**USA Swimming/Napoleon Aquatic Club**

**Team Travel Policy and Code of Conduct**

**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 NAC.

**Section 1 - USA Swimming Required Policies and Procedures:**

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
2. Coaches and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
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).

1. 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.

**Section 2 – USA Swimming Recommends the Following Policies and Procedures, and NAC will strive to adhere to them. Parents are encouraged to communicate with coaches regarding all aspects of these Policies and Procedures:**

1. During team travel, when doing room checks, attending team meetingsand/or other activities, two-deep leadership and open and observableenvironments should be maintained.
2. 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.
3. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or coaches would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or coaches may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete’s parents (or legal guardian).
4. When only one athlete and one 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.
5. 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).
6. Curfews shall be established by the coaches each day of the trip.
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 head coach or his/her designee.
8. The directions & decisions of coaches/chaperones are final.
9. 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.
10. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate NAC member and also to the parent or legal guardian of any affected minor athlete.

**Section 3 - Other Guidelines to be followed:**

Respect others’ privacy

Must wear seat belts and remain seated in vehicles;

Be quiet and respect the rights of teammates and others in hotel;

Be prompt and on time;

Use appropriate behavior in public facilities;

Must stay in assigned hotel room;

No room service without permission;

Swimmers are responsible for all incidental charges;

Swimmers are responsible for any damages or thievery at hotel;

**CODE OF CONDUCT**

All team members, team staff, and parents are aware of this Code of Conduct and provide their unconditional guarantee to abide by its terms:

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. 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.
3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
5. No “deck changes” are permitted. Athletes are expected to use available change facilities.
6. 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 NAC. Athlete behavior must positively reflect the high standards of NAC.
7. Swimmers are to refrain from inappropriate physical contact at team activities and events.
8. Swimmers are to refrain from use of inappropriate language.

Failure to comply with Team Travel Policy and/or the Code of Conduct may result in disciplinary action. Such discipline 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 USA Swimming National Board of Review.