



## **Team Travel Policy for Panama City Swim Team**

**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.***

### **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. (USA Swimming Rulebook 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. (USA Swimming Rulebook 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). (USA Swimming Rulebook 305.5.A)
- 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. (USA Swimming Rulebook 305.5C)

### **Section 2 - Team Policies**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments should be maintained.
- b. Athletes should 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.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & 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).
- d. 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.
- e. 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). Exceptions may be made for occasions such as team meetings, watching team movies, group meals, etc...
- f. A copy of the PCST Athlete Code of Conduct must be signed by the athlete and his/her parent or legal guardian.



- g. Each athlete travelling without a parent or legal guardian must provide a signed Liability Release and/or Indemnification Form to the Head Coach, Team Admin, or designated volunteer before leaving town.
- h. Each athlete travelling without a parent or legal guardian must provide a signed Medical Consent or Authorization to Treat Form to the Head Coach, Team Admin, or designated volunteer before leaving town.
- i. Curfews shall be established by the PCST staff each day of the trip.
- j. 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.
- 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. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the PCST Board of Directors and the parent or legal guardian of any affected minor athlete.

### **Expectations During Team Travel**

- a. Respect the privacy of each other
- b. All members, adult and minor, must wear seat belts and remain seated in vehicles
- c. Be quiet and respect the rights of teammates and others in hotel
- d. Be prompt and on time
- e. Respect travel vehicles
- f. Use appropriate behavior in public facilities
- g. Cell phones and computers will be used in an appropriate manner.
  - a. No phone or computer usage after lights out
  - b. No texting or social media usage in a lewd, crude, or rude nature
  - c. No use of cameras or recording equipment without the knowledge and consent of those being recorded and only in a manner that would be deemed appropriate by the parents of the involved parties.
- h. No room service without permission
- i. Swimmers responsible for all incidental charges
- j. Swimmers responsible for any damages or thievery at hotel
- k. Must participate in contracted group meals
- l. Needs and wellbeing of the team come first.