



WEST SWIM TEAM TRAVEL POLICY

Purpose: Swimmers are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of swimmer-to-swimmer misconduct. During travel, swimmers are often away from their families and support networks, and the setting is less structured and familiar, including, but not necessarily limited to, new changing areas, locker rooms, workout facilities, automobiles and hotel rooms. The Travel Policy should be considered to be a set of policies and guidelines, but should not be considered to be all-inclusive.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by WEST.

Travel Policies

1. All swimmers, parents, coaches and other adults traveling with WEST must read and acknowledge agreement in writing with these policies. (USA Swimming Rulebook 305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming Rulebook 305.5.B)
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a swimmer (unless the coach is the parent, guardian, sibling or spouse of that particular swimmer). (USA Swimming Rulebook 305.5.A)
4. When only one swimmer and one coach travel to a competition, the swimmer must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (USA Swimming Rulebook 305.5C)
5. 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.
6. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the swimmer, unless prior parental permission is obtained.
7. During overnight team travel, if swimmers are paired with other swimmers they shall be of the same gender and should be of a similar age. Where swimmers are age thirteen (13) and over, chaperones and/or team managers will attempt to stay in nearby rooms. When swimmers are age twelve (12) and under, chaperones and/or team managers may stay with the swimmer. Where chaperones/team managers are staying in a room with the swimmer, they should be the same gender as the athlete and prior written consent should be given by the swimmer's parents (or legal guardian).
8. When only one swimmer and one coach travel to a competition, while at the competition, WEST's coach and swimmer should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. To ensure the propriety of the swimmer and to protect the staff, there will be no male swimmers in female athlete's rooms and no female swimmers in male swimmer's rooms (unless the other swimmer is a sibling or spouse of that particular swimmer).



10. A copy of the Club Code of Conduct, a Liability Release form, and Medical Consent Authorization must be signed by the swimmer and/or his/her parent or legal guardian prior to the travel.
11. WEST's coach, team manager or chaperone should carry a signed Medical Consent Authorization form for each swimmer traveling on the trip.
12. WEST's coach, team manager or chaperone shall establish a curfew for each day of the trip.
13. 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 coach or his/her designee.
14. 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 express permission of the coach or a chaperone.
15. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. Swimmer twelve (12) years of age and under will be accompanied by a chaperone.
16. WEST's coach or his/her designee shall make a written report of travel policy or code of conduct violations to WEST's management and the parent or legal guardian of any affected minor swimmer.
17. As representatives of WEST, WEST's swimmers are expected to be quiet and respect the rights of teammates and others in the hotel, be prompt for all scheduled team functions, use appropriate behavior in public facilities and remain in assigned hotel rooms after curfew.
18. After curfew, swimmers are expected to turn the lights out and refrain from using the television or cell phones.
19. Swimmers and their parents or guardians are responsible for any room service charges or other incidental expenses incurred by the swimmer without permission.
20. Swimmers and their parents or guardians are also responsible for any damage or theft caused by the swimmer.