



New Jersey Swimming Travel Policies

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require clubs and Local Swimming Committees (LSCs) to have published policies for team travel. 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. Club and LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

- a) The adopted NJ Swimming travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the New Jersey Swimming. (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).
- e) All athletes, parents, coaches and other adults traveling with or representing NJ Swimming must sign and adhere to the NJ Swimming Code of Conduct (to be created and adopted). Prior to NJ Swimming adopting a LSC Code of Conduct, all athletes, parents, coaches and other adults are expected to adhere to the USA Swimming Code of Conduct (copy attached).
- f) During team travel, coaches and NJ Swimming appointed and cleared chaperones must travel in groups of two or more when doing room checks. An open and observable environment must be maintained.
- g) During team travel, an athlete must not travel with anyone other than a coach and more than 1 athlete must travel with the coach.
- h) During overnight team travel, athletes must be paired with athletes of the same gender and be of similar age for rooming purposes. The head coach or team manager will make final determination as to who will room with whom. At least one coach will room on the same floor as a team member. Ideally, the head coach, the team manager and all swimmers will all room on the same floor.
- i) 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).
- j) The Team Manager will obtain a signed Liability Release and/or Indemnification Form for each athlete and will be in possession of it during the competition.
- k) The Team Manager will obtain a signed Medical Consent or Authorization to Treat Form for each athlete will be in possession of it during the competition.
- l) Curfews shall be established by the Head Coach or Team Manager each day of the trip.

- m) 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 the Team Manager.
- n) The directions & decisions of the Head Coach, assistant coaches and the Team Manager are final. Disagreements between assistant coaches, team manager and/or chaperones will be decided by the Head Coach.
- o) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel floor immediate area, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the Head Coach, assistant coaches or the Team Manager.
- p) 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 coach or a coach assigned chaperone.
- q) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- r) Athletes representing NJ Swimming will be liable for all room service.
- s) Athletes representing NJ Swimming responsible for all incidental charges
- t) Athletes representing NJ Swimming responsible for any damages or thievery at hotel
- u) Athletes representing NJ Swimming must participate in contracted group meals
- v) The Team Manager must communicate travel reimbursement information and policies to Athletes representing NJ Swimming
- w) Athletes representing NJ Swimming must adhere to all safety and behavioral guidelines set forth by NJ Swimming, the Head Coach, the assistant coaches and/or the Team Manager.