

SANTA CLARA SWIM CLUB TRAVEL POLICY (updated, July 16th, 2012)

- 1) Santa Clara Swim Club will provide travel (airfare, rental cars, hotel, meals as designated by attending coach, entries, etc.) for all SCSC athletes who make a USA Swimming Junior National or USA Swimming National time standard and agree to attend these meets representing SCSC in competition. The costs for travel for these meets will be paid for by the club, with any reimbursement from USA Swimming or Pacific Swimming being reclaimed by the club to help offset any of these costs. Full travel costs are for these National levels meets only and will stay in force only as long as the cost does not become a financial hardship to SCSC and its yearly budget. Also final decision to travel for any of these meets is at the sole and final discretion of the Head Coach or his designated representative. Swimmers are required to travel under the supervision of the Head Coach or his designated representative for full travel costs to be covered by the club.
- 2) For meets denoted as championship meets by USA Swimming, i.e. Olympic Trials, World Trials, USA Swimming Nationals, US Open, USA Swimming Junior Nationals, the club will make all flight reservations, hotel reservations, and provide coaching and chaperoning for these trips. A signed waiver from USA Swimming must be signed prior to attending these meets. The coaching staff will be in charge and responsible for the care and safety of the athletes during the trip or until a parent has requested and has picked their athlete up and assumed responsibility for their athlete.
- 3) For these meets that are denoted as travel meets with the club taking responsibility for the athletes, there will be both a male and female coach in attendance. The ratio of coach to swimmer on such trips will be at a number that ensures the safety of all team members, provides adequate supervision throughout the trip, and provide for adequate transporting of swimmers to and from the meet facility throughout the trip.
- 4) A signed copy of the SCSC Honor Code and a Liability Release and Indemnification Form for Minor Travel must be returned to the office prior to the departure date for every travel meet.
- 5) All other travel meets, including Sectionals, meets out of state, Grand Prix meets that the club chooses to include in its travel meets for the year, there will be co-pay to the family for travel costs, which will include the following, but may not be limited to airfare, hotel, and ground transportation. The club will make all airfare reservations and hotel reservations for all team travel. Also all entries will be handled and paid for by the club for such team meets. If possible the team will pick up one team meal during the trip. If the trip is to a Grand Prix meet and the host club chooses to help SCSC offset any costs, it will be at the discretion of the Head Coach as to how these funds will be utilized, i.e. team meals, reduction in total cost, etc. for the entire group attending.

- 6) It is the responsibility of the parent(s) or their designated representative to get their swimmer(s) to and from the departing airport in the Bay Area, unless otherwise denoted by the Head Coach or his designated representative.
- 7) Local meets that require travel by car, it will be the sole responsibility of the parent to get the athlete to and from the competition. No SCSC employee will serve as a driver for any competition that is local or a travel meet that has not been designated as a "National" level meet or team travel meet. If the meet has been designated as a "National" level meet or team travel meet, athletes shall not travel alone without another athlete and/or adult present unless prior parental permission is obtained (see parental permission form for National/team travel meets). A Liability Release and Indemnification Form for Minor Travel must be on file with the team office for each athlete in attendance for such meet.
- 8) If a swimmer or family chooses to attend a meet outside of the LSC and it is not denoted on the club published meet schedule, a coach may or may not be in attendance, depending on the number of athletes attending, but again any coach from SCSC who does attend will do so without any responsibility for any travel and chaperoning of the athletes.
- 9) All liability for travel outside of the designated meets mentioned in items 1, 2, and 5 will be on the family and the athlete attending the travel meet.
- 10) If it is determined that there is a need for additional chaperones, outside of the immediate SCSC coaching staff, all chaperones must be non-athlete members of USA Swimming and also have passed a background screening offered through USA Swimming. Besides being a non-athlete member of USA Swimming and having passed a background screen offered through USA Swimming, to be considered an official SCSC team manager/chaperone on a "designated" team travel trip or to Nationals and/or Junior Nationals, the team must pay for the airfare, hotel and offer meal per diem.
- 11) If the team travel trip requires overnight stay, athletes will be paired with other athletes of similar age and will be of same gender. If team managers and/or chaperones are required and attend, they will be in nearby rooms. If a chaperone (non-athlete member parent) is used for a team travel trip, the athlete family or legal guardian attending must give written consent.
- 12) Both athletes and non-athletes adult members (coaches) must respect the privacy of each other in situations such as changing clothes, showering, etc.
- 13) Coaches and swimmers shall not share hotel rooms or other sleeping arrangements unless the coach is the parent, guardian, sibling or spouse of that particular athlete.
- 14) No non-athlete member under the age of 18 shall serve as a team manager, chaperone, or coach on team travel trips.

15) Team meetings will be held in hotel offered meeting room or in open and observable environments. No team meetings will be held in a coaches' room. Room checks will be conducted using two-deep leadership.

16) The team will stay at hotels that have its room doors accessible only from a common entrance. The team will not stay at hotels or motels that have each of its rooms accessible from the outside.

17) If a single athlete (under the age of 18) and coach must travel to a team meet or National meets alone, written parental permission is required. The goal is to have the parent of the athlete travel with the group, but if this cannot be achieved, written parental or legal guardian's permission must be obtained and on file in the team office.

18) Swimmers must have parental permission and this permission must be texted, emailed, or phoned to the Head Coach or his designated representative in order for an athlete to leave the care, custody, and control of the SCSC representative on the designated team trip or to Nationals and/or Junior Nationals. Examples of this would be if a parent of one athlete wants to take out another athlete on a given trip for lunch or dinner. Permission must be granted by the parent's of this athlete and this permission must be communicated before the athlete will be free to go.

19) Any violation of this travel policy by an athlete shall be handled by the Head Coach or his designated representative. Any violation of this policy by a coach must be reported immediately to the President of the Board of the Santa Clara Swim Club for disciplinary action.

I have read and agree to follow the policies for travel with Santa Clara Swim Club.

Signature

Medical Release Form for Team Travel

I, _____ (parent), give permission for _____ (athlete) to travel to out of town swimming meets with the Santa Clara Swim Club. In the unlikely event that my child will require medical attention, adult supervisors, coaches, or parents associated with the Santa Clara Swim Club have my permission to have my child treated in an appropriate way by qualified medical personnel.

Date: _____ Limitations (if any): _____

Signature (Parent or Legal Guardian): _____

Printed Name of Parent or Legal Guardian: _____

Home Phone: _____ Cell Phone: _____

Minor's Medical and Physician Information

Athlete's DOB: _____ Last Tetanus Booster: _____

Known allergies to Drugs or Foods: _____

Special Medical or Other Information: _____

Present Medication: _____

Athlete's Physician: _____ Phone: _____

Insurance Carrier: _____

Policy Number: _____ Group Number: _____