**KENTUCKY SWIMMING TEAM TRAVEL**

**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.

**TRAVEL**

1. Local Travel
Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian.
2. Team Travel
Team travel is travel to a competition or other team activity that the organization plans and supervises.
	1. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with KYLSC must be USA Swimming members in good standing.
	2. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete’s legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
	3. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual’s hotel room or other overnight sleeping location.
3. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (305.5.D)
4. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check and taken the appropriate USAS Athlete Protection Training courses.
5. 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)

1. 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. (305.5C)
2. During team travel, when doing room checks, attending team meetingsand/or other activities, two-deep leadership and open and observableenvironments should be maintained.
3. 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.
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 Club Code of Conduct must be signed by the athlete.
7. KY Swimming office shall obtain a signed Liability Release and/or Indemnification Form for each athlete. (URL signature with online application is acceptable)
8. KY Swimming office shall obtain a signed Medical Consent or Authorization to Treat Form for each athlete. (URL signature with online application is acceptable)
9. Curfews shall be established by the team each day of the trip.
10. 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.
11. The directions & decisions of coaches/chaperones are final.
12. 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.
13. 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.
14. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the Kentucky Swimming office and the parent or legal guardian of any affected minor athlete.

While traveling, the following applies:

1. be quiet and respect the rights of teammates and others in hotel;
2. be prompt and on time;
3. no room service without permission;
4. swimmers shall be responsible for all incidental charges;
5. swimmers shall be responsible for any damages or thievery at hotel;
6. swimmers must participate in contracted group meals

**Code of Conduct**

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

1. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
2. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
3. The possession or use of alcohol or tobacco products by any athlete is prohibited.
4. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
5. No “deck changes” are permitted. Athletes are expected to use available change facilities.
6. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Kentucky Swimming. Athlete behavior must positively reflect the high standards of the LSC.

**Failure to Comply:**

1. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
2. Dismissal from the trip and immediate return home at the athlete’s expense;
3. Disqualification from one or more events, or all events of competition;
4. Disqualification from future team travel meets;
5. Dismissal from the team; and/or
6. Proceedings for a LSC or USA Swimming National Board of Review.
7. Swimmers are to refrain from inappropriate physical contact at team activities and events.
8. Swimmers are to refrain from use of inappropriate language.

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| I, |  | have read, and understand and agree |

to abide by the rules set forth by Kentucky Swimming, Inc. I understand that if Code of Conduct, USAS and KYLSC rules are not observed, action will be taken appropriate to the situation.

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| USAS ATHLETE |  |  | DATE: |  |
|  |  |  |
| USAS COACH |  |  | DATE: |  |
|  |  |  |
| USAS CHAPERONE |  |  | DATE: |  |