

Lobo Aquatic Club
Out-of-Town Meet Travel Policy
Effective 01.16.2012, Rev. 07.20.2014

Overview

Lobo Aquatic Club encourages, but does not require, our swimmers to attend out-of-town swim meets. Out-of-town swim meets enable our swimmers to:

1. Experience different levels of individual swimming competition and a higher quality of swimming competition
2. Experience different swim meet formats, including prelims/finals competition format

All swimmers who are members of Lobo Aquatic Club are eligible to travel to out-of-town meets if they have the meet requirements as outlined in the Meet Sanction materials.

When traveling to an out-of-town meet, ALL swimmers are expected to comply with the Lobo Aquatic Club Code of Conduct as well as the following Travel Policies, regardless if the swimmer is traveling with their family or with a chaperone or coach.

TRAVEL POLICIES

Expenses

1. **In-State Meets** - All expenses incurred by the swimmer or the swimmers family for in-state, out-of-town meets (including meet fees) are to be paid by the family. The costs for coaches who travel to the meet to coach the team will be paid for by Lobo Aquatic Club and approved by the Lobo Aquatic Club Treasurer. For overnight hotel stays before the first day of the meet or hotel stays after the last day of the meet, the coach must have the approval of the Treasurer incur these extra hotel costs.
2. **Out-of-State Meets** - The following are a list of costs and how they are paid and billed for out-of-state meets:
 - a. **Airfare**
 - i. **Swimmers** - Airfare for swimmers is generally the responsibility of the individual swimmer and is paid for individually by the family.
 - ii. **Coaches** - Lobo Aquatic Club pays for the airfare for all coaches who are attending an out-of-state meet to coach. The number of coaches attending is recommended by the head coach and is approved by the Board.
 - b. **Hotel**
 - i. **Swimmers**
 1. **Travel with Team** - The hotel cost for swimmers traveling with the team and not staying with a parent will be divided by the number of swimmers staying in the rooms and charged to the individual swimmers. As an example, if the team pays for four rooms at a cost of \$100 and there are 10 swimmers staying in these rooms, the total cost per swimmer would be \$10.

2. **Travel with Parent** - The hotel cost for swimmers staying in a room with their parent is the responsibility of the swimmer's family individually.
3. **Incidentals** - Any room service fees or other incidentals such as telephone charges or movie fees incurred will be added to the invoice for the swimmer or swimmers in the room incurring the charges.

ii. **Coaches**

1. The hotel rooms for all coaches who are attending an out-of-state meet to coach are shared equally by all swimmers attending the meet, regardless of the number of events the swimmer is swimming or the number of days the swimmer is attending the out-of-state meet. Each coach is entitled to one hotel room for the meet. As an example, suppose two coaches attended a four-day meet, which required a hotel room for four nights at a cost of \$100 night and 10 swimmers attended the meet. The 10 swimmers would share the total cost of \$800 ($\$100 \times 2 \times 4$) equally: \$80 each.

c. **Meals**

- i. **Swimmers** - Generally, swimmers pay for their own meals when traveling with the team. If a meal is catered to the hotel or at a restaurant and the coach pays for the meal, the cost will be divided equally among the swimmers attending that meal.
- ii. **Coaches** - Lobo Aquatic Club pays for coaches' meals.

d. **Local Transportation**

- i. **Swimmers** - The cost of local transportation, which is generally a rental car or van is shared equally by all swimmers who are traveling and being transported by the coach or chaperones. Swimmers who are traveling with their family are responsible for their own transportation costs.

3. **Questions Regarding Travel Costs** - Any questions related to travel costs incurred for a trip or for a specific swimmer should be directed to the Lobo Aquatic Club Treasurer or President.

New Mexico Swimming Travel Reimbursement

New Mexico Swimming will reimburse swimmers the amount allowed by the "New Mexico Swimming Rules and Regulations Manual Section 11.0. Information is available on the NM Swimming web site at www.nmswim.org see the Administrative Section of the website for Rules and Reimbursement form. Swimmers are responsible for furnishing a copy of meet results to the NMS Computer Chairman and the must submit their reimbursement claim to the NM Swimming Treasurer within thirty (30) days of the end of the event.

Team Trip

Typically the Lobo Aquatic Club will take a “*Team Trip*” once a year (usually in the summer). The purpose of the trip is to help create team unity and give our swimmers the ability to get to know one another on a more personal level. In general, swimmers who participate in the Team Trip are expected to travel with the team and stay in hotel rooms with other team swimmers as assigned by the coach. The team will block enough hotel rooms to allow parents who wish to travel with the team to stay in the same hotel as the swimmers.

Transportation (generally by bus) and hotel expenses are determined before the trip. A deposit is required of all swimmers who plan to attend the event. All expenses are charged to the individual family in accordance with the policy above.

Based on the number of swimmers attending, the team may request chaperones to travel on the bus with the swimmers in addition to the coaches. Please note that to be a chaperone for unaccompanied minor swimmers, you must be registered with USA Swimming, you must complete a criminal background check and you must complete the Athlete Protection Review Course and test.

Higher Level Meets

Swimmers that travel to higher level meets (sectionals, jr. nationals, nationals) are expected to travel with the coach and stay with teammates in hotel rooms as well as ride in a designated vehicle. The cost of the hotel room(s) and rental vehicle(s) is divided amongst all the swimmers attending. If a parent travels to the meet, they are there as spectators unless prior arrangements with the coach have been made to be a chaperone. Once swimmers’ meet entries are finalized by the coach, swimmers are responsible for payment regardless of whether they attend the meet or not.

Code of Conduct and Medical Release

For all out-of-state meets, all swimmers must sign the following documents:

1. Code of Conduct - All Swimmers attending the meet with the team.
2. Medical Release - All minor swimmers not traveling with a parent or guardian.

For all in-state meets, all minor swimmers NOT traveling with their parents must sign the following:

1. Code of Conduct
2. Medical Release

Lobo Code of Conduct

The full Lobo Swim Team Code of Conduct as well as the Code of Conduct for Travel Meets are attached to this travel policy and apply to all out-of-town meets. As remainder to swimmers and parents, when a swimmer is traveling with a coach or coaches to meets, **the coaching staff holds the final word on any rules, regulations or disciplinary action.**

USA Swimming Travel Policies

Lobo Aquatic Club adheres to certain travel policies stipulated by USA Swimming for out-of-state meets, specifically:

1. The Lobo Aquatic Club travel policy must be agreed to and signed by all athletes, parents, coaches and other adults traveling with the club.
2. Team managers and chaperones must be members of USA Swimming and must have successfully passed a USA Swimming-administered criminal background check and athlete protection course and test.
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.
4. When only one athlete and one coach travel to a competition, the athlete must have written permission in advance from his or her parent to travel alone with the coach.
5. Lobo Aquatic Club officials must have a signed Medical Release and Authorization to Treat form for each athlete traveling to the meet as well as a signed Liability Release and Indemnification Form for Travel.
6. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes’ rooms and vice versa, unless the other athlete is a sibling or spouse of that particular athlete.

<input checked="" type="checkbox"/>	Date Signed: _____
Participant Signature	

<input checked="" type="checkbox"/>	LSC: Lobo Aquatic Club
Print Participant Name	

<input checked="" type="checkbox"/>	Date Signed: _____
Parent/Guardian Signature (if Minor)	

<input checked="" type="checkbox"/>	Relationship: _____
Parent/Guardian Name (Please Print)	