**Helena Lions Swim Team**

**#102**

**TEAM TRAVEL POLICY**

**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 another team activity that is planned and supervised by the club or LSC. UNLESS OTHERWISE SPECIFICALLY ANNOUNCED FOR A PARTICULAR MEET OR EVENT, HLST DOES NOT CONDUCT OR ORGANIZE TEAM TRAVEL EVENTS, AND DOES NOT UNDER ANY CIRCUMSTANCES ACCEPT OR USE THE SERVICES OF CHAPERONES, VOLUNTARY OR OTHERWISE. All members of HLST are responsible for their own travel and lodging arrangements when participating in any HLST sponsored or approved event that is not identified as a TEAM TRAVEL event.

**Section 1**

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming‐administered criminal background check and have passed the USA Swimming Athlete Protection/Safe Sport Course. (305.5.B)
3. 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)
4. 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)
5. When traveling to and participating during any event sponsored or approved by the HLST, all athletes shall have a completed HLST Liability Release, Indemnification, and Permission for Minor Travel form, for the date(s) of the event, on file with HLST.
6. All athlete and adult members shall adhere to all applicable portions of the HLST Swimmer Contract, HLST Policies, HLST Code of Conduct(s), and USA Swimming Code of Conduct (all incorporated herein by reference), and to any additional instructions of the coach(es).

**Section 2 – If and when the HLST Board of Directors votes, as an exception to the above, to conduct a Team Travel event, the following additional policies must be followed.**

1. Transportation of any athlete by a coach shall be for convenience purposes only, when no other suitable option is available to the athlete. Besides requiring parental permission, such transportation is also at the discretion of the coach and should be arranged in advance.
2. Chaperone(s) will be identified and assigned by the head coach or HLST Board.
3. Chaperone(s) will provide contact information to every parent of a swimmer attending the travel event.
4. In the event that a parent needs to contact the team while traveling, the parent will contact the chaperone(s) first prior to contacting the head coach.
5. Reimbursement from the team for being a chaperone will include travel and meals.
6. Families must commit to having a swimmer be on team travel for the whole event or individual travel. If swimmers are not participating in team travel, they will still be required to attend warm-ups, prelims, finals, and meetings with the team. They will also sit with the team during these events.
7. Families are responsible for transportation of athletes to the designated team departure location, if any, and for picking up athletes in a timely manner at the designated team drop-off location(s).
8. During all transportation, drivers and all passengers must remain seated individually in seats designated by the vehicle manufacturer for safe travel and must wear the provided seat belts or other safety restraints at all times.
9. Whenever practicable, team lodging will be at properties with interior room entrances.
10. During team travel, when doing room checks, attending team meetings and/or other activities, two‐deep leadership (two adults working together) and open and observable environments should be maintained.
11. 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.
12. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age (preferably less than 3 years difference). 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 shall be the same gender as the athlete and, if not the parent or guardian of one or more of the athletes in the room, written consent should be given by athlete’s parents (or legal guardian).
13. No room service shall be ordered without permission of a coach/manager/chaperone. Athletes and their families are responsible for any and all incidental charges, damages, or thievery.
14. 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.
15. To ensure the propriety of the athletes and to protect the team, 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).
16. A copy of the HLST Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
17. Head Coach/Team manager/Chaperone should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
18. Curfews shall be established and adhered to by the team each day of the trip. Athletes shall remain in their assigned rooms during curfew times except with permission of a coach/manager/chaperone.
19. 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.
20. 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.
21. 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.
22. 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.
23. HLST or its Board, Coaches, or Chaperones/Team Managers may establish any additional policies, procedures, qualifying requirements, etc., necessary to promote the purpose and the safe and smooth operation of a Team Travel event. This may include limiting contact between athletes and non-staff family members during travel meets to promote team unity. Family members are always welcome and encouraged to travel to meets independently to support and cheer the team as spectators, and to support the meet as timers and officials.
24. During the event, the directions & decisions of coaches/chaperones are final.

**Section 3 ‐ Other Considerations**

1. Cell phones will be turned in at designated lights-out time to coach/manager/chaperone;
2. All social media posts will follow the HLST code of conduct and swimmers will remember they are representing the team while traveling.

3. Swimmers must attend 75% of practices during the season to participate in team travel meets. This will also be at the head coach’s discretion.;

4. For team travel, swimmers under the age of 13 will need head coach’s approval.

**Code of Conduct / Honor Code**

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

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. 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.
3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
5. No “deck changes” are permitted. Athletes are expected to use available change facilities.
6. 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 HLST Athlete behavior must positively reflect the high standards of the club (or LSC).

**Failure to comply**

1. 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:
2. Dismissal from the trip and immediate return home at the athlete’s expense;
3. Disqualification from one or more events, or all events of competition;
4. Disqualification from future team travel meets;
5. Financial penalties;
6. Dismissal from the team; and/or
7. Proceedings for a LSC or USA Swimming National Board of Review.
8. Swimmers are to refrain from inappropriate physical contact at team activities and events.
9. Swimmers are to refrain from use of inappropriate language.

See associated forms 102-A, B, C, and D.

Policy History:

Adopted on: 09/27/2013

Revised on: 11/18/2016, 01/08/2019