



### APPLICABLE ADULT

As defined herein, an “Applicable Adult” is defined as any USA Swimming Non-Athlete Member, Adult Athlete Member, Participating Non-Members (EX. Meet Marshal, Timing System Operator, Timer, Runner, etc.), LSC Adult Staff and Board Members, Club Adult Staff and Board Members, and any other adult authorized to have regular contact with authority over minor athletes.

### 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.

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

### 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)
- 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 - ADDITIONAL POLICIES

- a) During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
- b) Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.
- 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.
- d) 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)
- e) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- f) Team officials will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- g) Team officials will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- h) Curfews may be established by the team staff each day of the trip.
- i) 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.
- j) The directions & decisions of team staff are final.
- k) 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 a team staff member.
- l) Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
- m) Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

## **SECTION 3 - OTHER POLICIES**

### ***Safety***

- a) Additional policies may be established as needed by the coaches.
- b) Respect the privacy of each other.
- c) Must wear seat belts and remain seated in vehicles.

### ***Behavior***

- a) Be quiet and respect the rights of teammates and others in hotel.
- b) Be prompt and on time.
- c) All team policies will apply.
- d) Respect travel vehicles.
- e) Use appropriate behavior in public facilities.
- f) Must stay in assigned hotel room.
- g) Needs and wellbeing of the team will come first.

### ***Financial***

- 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