



PCS Team Travel Policy

- Parent(s)/swimmer(s) should be familiar with the PCS meet announcement for each travel meet that they attend. Each meet announcement will provide information about the trip. Some meets will have specific requirements.
- Most team travel meets will have the swimmers travelling with their families. For out of state USA Swimming Championship type meets (Sectionals/Senior Zones/Junior Nationals/Nationals/etc.), swimmers may travel with a coach.

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 PCS.

Section 1

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (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. (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). (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. (305.5C)

Section 2

- a. 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.
- 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).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC 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 appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3

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;

Behavior

- a. Be quiet and respect the rights of teammates and other guests in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. Swimmers will not be allowed to travel unless account is current or payment arrangements have been made and are on record with PCS Admin.
- b. No room service without permission;
- c. Swimmers responsible for all incidental charges;
- d. Swimmers responsible for any damages or thievery at hotel;
- e. Must participate in contracted group meals; and
- f. Communicate travel reimbursement information and policies.

PCS Athlete Member Honor Code

An *Athlete Member* is an individual who participates in the sport of swimming and is in good standing as an individual member of Park City Swimming and USA Swimming.

PCS athlete members will:

- Value the opportunity to be a member of PCS.
- Act and behave in a way that positively reflects upon PCS and its members.
- Display proper respect and sportsmanship toward all coaches, officials, administrators, teammates, competitors and the public at all times.
- Treat our facility with care and appreciation.
- Be honest and fair in all dealing and interactions with others.

- Value the rights, dignity and self worth of all others.
- Abide the USA Swimming Bullying Policy (including cyber bullying).
- Be a positive role model.
- Accept the responsibility of your actions.
- Not “Deck Change”. Members will use the available locker rooms for changing.
- Be aware of and adhere to PCS standards, rules, regulations and policies.
- Refrain from using inappropriate language.
- Refrain from any inappropriate or illegal behavior that would detract from PCS, PCAC, PCSD or its sponsors.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others.
- Refrain from any form of abuse (physical, verbal, emotional, etc) towards others.
- Refrain from any form of theft or robbery.
- Refrain from the possession, use or sale of any type of illegal substance (tobacco, drugs, alcohol, e-cigarettes, vaping, etc.).
- Refrain from engaging in inappropriate physical or sexual conduct.
- Refrain from possessing or distributing explicit or pornographic materials.
- Refrain from using, exhibiting or possessing weapons.
- Immediately report any violations of the PCS Honor Code to the appropriate authority.
- Understand that not reporting a violation of the PCS Honor Code may be considered as participation in the violation of the honor code.
- Understand the possible consequence of breaking the PCS Honor Code.

In addition to actions listed above, PCS athlete members while participating in team activities and/or travel trips will:

- Refrain from any act that would be considered an offense under federal, state, local or USOC laws or rules.
- Respect all properties (hotel room, restaurant, vehicles, venues, etc.) Any physical damage occurring to said properties shall be paid for by participants involved with the occurrence.

Disciplinary Actions

Failure to comply with the PCS Honor Code as set forth in this document may result in disciplinary action.

Such discipline may include, but may not be limited to:

- Dismissal from the current team function.
- Suspension from team functions (including practices, swim meets and activities).
- Dismissal from a travel trip. Dismissed athlete member may be immediately sent home at their own expense. Athletes dismissed from a travel trip will be held financially responsible for the total cost of the trip as well as the return trip.
- Financial penalties.
- Suspension of future travel privileges with Park City Swimming and Utah Swimming.
- Board of Review Proceedings from Utah Swimming and/or USA Swimming.
- Dismissal from PCS. Dismissed swimmers are responsible for finalizing the members account and understand that no refunds or reimbursements will apply in case of dismissal from the team.

Park City Swimming Athlete Member

I acknowledge that I have read, understand and agree to abide by the PCS Team Travel Policy.

Athlete Printed Name

Athlete Signature

Date

Parent/Guardian of Park City Swimming Athlete Member

I, the parent/guardian of the above mention athlete member, acknowledge and agree that I that I have read and understand the PCS Team Travel Policy. I agree that my athlete member will abide by the Honor Code.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date