



## “Cultivating Excellence in Academics, Character and Swimming”

### Elite Swimming’s Model Travel Policy

#### Introduction

As part of USA Swimming’s enhanced athlete protection efforts, USA Swimming rules now require (as of 12-31-10) that clubs have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

Elite’s Travel Policy has been developed in conjunction with USA Swimming’s Model Travel Policy. If a club chooses not to create a written and approved set of travel policies, Sections 1 and 2 of the USA Swimming Model Travel Policies will become the default travel policies for that team.

#### Elite Team Travel Policies

- 1) The Elite travel policy 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. (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) Parents, relatives and friends of Elite Athletes are welcome to attend this meet as long as they are housed at a different hotel than the Elite Athletes. Elite Parents will have no responsibility for swimmers and will not be considered chaperones.
- 6) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments will be maintained.
- 7) Travel to and from the meet and to and from the pool will always be in a number equal to or greater than 3 (i.e. 1 coach and two swimmers, two coaches and 1 swimmer, etc) unless there is 1 coach and 1 athlete on the trip.

- 8) Elite Swimmers will have 3 travel and hotel options when participating in an Elite “travel” meet:
  - A) The Head Coach will make all travel and hotel arrangements for Elite Swimmers. Under this circumstance, the Head Coach is fully responsible for the swimmer at all times from leaving home to returning home.
  - B) The Parent will make travel arrangements for their individual swimmer and the Head Coach will make hotel arrangements for the individual swimmer. Under this circumstance, the Head Coach is fully responsible for the swimmer after they have arrived at the team hotel until they leave the hotel with their parent at the end of the trip. Permission must be granted by the Head Coach for this arrangement.
  - C) The Parent will make all travel and hotel arrangements for the individual swimmer (swimmer staying with the parent at parent’s hotel). Under this circumstance, there is no responsibility by the Head Coach for the swimmer during the trip. Permission must be granted by the Head Coach for this arrangement.
- 9) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- 10) Elite will not employ chaperones. All Elite travel will be done under the supervision of Elite coaches.
- 11) When only one athlete and one coach travel to a competition, at the competition the coach and athlete will attempt to establish a “buddy” club to associate with during the competition and when away from the venue.
- 12) Visiting teammates of the opposite sex in their hotel rooms is permissible as long as the hotel door is completely open, no one is sleeping within the room, no less than 3 swimmers are in the room, and only swimmers of the same gender are to be on the same bed.
- 13) Elite Swimmers will be expected to abide by the Elite Code of Conduct, previously signed by each swimmer in the club at the start of each season.
- 14) Elite Swimmers and parents are to sign and present to the Head Coach a Medical Release and Indemnification Form prior to leaving for the travel meet/training trip.
- 15) Curfews shall be established by the Supervising Coach for each day of the trip.
- 16) 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 Supervising Coach.
- 17) The directions & decisions of Supervising Coach are final.
- 18) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel or the hotel floor, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach.
- 19) 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 coach.
- 20) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- 21) Additional guidelines may be established as needed during the trip.

- 22) Swimmers will be responsible for all incidental charges, damages or thievery at the hotel
- 23) As set forth in the Elite Code of Conduct: Elite club members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times. 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. The possession or use of alcohol or tobacco products by any athlete is prohibited. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden. No “deck” changes are permitted. Athletes are expected to use available change facilities. 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 Elite Swim Club. Athlete behavior must positively reflect the high standards of the club.
- 24) Failure to comply with the Elite Code of Conduct (and those items as set forth in this document) may result in disciplinary action. Such discipline may include, but may not be limited to: Dismissal from the trip and immediate return home at the athlete’s expense, disqualification from one or more events, or all events of competition, disqualification from future team travel meets, financial penalties and/or dismissal from the team.

In consideration of acceptance of this entry of my child/swimmer into this meet, I/we hereby, for myself/ourselves, my/our heirs, administrators and assigns, waive and release any and all claims against the Elite Swim Club, New Jersey Swimming, the host swim club, USA Swimming and their staff for any injuries and/or expenses occurred by my swimmer at the swim meet, or while on the road to and from the meet.

**Signed:** \_\_\_\_\_  
**Parent or Legal Guardian**

**Date:** \_\_\_\_\_