*The following travel policy is in accordance to USA Swimming Rules. Club policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club*

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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 families and support networks, and the setting is less structured and less familiar.

**Team travel** is defined as: travel to a swim meet or other team activity that is planned and supervised by the Dakota Riptide, which may include overnight stays.

**Team staff** is defined as: Coaches, chaperones, team managers

**MAC (team) leadership** is defined as: Any board member

USA Swimming Required Policies:

1. Travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the team (305.5D)
2. Team coaches, managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check (305.5.B)
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) (305.5.A)
4. When only one athlete and one coach travel to a competition, the athlete must have his/her parents’/legal guardian’s written permission in advance to travel alone with the coach. (305.5C)

#### Travel Policy:

1. During team travel, when doing room checks two-deep leadership and open and observable environments will be maintained
2. Athletes will 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, athletes 13 and over will be paired with other athletes of the same gender and similar in age. Chaperones and/or coaches will stay in separate but nearby rooms. When athletes 12 and under, chaperones and/or team managers 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. A copy of the Dakota Riptide Code of Conduct must be signed by the athlete and his/her parent or legal guardian prior to leaving.
7. Team staff should obtain a signed Liability Release and Indemnification Form for each athlete
8. Team staff should carry a signed Medical Consent or Authorization to Treat form for each athlete
9. Curfews will be established by the team staff each day of the trip
10. Team members (athletes) and team 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.
11. The directions and decisions of coaches/chaperones are final.
12. Athletes 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.
13. When visiting public places such as shopping malls, movie theatres, etc. Athletes will stay in groups of no less than three persons. 12 & under athletes will be accompanied by a chaperone.
14. The Head Coach or his/her designee will make a written report of Travel Policy or Code of Conduct violations to the appropriate Dakota Riptide leadership and to the parent or legal guardian of any affected minor athlete.

## Additional Policies:

***Safety***

* Hotel rooms will be inspected prior to check-in by the team staff
* Hotel room doors will be propped open before lights out, team staff will knock before entering the room
* Athletes must wear seat belts and remain seated in vehicles
* MAC will use hotels with hotel rooms with interior entrances. Hotel rooms will be within same vicinity as the team staff
* Team staff will communicate with athletes on best ways to reach them (hotel room number, cell phone etc.)

# Behavior

* Athletes will adhere to the Code of Conduct, signed by athlete and parent prior to leaving
* Team staff will assign hotel roommates, athletes must stay in assigned hotel room. Special needs or requests will be made to team staff prior to leaving.
* Team staff will establish time lines for lights out, when to gather before leaving hotel/venue, meals etc. Athletes are expected to be prompt and on time.
* Athletes will be quiet and respect the rights of teammates and others in the hotel, vehicle, venue etc.
* The needs and wellbeing of the team will come first. If an athlete requires special needs or attention, those needs will need to be communicated in writing to the team staff prior to leaving.
* It is encouraged to wear Dakota Riptide apparel during team travel, if an athlete does not own Dakota Riptide apparel, appropriate clothing will be acceptable

### Financial

* No room service
* Athletes will be responsible for all incidental charges
* Athletes will be responsible for any damages or thievery at hotel, venue, etc.
* Athletes will participate in contracted group meals, if an athlete has special dietary needs, those needs will need to be communicated to team staff prior to leaving

Team Travel Code of Conduct

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

* I will not use or possess alcohol, illegal drugs, tobacco, or weapons at any swim meets. Failure to comply with this expectation will result in my dismissal from the meet and notification to the authorities
* Cell phones and mobile devices will not be used in bathrooms, locker rooms and changing areas
* I will wear appropriate clothing which respects me and others
* I will not use explicit language
* No public or private displays of physical affection
* I will remain within the physical boundaries of the meet, hotel room, or whatever limitations set forth by the chaperone and/or coach. I will not enter bathrooms, changing area or sleeping areas of the opposite gender.
* I will participate in each team travel meet with a positive attitude, display good sportsmanship to my team and to other swimmers.
* I will respect the Dakota Riptide coaches, chaperones, meet officials, referees, and other team coaches. Along with volunteers running the swim meet.
* I will remember that I represent the Dakota Riptide, my respective School District, City and act according to Code of Conduct, and I understand that inappropriate behavior will not be tolerated.
* I understand that breaking of this agreement will be dealt with accordingly.

### Failure to comply with the Code of Conduct and the Travel Policy as set forth in this document may result in disciplinary action. Such discipline may include, but not limited to:

* 1. Disciplinary Rules Procedure
	2. Dismissal from the trip and immediate return home at the athlete’s expense
	3. Suspension from practice, such suspensions can be 1 week or more
	4. Disqualification from one or more events, or all events of competition
	5. Disqualification from future team travel meets
	6. Financial penalties
	7. Dismissal from the team
	8. Proceedings for a LSC or USA Swimming National Board of Review

#### Signature of swimmer Date

##### \*I have read the above agreement my swimmer has signed and give permission to attend this team travel meet.

Signature of Parent or Guardian Date

Name of swim meet Location Date