



## Team Travel Policy

### **Purpose:**

Athletes are 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 JCC Bridgewater TIDE (BWTD) or LSC.

This travel policy must be reviewed, agreed to, and signed by all athletes, parents/legal guardians, coaches, and any other adults traveling with the team.

### **USA Swimming Required Policies:**

The JCC Bridgewater TIDE and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club (305.6.4)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check (305.6.2)
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, legal guardian, sibling, or spouse of that a particular athlete) (305.6.1)
4. When only one athlete and one coach travel to a competition, the athlete must have his/her parent's/legal guardian's written permission in advance to travel alone with the coach (305.6.3)

### **BWTD Team Policies:**

1. 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.
2. The directions and decisions of the coaches and chaperones are final.
3. Curfews shall be established by the coaching staff each day of the trip and must be adhered to by all athletes.
4. During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are 13 and over, chaperones would ideally stay in nearby rooms. When athletes are age 12 and younger, chaperones may stay with the athlete. When chaperones are staying in a room with athletes, they should be of the same gender as the athlete and written consent should be given by the athlete's parents/legal guardians.
5. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in the female athlete's rooms and no female athletes in the male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).

6. Athletes should not ride in a coach/chaperone's vehicle without another adult present who is the same gender, unless prior parental permission is obtained.
7. 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 designee.
8. When only one athlete and 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.
9. When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three people. All 12 and under athletes will be accompanied by a chaperone.
10. The coach and/or chaperone will obtain and carry a signed Medical Consent or Authorization to Treat Form for each athlete.
11. The coach and/or chaperone will obtain a signed Liability Release for each athlete.
12. 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.
13. 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 parents/legal guardians of any affected minor athlete(s).

**Additional guidelines that must be adhered to:**

1. All athletes, coaches, and chaperones will respect the privacy of each other.
2. All athletes, coaches, and chaperones will be prompt and on time.
3. All athletes, coaches, and chaperones will have read and signed the BWTD Electronic Communication Policy; and BWTD Athletes Electronic Communication Policy (athletes only).
4. All athletes, coaches, and chaperones will wear seatbelts and remain seated in vehicles when traveling with the team.
5. All athletes must stay in their assigned hotel rooms.
6. Athletes are only allowed to congregate in the common room provided to the team at the times allowed by the coaches.
7. All athletes, coaches, and parents/legal guardians traveling with the team will abide by their respective BWTD Codes of Conduct, and exhibit appropriate behavior at all times. There will be zero tolerance of any form of bullying (i.e. mental, verbal, and/or physical) and/or abusive language for any reason.
8. Any accident, injury, or illness must be immediately reported to the coach(es) and/or chaperone(s).
9. Any use or possession of, alcohol, drugs, drug paraphernalia, or tobacco products by any swimmer will lead to immediate dismissal from the team. If the parent/legal guardian is present, all responsibility of the athlete will be released to by that parent/legal guardian.
10. All illegal activities, such as vandalism, theft, weapons, shoplifting, or other criminal acts will lead to immediate dismissal from the team. If the parent/legal guardian is present, all responsibility of the athlete will be released to by that parent/legal guardian.
11. Athletes and/or their parents/legal guardians will be responsible for any expenses incurred as a result of damage done to property by the athlete.
12. Athletes and/or their parents/legal guardians will be responsible for any incidental charges.
13. There will be no room service without permission.

14. As a reminder “deck changes” are NOT permitted. Athletes are expected to use the available changing facilities.
15. Athletes are to refrain from inappropriate physical contact at the meet, team activities, and events.
16. All team members are expected to display proper respect and sportsmanship toward coaches, officials, administrators, teammates, chaperones, fellow competitors, and the public at all times.
17. The JCC and BWTD will not be responsible for any lost or stolen items.
18. Team Members are reminded that when competing in meets, traveling trips, and attending other meet-related function, they are representing both themselves and the JCC Bridgewater TIDE. Athlete behavior must positively reflect the high standards of the club and/or LSC.

**Failure to comply** with the policies and guidelines set forth in this document may result in disciplinary action.

Such disciplinary actions 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. Financial penalties;
5. Dismissal from the team; and/or
6. Proceedings for a LSC or USA Swimming National Board of Review