



TEAM TRAVEL POLICY

The following Team Travel Policy shall apply in circumstances in which Topeka Swim Association is traveling as a team. Team Travel is defined as travel to a competition or other team activity that the organization plans and supervises. Traveling as a team is defined as a trip in which the Applicable Adult(s) are supervising the athletes both during travel to and from the swim meet and while the athletes are at the meet.

Applicable Adult is defined as:

- All USA Swimming non-athlete members and adult athlete members;
 - Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
 - LSC and club adult staff and board members; and
 - Any other adult authorized to have regular contact with or authority over minor athletes.
1. Topeka Swim Association travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the team. (USA Swimming Rule 305.5.D)
 2. Team coaches and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Rule 305.5.B)
 3. Regardless of gender, an applicable adult shall not share a hotel room or other sleeping arrangement with an athlete (unless the applicable adult is the parent, guardian, sibling, or spouse of that particular athlete). (USA Swimming Rule 305.5.A)
 4. When only one athlete and one applicable adult travel to a competition, or travel while at a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the applicable adult. (USA Swimming Rule 305.5C)
 5. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and observable and interruptible environments shall be maintained.

Exceptions to "Two-Deep" Leadership

- a. In the following circumstances, a single applicable adult may travel alone with an athlete and / or disregard the directive established above:
 - i. Medical Emergency
 - ii. Non-emergent Illness or injury requiring medical attention
 - iii. Family emergency that requires immediate travel arrangements for a return of the athlete to Topeka.
 - b. Should one of the above exceptions occur, the following protocol will be followed by the attending Coach:
 - i. Notification of a parent regarding the circumstances assuming the parent is not with the Team.
 - ii. Notifications of the TSA Board President or their Board Member designee for that meet. Should neither the President nor their designee be available, another Board member must be notified.
 - iii. If it is an emergency situation that requires immediate action with no time allowed for this notification, the Board President or their designee shall be notified as soon as possible following the athlete being provided the care needed.
6. Athletes shall not ride in an applicable adult's vehicle without another adult present who is the same gender as the athlete, unless prior parental (or legal guardian's) written permission is obtained.
 7. During overnight team travel, if athletes are paired with other athletes they must be of the same gender and should be a similar age range when possible. With adequate notification by the parents/legal guardians of non-binary athletes, appropriate accommodations will be sought for those athletes.



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8. 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 there is an applicable adult present or the other athlete is a sibling or spouse of that particular athlete. A copy of the Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
9. The supervising applicable adult(s) shall obtain a signed Liability Release and/or Indemnification Form for each athlete.
10. The supervising applicable adult(s) shall carry a signed Medical Consent or Authorization to Treat Form for each athlete.
11. Curfews shall be established by the coach each day of the trip.
12. 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 coach or his/her designee.
13. The directions and decisions of coaches/chaperones are final.
14. 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.
15. Swimmers may not order room service.
16. Local and long distance phone calls must be made from a cell phone, pay phone, or from a chaperone's room with the permission of the chaperone while appropriate, two-deep leadership and observable and interruptible environments are maintained. Outside calls are prohibited from the swimmer's hotel room.
17. Vandalism and/or theft will not be tolerated. Swimmers are responsible for the condition of their room and will be held financially responsible for any damage that occurs.
18. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the TSA Board of Directors and the parent or legal guardian of any affected minor athlete.

Parent/Guardian Signature

Date

Athlete Signature

Date