel policies must be signed and agreed to by all swimmers, parents, coaches and other adults traveling with the team for any team trip.
2. Team managers and chaperones must be members of USA Swimming and must have successfully passed a USA Swimming-administered criminal background check.
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a swimmer (unless the coach is the parent, legal guardian, sibling, or spouse of that particular swimmer).
4. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
5. When only one swimmer and one coach travel to a competition, the swimmer must have his/her parents' or legal guardian's written permission in advance to travel alone with the coach.
6. Swimmers should not ride alone in a coach's or chaperone's vehicle. At minimum two swimmers must travel together in the vehicle along with the coach or chaperone. Exceptions can be made when prior written parental permission is obtained.
7. When applicable, ALGA coaching staff will establish written travel meet eligibility requirements in advance of the meet.
8. A written itinerary (including drop off and pick up locations and times) and an estimate of travel costs will be provided by the team in advance to parents/legal guardians. Parents/guardians are responsible for getting their swimmers to the designated travel departure/pick up point.
9. During overnight team travel, if swimmers are paired with other swimmers they shall be of the same gender and of a similar age. When swimmers are age 13 & over, chaperones and/or team managers will ideally stay in nearby rooms. When swimmers are age 12 & under, chaperones and/or team managers may stay with swimmers. Where chaperones/team managers are staying in a room with swimmers, they should be the same gender as the swimmer and written consent should be given by swimmer's parent/legal guardian.
10. When only one swimmer and one coach travel to a competition, prior to the competition the coach should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
11. To ensure the propriety of the swimmers and to protect the staff, there will be no male swimmers in female swimmer's rooms and no female swimmers in male swimmer's rooms unless a chaperone is also present, or unless the other swimmer is a sibling or spouse of that particular swimmer.
12. A copy of the Alameda Gators Travel Code of Conduct must be signed by each participating swimmer and his/her parent or legal guardian prior to traveling with the team. (See Code of Conduct policy attached.)
13. Prior to departure, team officials will obtain a signed Liability Release and/or Indemnification Form for each swimmer. This form must be signed by the swimmer's parent/legal guardian.
14. Team officials will carry a signed Medical Consent or Authorization to Treat Form for each swimmer. Each swimmer will be required to provide a completed ALGA Medical Release Form prior to the travel meet.
15. Curfews shall be established by the ALGA coaching staff for the duration of the trip and may vary by day.
16. Team members must stay in their assigned hotel room and are expected to be quiet and to respect the rights of teammates and others in the hotel.
17. Team members will respect travel vehicles.
18. ALGA coaching staff, swimmers and chaperone(s) 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.
19. Swimmers are responsible for all travel expenses incurred. Swimmers should not request room service or hotel incidentals (i.e. movies or phone calls) without prior approval from the coach or chaperone. Swimmers are responsible for any damage to their hotel room.
20. The directions & decisions of Alameda Gator coaches/chaperones are final.

21. 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.
 22. When visiting public places such as restaurants, shopping malls, movie theatres, swimmers will stay in groups of no less than three persons. If three swimmers are not present, then the coach and/or chaperone must be present. 12 & Under swimmers will be accompanied by a chaperone.
 23. Families attending travel meets must respect the rules of the ALGA team travel policy including the need for swimmers to remain with the team unless prior approval from coach is obtained.
 24. The Head Coach or his/her designee shall make a written report of Travel Policy or Code of Conduct violations to the ALGA Board and the parent/legal guardian of any affected minor swimmer.
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By signing below, participants acknowledge that they have read and understood the Alameda Gators Team Travel Policy and will abide by all applicable guidelines and rules stipulated in it.

Participant name (please print)

Parent/guardian name (for participant under 18)

Participant signature

Parent/guardian signature

Date

Date

**Code of Conduct
Alameda Gators Swim Team**

This Code of Conduct governs current Alameda Gator swimmers participating in ALGA swim programs and is valid the entire swim year. The purpose of this code is to promote individual, team and program responsibility at all times, which supports the development of first class swimmers.

General Code of Conduct Rules

All team members, team staff, and parents of minors are apprised in writing of this Alameda Gators Code of Conduct. A signature of Parent and Child on this document constitutes unconditional agreement to comply with the stipulations of all documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, chaperones, and the public at all times.
- b. Team members are to be prompt and on time for all designated team events.
- c. Team members are to refrain from use of inappropriate language.
- d. Team members are to refrain from inappropriate physical contact at team activities and events.
- e. 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.
- f. Team members must keep pool areas well maintained and are responsible for cleaning up after themselves. In addition, team members must assist with team equipment movement and assembly (i.e. team tent).
- g. The possession or use of alcohol or tobacco products by any swimmer is prohibited.
- h. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon by any swimmer is strictly forbidden.
- i. 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 Alameda Gators Swim Team and are expected to represent the high standards of the Gators.

Violations of Code of Conduct Rules

Failure to comply with the Code of Conduct rules as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- a. Dismissal from the trip and immediate return home at the swimmer's expense.
- b. Disqualification from one or more events, or all events of competition.
- c. Disqualification from future team travel meets
- d. Financial penalties
- e. Proceedings for a team board review
- f. Suspension or Dismissal from the team

By signing below, participants acknowledge that they have read and understood the Alameda Gators Code of Conduct and will abide by all applicable guidelines and rules stipulated in it.

Participant name (please print)

Parent/guardian name (for participant under 18)

Participant signature

Parent/guardian signature

Date

Date

Liability and Medical Release Form
Please PRINT clearly and fill out all parts of this form completely

SWIMMER NAME: LAST		FIRST	INITIAL	SEX	BIRTHDATE
MAILING ADDRESS: STREET		CITY		ZIP CODE	
NAME OF PARENT(S) OR GUARDIAN(S)				HOME PHONE	
1.		2.			
EMAIL ADDRESS		MOBILE PHONE PARENT 1		MOBILE PHONE PARENT 2	
EMERGENCY CONTACT OTHER THAN PARENT OR GUARDIAN				PHONE	
DOCTOR'S NAME				PHONE	
MEDICAL INSURANCE COMPANY		GROUP # OR ID #		MEDICAL INSURANCE PHONE	
ALLERGIES, MEDICATIONS, OR SPECIAL MEDICAL CONDITIONS					
<p>If injured while participating in Alameda Gators Swim Team (ALGA) programs or activities, I, my family and representatives of either agree to waive any legal claim against United States Swimming (USA-S), Pacific Swimming (PC) or any other USA-S Local Swim Committee (LSC), ALGA, and members, volunteers, officers and directors of each of these organizations, as well as owners or operators of facilities used for functions associated with them. If injured while traveling to or from a USA-S, PC, other LSC, or ALGA activity by public, private or other means of conveyance, I agree to waive any legal claim against USA-S, PC, other LSC and ALGA.</p> <p>By signing this release, I represent that I am in good physical condition and am not aware of any disease or injury that would result in my being injured or harming others as a result of any physical participation.</p> <p>I authorize the coaches or agents of ALGA to obtain medical services for me as warranted in the event of an emergency. I assume all responsibility for any charges incurred for emergency medical attention, including all costs associated with transportation, rescue and other related expenses. If the activity in which I am participating includes physiological and/or biomechanical evaluations, I further consent to those evaluations which pose no unusual risks or hazards when customary safeguards are observed.</p>					
SIGNATURE OF SWIMMER				DATE	
SIGNATURE OF PARENT 1 OR GUARDIAN 1 (If swimmer is under 18 years of age)				DATE	
SIGNATURE OF PARENT 2 OR GUARDIAN 2 (If swimmer is under 18 years of age)				DATE	

Alameda Gators Chaperone Guidelines

1. The coach coordinating the travel trip selects a head chaperone who in turn selects chaperones for the trip, with the approval of the head coach.
2. There should be enough chaperones for the number of swimmers attending. The head coach makes the determination of the number of chaperones.
3. Chaperones will be assigned a group of swimmers, and at all times the chaperones must know what the swimmers are doing and where they are. The curfew set by the coaches must be maintained at all times. While our swimmers are among the finest young people anywhere, they are also typical young people, and they can think of many things to do that are unacceptable. Chaperoning means monitoring activities and stepping in when the lines of acceptability are being approached.
4. The Alameda Gators have a Code of Conduct which all swimmers are aware of and are expected to adhere to while traveling to and from meets and during competitions. Chaperone(s) need to emphasize mutual respect and expect the best from those they are responsible for. Chaperones must respond quickly to bad behavior and handle difficult situations in a positive manner. Chaperone(s) must report any Code of Conduct violations to the head coach immediately following the incident.
5. Whenever possible, chaperone assignments will be made so that chaperone(s) will be able to see their children swim. However, chaperone(s) must accept the fact that this may not always be possible.
6. Swimmers are responsible for their own money while traveling. Chaperones may hold money poolside for the sake of security, but chaperones should not be used as "personal bankers" who keep track of all the money that is spent.
7. Chaperones may not smoke or consume alcohol or any other controlled substances at any point during the trip.
8. Chaperones will need to attend any pre-trip meetings called by the head coach or other team representative who is coordinating the trip.
9. Chaperones need to be informed at all times about the meet and travel schedule, and to help inform the swimmers about the meet and travel schedule.
10. Chaperones need to carry Emergency Information & Medical Authorization forms for swimmers at all times.
11. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.
12. Chaperones will work with head coach to manage meals in an orderly fashion. This can include collecting monies, buying food and dispersing it.
13. Chaperones should try and evaluate local food options for swimmers in advance of the swim meet. If possible communicate this information to the swimmers before travel (i.e. local grocery option is available). This will allow for swimmers to best prepare for the meet and, also help ensure that meal process is efficient and reflecting the nutritional values of swimmers. Chaperones should try to help swimmers make good meal choices for a swim meet situation.

By signing below, participants acknowledge that they have read and understood the Alameda Gators Chaperone Guidelines.

Chaperone name (please print)

Chaperone signature

Date

Team Travel Required Forms

ALGA Swimmers and Chaperones must complete and return the following travel forms prior to traveling with the team:

- Alameda Gators Team Travel Policy Acknowledgement Form
- Alameda Gators Travel Code of Conduct
- Liability and Medical Release Form
- Chaperone Code of Conduct (chaperones only)

If a swimmer does not complete the required forms, the swimmer will not be allowed to participate in the trip.