



South Carolina Swimming

Travel Policy

and

Honor Code



sc-swimming.org

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Travel Policy Purpose

SC Team Travel is defined as, but not limited to, overnight travel to a swim meet (such as Zones) or other team activity (select camps) that are planned, coached, and supervised by South Carolina Swimming (SCS).

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.

Section 1 – USA Swimming Required Policies

- a. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.
- b. Observable and Interruptible One-on-One Interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- c. Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
- d. 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.
- e. 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.
- f. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.
- g. 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 for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.
- h. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- i. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- j. 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) (Section 1b). Meetings must not be conducted in an individual's hotel room or other overnight

sleeping location.

Section 2 – South Carolina Swimming Required Policies for SC Team travel

- a. During SCS team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. 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
- c. A copy of the USA Swimming Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- d. SCS staff (coaches and chaperones) will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- e. SCS staff (coaches and chaperones) will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- f. Curfews shall be established by the SCS team staff each day of the trip.
- g. Team members and staff traveling with the SCS 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.
- h. The directions & decisions of coaches/chaperones are final.
- i. 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.
- j. 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.
- k. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate SCS leadership and the parent or legal guardian of any affected minor athlete.

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles.

Personal Conduct

All SCS team members, team staff, and parents of minors will be apprised in writing of this Travel Policy and Honor Code and the USA Swimming Code of Conduct (Article 304 USA Swimming Rules and Regulations). A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. SCS members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. SCS members are to refrain from inappropriate physical contact.
- c. SCS team members and staff will refrain from any illegal activity and any inappropriate behavior, including language, that would detract from a positive image of the team or be detrimental to its performance objectives.
- d. The possession or use of alcohol, tobacco products (including e-cigarettes and vaping products with or without nicotine) or non-prescribed controlled substances is prohibited.
- e. The possession, use, or sale/distribution of any controlled, illegal substance or personal

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prescribed medication or any form of weapon is strictly forbidden.

- f. Betting or gambling on swimming or influencing the outcomes and results of an event or competition.
- g. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- h. SCS members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and South Carolina Swimming. Athlete behavior must positively reflect the high standards of SCS.

Financial

- a. No room service is allowed without permission;
- b. Swimmers are responsible for all incidental charges;
- c. Swimmers are responsible for any damages or thievery at hotel;
- d. Swimmers must participate in contracted group meals; and
- e. Swimmers are responsible for submitting travel reimbursement as per SCS Policies and Procedures.

Honor Code Purpose

Representing SCS is a very special and powerful honor which brings with it high expectations and responsibilities. Your representation is a reflection on you, your family, coach, team, community, and country. Please do not take this responsibility lightly but rather embrace the role you have been given because of your athletic abilities. The purpose of this Honor Code is to honor the SCS Team culture. It is important for all team members to understand that their actions in a regional, national or international setting reflect on their teammates, the sport of swimming, and South Carolina. The culture of the SCS Team sets us apart from every other swimming organization in the country and is an important factor in our success.

I understand and will comply with the guidelines stated herein as set forth by SCS. I understand in failing to comply with these rules I may face disciplinary actions as described below. My signature on this document constitutes unconditional agreement to comply with this Honor Code and, as a member of SCS and USA Swimming, the Code of Conduct of USA Swimming (Article 304 in the USA Swimming Rulebook). At each competition, expectations will be set regarding the Honor Code at a designated team meeting prior to the start of competition. Disciplinary actions will be evaluated by the head coaches, elected team captains, or their designee. The final disciplinary action will be decided by the head coaches with consultation by the Age Group and/or Senior Chair. Any appeal following any disciplinary action shall be in accordance with Part Four of the USA Swimming Rulebook.

Team Rules

- Team members, athletes, coaches and staff, are expected to follow the team rules below and any additional rules set during the competition.
 - Team members will display proper respect and sportsmanship toward teammates, coaches, officials, administrators, fellow competitors, the host nation and the public.
 - Team members will display proper respect for the American Flag.
 - SCS issued apparel must be worn at all times on deck and awards stand, in the stands

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- o or during official team functions unless otherwise specified.
 - o Shoes must be worn on the awards stand.
 - o Hats or any head gear may not be worn on the awards stand, unless team issued apparel.
 - o All swimmers are required to attend each finals session through the last awards ceremony, unless excused by the Head Coach or their designee.
 - o When not preparing for their own events, swimmers are expected to remain in the team area to support their teammates.
 - o After a swimmer has swum his/her last event, attendance at all remaining sessions (including preliminaries) and team meetings are required.
 - o Team members are required to adhere to team curfew.
- Any additional guidelines for the participants in the Event will be established as needed by the head coaches or other person designated by SCS in writing prior to the Event. Athletes will have the option to remove themselves from the Honor Code at the end of the Event at a date and time determined by the coaches or other person designated by SCS, however, team members will still be subject to the USA Swimming Code of Conduct and are still expected to represent SCS in a manner that is not detrimental to the reputation of SCS, USA Swimming or the sport of swimming.

All athletes, coaches and chaperones must read, sign and adhere to this South Carolina Swimming Travel Policy and Honor Code. Personal conduct violations put the status of athletes and/or staff in jeopardy for future SCS teams. Failure to comply with this South Carolina Swimming Travel Policy and Honor Code may result in disciplinary action. Such discipline may include, but may not be limited to:

- i. Immediate dismissal from the team and immediate return home at the athlete's expense;
- ii. Disqualification from one or more events, or all events of competition;
- iii. Loss of stipend and travel expense reimbursement;
- iv. Disqualification from future SCS travel meets;
- v. Financial penalties;
- vi. Dismissal from the SCS team;
- vii. Proceedings for a SCS or USA Swimming National Board of Review.

Athlete Signature

Printed Name

Date

Parent Signature

Printed Name

Date

Coach Signature

Printed Name

Date

Chaperone Signature

Printed Name

Date