



## **HILLSBOROUGH AQUATIC CLUB TEAM TRAVEL POLICY**

During group team travel, athletes may be 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. The purpose of a Team Travel Policy is to establish standards of behavior and manage expectations of the club and its members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the Club. In addition to HAC specific codes of conduct, USA Swimming has established certain policies that govern team travel which HAC and its swimmers must adhere to. These policies cumulatively include the following general guidelines:

1. 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). (Article 305.5.A)
2. Team coaches and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (Article 305.5.B)
3. 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. (Article 305.5C)
4. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (Article 305.5.D)
5. During team travel, when conducting room checks and attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

6. To the extent possible, 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.
7. During overnight team travel, if athletes room with other athletes they shall be of the same gender and should be a similar age.
8. To ensure the propriety of the athletes and to protect the staff, there should 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) absent appropriate adult supervision.
9. Curfews shall be established by the team each day of the trip.
10. 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.
11. 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 of the coach or chaperone.
12. 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.
13. The head coach or his/her designee should make a written report of travel policy or code of conduct violations to the appropriate club leadership and the parent or legal guardian of any affected minor athlete.
14. Swimmers are expected to:
  - a. be respectfully quiet and respect the rights of teammates and others in hotel;
  - b. be prompt and on time;
  - c. respect travel vehicles;
  - d. use appropriate behavior in public facilities;
  - e. refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives including the use of inappropriate language;
  - f. refrain from the possession or use of alcohol or tobacco products by any athlete which is strictly prohibited;
  - g. refrain from the possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden;

- h. use available change facilities (no deck changes);
- i. represent both themselves and HAC in a manner that positively reflects the high standards of the club.

HAC has established a Code of Conduct which all athletes, coaches and parents are expected to comply with in conjunction with this Team Travel Policy.