

Team Travel Policy for Bainbridge Island Swim Club

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 the club or LSC. Team members are reminded that they are representing both themselves and Bainbridge Island Swim Club at all times. Athlete behavior must positively reflect the high standards of the club.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- 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).
- d. 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.
- e. Needs and wellbeing of the team come first.
- f. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- g. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender, and will stay in assigned hotel room.
- h. 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.
- i. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- j. Team should obtain a signed Liability Release and/or Indemnification Form for each athlete, included in registration packet.

- k. Team should carry a signed Medical Consent or Authorization to Treat Form for each athlete, included in registration packet.
- l. Curfews shall be established by the coach each day of the trip.
- m. 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.
- n. The directions & decisions of coaches are final. When a coach is unavailable, chaperones decisions are final.
- o. 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.
- p. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than two persons.
- q. Be quiet and respect the rights of teammates and others in hotel, and other public facilities.
- r. Be prompt and on time.
- s. Athletes must follow coaches' cell phone usage guidelines
- t. Respect travel vehicles
- u. Follow travel dress code established by head coach
- v. Financial:
 - 1. No room service
 - 2. Swimmers responsible for all incidental charges
 - 3. Swimmers responsible for any damages or thievery at hotel
- w. Parent(s) responsible for getting swimmer(s) to stated departure point
- x. Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action, that may include, but may not be limited to: Dismissal from the trip and immediate return home at the athlete's expense and/or disqualification from one or more events at a competition.