



# TEAM TRAVEL POLICIES & PROCEDURES

*The Coast Guard Blue Dolphins (CGBD) Swim Team (athletes, coaches, and parents) are proud representatives of the United States Coast Guard Reserve Training Center - Yorktown, Virginia. Proper behavior has a positive influence on individual and team performance and projects a positive image for all to recognize and respect.*

## **TEAM TRAVEL ELIGIBILITY:**

1. Swimmer must have completed 7<sup>th</sup> grade and be at least 13 years old.
2. Swimmers must be on the travel team to participate in team travel. There is no policy for pay as you go.
3. If a swimmer wants to attend a meet but is not on the travel team, they may go but must travel on their own and with their parent or guardian if under 18 years of age.

## **FORMS:**

1. Financial Agreement: The family must have a financial agreement on file with the Membership Coordinator that indicates their intention to be on the travel team.
2. Team Travel Standards of Conduct: This must be filled out and signed by the swimmer and their parent/guardian before the first trip that the swimmer makes.
3. Team Code of Conduct: This should be filled out and signed by the swimmer and parent/guardian. This should be on file with the Membership coordinator.
4. Team Travel Permission Slip: This form must be filled out by the parent or guardian and turned in before each trip or by the swimmer if older than 18 years of age.

## **PROCEDURE FOR EACH MEET:**

1. The swimmer must enter the meet through the website.
2. The swimmer must indicate whether or not they are traveling with the team.
3. The parent or guardian must indicate whether or not they are willing to chaperone the trip.
4. The deadline for getting the deposit money to the travel coordinator will be listed on the website.
  - Once the deadline has been reached the swimmer will not be able to get the deposit back if they pull out of the meet.

- The deadline will be in line with the cancellation date for the hotel. If we have to cancel rooms after this date then the team will incur charges for the cancelled room(s).
  - The deposit will be 75 percent of the estimated total cost of the trip.
5. Numbers of swimmers per room not to exceed the number of available beds in each room.

### **CHAPERONES:**

1. All team travel will be chaperoned. The chaperone to athlete ratio should be no higher than twelve to one and ideally ten to one.
2. If there are not enough chaperones to work the meet, team travel may not be available.
3. Preferably there shall be at least one chaperone per gender, depending upon gender make-up of the swimmers attending the meet.
4. For further information on chaperoning, please check the CGBD Guidelines for Chaperones.

### **CONDUCT:**

1. All CGBD Swimmers will act in a polite and respectful manner at all public venues – including but not limited to restaurants, hotels and aquatic centers. All behavior must positively reflect the high standards of the club.
2. CGBD swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the pool, the hotel, or any other place which the team has gathered without the permission of a coach or a chaperone. While outside of the meet area, swimmers must always be accompanied by a chaperone, coach or at least one other swimmer of the same gender (with a coach or chaperone's permission.)
3. At no time will male and female athletes be in the same room or vehicle together unless a coach or chaperone is present.
4. No swimmer may be out of his/her room after the assigned bedtime without permission from a coach or chaperone. All swimmers are expected to strictly adhere to the curfew established by the coaching staff. At curfew time all lights, TV's, cell phones, electronic equipment etc. must be turned off and no talking is permitted. Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals.

5. No team meetings may be missed. Swimmers must be on time to all meetings and warm-ups.
6. No cell phone usage will be permitted on the deck during the meet.
7. Theft or damage to CGBD property, other team facilities, hotel rooms, vehicle transportation, restaurants or other personal property of others is prohibited and may be subject to disciplinary action. Any expenses incurred as a consequence of such prohibited behavior will be billed to the appropriate party.
8. Aquatic Centers, hotels rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together, and all trash deposited appropriately. Any damage to facilities, rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip. Any expenses incurred as a consequence of such prohibited behavior will be billed to the appropriate party.
9. When travelling by van, swimmers must wear seat belts at all times and remain seated at all times.
10. When group meals are contracted for swimmers with the hotel or restaurant, all swimmers on the trip are expected to participate in and share the cost of these meals. Chaperones and coaches will be expected to leave an appropriate tip for service where applicable.
11. All telephone and incidental room charges must be paid for prior to curfew on the final night of the trip. In-room movies are prohibited.
12. The possession of dangerous objects or objects banned from or considered to be inappropriate in a school environment is prohibited at all CGBD activities, practices and functions.
13. Swimmers will comply with the proper dress code at all times. Any clothing or the inappropriate wearing of clothing or swimwear that distracts or disrupts members is prohibited. All swimmers will wear designated team caps at all competitions.
14. Running, pushing or horseplay during the trip including at the host facility, on the transportation vehicle, at restaurants, hotels and other facilities is not permitted.

**APPAREL:**

1. Swimmers will wear CGBD apparel and/or follow guidelines set out by the lead coach for the trip.
2. Coaches will follow guidelines for apparel set out by the lead coach for the trip.
3. Chaperones will wear CGBD apparel if they have it or dress appropriately if they do not.

Established: 11/2007

Reviewed: 8/2008, 6/2009, 5/2013, 3/2017, 6/2019, 5/2022