**2017-2018 LCN Team Travel Policy:**

***Section 1 - USA Swimming Required Policies***

(Club and LSC travel policies must include these policies. These items are 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) This will be included as part of your online registration when you register you swimmer with LCN on our website: [www.lcneptunes.com](http://www.lcneptunes.com). You may also request or print out a copy any time for your convenience.

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)

***Section 2 - Policies in effect at the recommendation of USAS.***

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.

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. This code of conduct is signed (and available at all times for you to view or print of) through our LCN registration system.

g) Team or LSC officials should obtain a signed Liability Release and/or

Indemnification Form for each athlete. This liability waiver is completed online when you register for each season on our LCN website.

h) Team or LSC officials should carry a signed Medical Consent or Authorization

to Treat Form for each athlete. This form is completed online when you register for each season on our LCN website.

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 during a team travel 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. For LCN, this would only apply to Team Travel trips where the older swimmers travel together as a team, not a simple team meet.

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 during team travel trips.

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 (LSC) leadership

and the parent or legal guardian of any affected minor athlete.

***Section 3 - Other Policies on Team Travel Trips. If the team does participate in any travel trips, these below topics will be considered and each topic will have a policy or procedure specific to that trip. These will be given to all participants ahead of time and must be read and signed by both athlete and parent prior to the team travel trip. More specifics will be given for the particular trip.***

a) Additional guidelines to be established as needed by the coaches

b) Supervised team room provided for relaxation and recreation

c) Respect the privacy of each other

d) Only use hotel rooms with interior entrances.

e) Must wear seat belts and remain seated in vehicles.

Behavior

f) Be quiet and respect the rights of teammates and others in hotel

g) Be prompt and on time

h) Develop cell phone usage guidelines

i) Develop computer use guidelines including social media

j) Respect travel vehicles

k) Establish travel dress code

l) Use appropriate behavior in public facilities.

m) Establish two different curfews – in own rooms and lights out

n) Must stay in assigned hotel room

o) Needs and well being of the team come first

Financial

p) No room service without permission

q) Swimmers responsible for all incidental charges

r) Swimmers responsible for any damages or thievery at hotel

s) Must participate in contracted group meals

t) Communicate travel reimbursement information and policies

General

u) Establish trip eligibility requirements

v) Establish age guidelines for travel trips

w) Parent(s) responsible for getting swimmer(s) to stated departure point

x) Requirements for families to attend "Team Travel Meets"

**2017 -2018 LCN Code of Conduct / Honor Code**

a. 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. This signature each obtained each season through the LCN electronic registration system at [www.lcneptunes.com](http://www.lcneptunes.com). Swimmers who are not registered and have not signed all documents may not swim with the Neptunes.

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 is reminded that when competing in meets, traveling on

trips, and attending other meet-related functions, they are representing both

themselves and the Lewis Clark Neptune Swimming program. Athlete behavior must positively

reflect the high standards of the club (and Inland Empire Swimming).

***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:***

1. Dismissal from the trip and immediate return home at the

athlete’s expense

2. Disqualification from one or more events, or all events of

competition

3. Disqualification from future team travel meets

4. Dismissal from the team

5. Proceedings for a LSC or USA Swimming Board of Review

6. Swimmers are to refrain from inappropriate physical contact at team activities

and events.

7. Swimmers are to refrain from use of inappropriate language.

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

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

***By completing the online LCN registration each swim season, both swimmers and parents are electronically signing this travel policy and code of conduct, indicating complete understanding and cooperation.***