



## ***Williston Sea Lions Travel Policy***

The Williston Sea Lions swim club has adopted a model travel policy consistent with USA Swimming’s Code of Conduct and the USA Swimming Rulebook. For the purposes of this document, “club” in this policy refers to the Williston Sea Lions swim club.

### **1 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.

### **2 USA SWIMMING REQUIRED POLICIES**

The club travel policy includes the Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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). (305.5.A)
- 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. (305.5C)

### 3 POLICIES

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

## 4 SAFETY

The club has adopted safety policies related to supervision of athletes during non-swimming activities, privacy, and identifying the types of hotel rooms that will provide the safest environment for all athletes.

- a. Any additional guidelines that the coaches deem necessary to protect the safety of the athletes can be established as needed. Refer to the USA Swimming athlete protection guidelines for additional information, [www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

## 5 BEHAVIOR

The club currently has a code of conduct that is expected to be followed by all athletes. At a minimum all athletes during team travel should behave in a manner consistent with the code of conduct. All athletes shall behave in a manner that will represent the pride, respect, and sportsmanship of the club. The following areas outline the minimum expected behavior to be followed:

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. The club has a no cell phone or other device policy while on deck during meets. Cell phone usage is allowed to contact parents or other supervisory individuals after swim meets or outside of the pool deck.
- d. The club does not allow photographs of athletes to be posted on social media by any individual except either the individuals parents, guardian, or through express written consent previously provided;
- e. Respect travel vehicles;
- f. Team dress code for team travel shall include wearing club apparel or other appropriate clothing approved by the coaches;
- g. Use appropriate behavior in public facilities;
- h. The curfew while staying in hotels or other club approved lodging is as follows:
  - i. No athlete shall be permitted to leave the established lodging without express written and agreed upon knowledge of the coaches.
  - ii. All athletes shall be in their own rooms by no later than 12 hours before the designated on deck meet time established by the club coaches;
  - iii. Lights out and quiet time is no later than 10 hours prior to the designated on deck time established by the club coaches;
- i. Must stay in assigned hotel room;
- j. Needs and wellbeing of the team come first;
- k. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times. [www.usaswimming.org/protect](http://www.usaswimming.org/protect)
- l. 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.
- m. The possession or use of alcohol or tobacco products by any athlete is prohibited.

- n. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- o. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- p. 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 Williston Sea Lions. Athlete behavior must positively reflect the high standards of the club (or LSC).

## 6 FINANCIAL

All athletes shall be responsible for their own costs associated with attending meets, unless the club has agreed in advance to provide funding. In the event the club has agreed to provide funding for travel all athletes shall adhere to the following policies:

- 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.

## 7 GENERAL

### 7.1 FAIR TRIP ELIGIBILITY REQUIREMENTS

The club has adopted fair trip eligibility requirements. In the event, the board and club has elected to travel to a meet any athlete that meets the qualifications will be given the opportunity to attend the meet.

### 7.2 AGE GUIDELINES

All eligible swimmers 12 and under must travel with a parent or guardian. Swimmers 12 and above are allowed to travel with the team after a written consent is granted by the parent or guardian.

### 7.3 PARENT RESPONSIBILITIES

Parent(s) are responsible for getting swimmer(s) to the stated departure point.

### 7.4 FAMILY ATTENDANCE OF “TEAM TRAVEL MEETS”

All families attending team travel meets will follow the club code of conduct. All persons representing the WSL and USA Swimming will conduct themselves, at all times, in a manner to up-hold the reputation of the club.

## 8 Code of Conduct/Honor Code

The club has adopted a 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 Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- Swimmers must be able to listen to and follow the coach's instructions.
- No pushing in any area.
- No running on deck.
- No one allowed on diving boards
- Swimmers are expected to support and be respectful of each other—giving support and encouragement while demonstrating good sportsmanship.
- All swimmers must be on time for warm-ups, but no earlier than 15 minutes before the on deck time established by the coaches.
- Swimmers must wait until a coach is present before being on deck.
- All swimmers must leave the pool promptly at the end of the meet.
- Swimmers will wait for rides at the main entrance.
- Locker rooms are to be left clean. No food, gum, candy or drinks are allowed.
- No vulgarity (language or gestures) is allowed.
- Swimmers come to meets to compete—be ready and on time for warmups.
- If a swimmer is ill, or otherwise cannot attend a meet, the Head Coach should be contacted by phone or email.
- No other behavior deemed by the Head Coach or Assistant Coaches to be unsafe or unacceptable will be permitted.
- All persons representing the WSL and USA Swimming will conduct themselves, at all times, in a manner to up-hold the reputation of the club
- The use or possession of tobacco, alcohol or any controlled substances as defined by the ND law is prohibited.

## 9 DISCIPLINARY ACTIONS

Failure to comply with the Code of Conduct/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;

## ***Parent of Liability, Indemnification & Medical Release Form***

Parent/Guardian: \_\_\_\_\_

Minor/Participant : \_\_\_\_\_

Permission to travel and stay with Chaperone(s): \_\_\_\_\_

Permission to travel and stay with Chaperone(s): \_\_\_\_\_

During the following dates \_\_\_\_\_

For the purpose of attending the North Dakota State swim meet.

The undersigned parent/legal guardian does hereby acknowledge the awareness of dangers to the minor child to the said minor.

The undersigned parent/legal guardian does hereby agree to:

- a. Waiver, release and discharge the Williston Sea Lions Swim Club, the NDLSL, and it's agencies, board, and employees from any and all liability for participant's death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to participant and his/her estate as a direct or indirect result of participation of travel and event
- b. Indemnify or hold harmless the Williston Sea Lions Swim Club, the NDLSL, and it's agencies, board, and employees from and against any and all claims of any nature including all costs, expenses and fees arising out of or as a result of any of participants' actions during activities or event; as well as all claims or rights of action for damages which the said minor has or may hereafter have, either before or after he/she reached his/her majority.

The undersigned further consents to and authorizes medical treatment to the minor/participant which may be deemed advisable in the event of injury, accident or illness.

This release, indemnification and waiver shall be construed broadly to provide a release, indemnification, and waiver the maximum extent permissible under applicable law.

I, the undersigned, acknowledge that I have read and understand the above.

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

USA SWIMMING ARTICLE 304  
2017  
CODE OF CONDUCT

## 1 304.1

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

## 2 304.2

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

## 3 304.3

The following shall be considered violations of the USA Swimming Code of Conduct:

1. Violation of the right to compete provisions set forth in Article 301
2. Violation of the antidoping provisions set forth in 303.3.
3. Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
4. Violation of any of the Athlete Protection Policies set forth in Article 305.
5. Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions Against Retaliation for Good Faith Reporting of Abuse set forth in Article 307.

6. Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.
7.
  - A. Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).
  - B. Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.
  - C. A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at [www.teamusa.org/Footer/Legal/Governance-Documents](http://www.teamusa.org/Footer/Legal/Governance-Documents).
  - D. Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term "peer-to-peer sexual abuse" shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.
8. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
9. The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.
10. The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
11. The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
12. Abuse
  - A. Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. "Physical abuse" is defined as a non-accidental injury and/or an

- injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.
- B. Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.
13. Bullying of a member or Participating Non-Member of USA Swimming by a non-athlete member. Allegations of Bullying of an athlete member by a coach member shall be investigated under 304.3.12. Bullying of an athlete member of USA Swimming by another athlete member shall not be considered a Code of Conduct violation, except in the most egregious and flagrant situation, but is nevertheless a serious matter to be handled by the applicable club(s) pursuant to its anti-bullying plan required under 305.6.
14. For any USA Swimming member club or coach to knowingly:
- A. Allow any person who has been placed on the USA Swimming list of “Individuals Permanently Suspended or Ineligible” to coach or instruct any of its athlete members,
- B. Aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of “Individuals Permanently Suspended or Ineligible,” or allow any person who has been placed on the USA Swimming list of “Individuals Permanently Suspended or Ineligible” to have an ownership interest in such USA Swimming club or its related entities.
15. Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
16. Any non-Consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.
17. Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:
- A. Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or
- B. Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
18. Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.
19. Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

## ***Williston Sea Lions Code of Conduct Declaration Form***

I have read and understand the Williston Sea Lions Swim Club Code of Conduct and accept all the rules, regulations and conditions as outlined therein (including this declaration). I further agree to follow all directions as they are given by the Team Staff.

I understand that any violation of any part of the Code of Conduct, Staff direction or team information sheets (including this declaration), can result in any or all of the following:

- Being scratched from any or all remaining events.
- Being sent home, at once, at either my or my parent's expense.
- Not being allowed to represent WSL Swimming on any future team events.
- All other disciplinary actions as deemed appropriate by WSL Swimming and team staff.

I understand that I have the right to appeal disciplinary actions through the processes established by USA Swimming and WSL Swimming.

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Swimmer Signature

Date

I, the undersigned Parent/Guardian of \_\_\_\_\_

have read and understand the Code of Conduct, this form and all other team information sheets and have ensured that my son/daughter fully understands the content. I declare that I agree to and support the Code of Conduct, this form and all other team information sheets and all consequences as they relate to non-compliance.

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Parent/Guardian Signature

Date