**Travel Policy and Code of Conduct**

**Albany Aquatics Association abides by the USA Swimming Minor Athlete Abuse Prevention Policy and Safe Sport Guidelines. Find a link to the MAAPP policy on our team website under Board Info, Team Policies & Safe Sport.**

 **Section 1 – USA Swimming Required Policies**

a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

c) 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). (305.5A)

d) When only one athlete and one coach travel to a competition, the athlete must have his/her parent’s (or legal guardian’s) written permission in advance to travel alone with the coach. (305.5C)

**Section 2 – Albany Aquatics Association Policies**

e) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be similar age if possible. Where athletes are age 13 & over, chaperones would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones may stay with athletes, they should be the same gender as the athlete and written consent should be given by the athlete’s parents (or legal guardian). Athlete must stay in assigned room unless change is instructed by coach.

f) 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).

g) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

h) Team or LSC officials should obtain a signed Liability Release and/or Indemnification form for each athlete.

i) Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

j) Curfews for in room & lights out shall be established by the team or LSC staff each day of the trip.

k) The directions & decisions of coaches/chaperones are final.

l) 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.

m) The Head Coach of his/her designee shall 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.

**Code of Conduct / Honor Code**

a) All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents

b) Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.

c) 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.

d) The possession, use, or sale/distribution of any controlled (unless prescribed by a doctor) or illegal substance or any form of weapon is strictly forbidden.

e) No “deck” changes are permitted. Athletes are expected to use available change facilities.

f) 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 AAA program. Athlete behavior must positively reflect the high standards of the club or Local Swimming Committee (LSC).

g) Failure to comply with the Honor Code as set forth in this document 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

6) Proceedings for an LSC or USA Swimming Board of Review

h) Swimmers are to refrain from inappropriate physical contact at team activities and events.

i) Swimmers are to refrain from use of inappropriate language.