

## **TIDE SWIM TEAM Team Travel Policy**

As part of USA Swimming's enhanced athlete protection efforts, USA Swimming rules now require clubs to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club. Travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

TIDE attended swim meets will either be **non-team travel meets** (parents are responsible for all aspects of their swimmer's travel) or **team travel meets** (team will be responsible for arranging all aspects of travel and providing chaperones for the trip).

### ***Non-Team Travel Meets***

*These are the majority of our meets. The club will choose a host hotel for a meet and negotiate a team room rate. Parents/swimmers have the option of staying at this hotel.*

*Parents or guardians are responsible for providing transportation, lodging, meals, medical, and other needs for their swimmer. If a parent is unable to attend the meet with their child they must arrange (in advance) for a responsible guardian to be in charge of their child at all times at the meet. This guardian can be another parent or adult however, it should not be a TIDE coach. A child is defined as a swimmer under the age of 18.*

*It is recommended that parents send a signed medical waiver and provide financial support for their swimmer's expenses.*

### ***Team Travel Meets***

*Team travel meets are away meets attended by swimmers, coaches and adult chaperones who are traveling, dining, and lodging as a team. Team travel meets will strive to bring one chaperone for every 8 swimmers on a trip. Chaperones under the direction of the head coach, will be responsible for the care of all athletes on the trip including meals, curfews, transportation, and any other issues that may arise. Coaches will be responsible for all meet-related aspects of the trip including meet administration and coaching.*

## **TIDE Team Travel Policy & Requirements**

Parents are welcome to attend the team travel meets as spectators; however, they must provide their own transportation, lodging, and meals. Furthermore, parents and others who are spectators are asked to provide distance from their swimmers allowing them to remain and bond with their teammates and coaches during the trip uninterrupted.

The following requirements apply to ALL meets designated as Team Travel Meets:

- 1) Only swimmers ages 13 and older will be able to travel with the team to meets. The stipulations for team travel only apply to those on the team travel trip. Swimmers who are 12 years old or younger can still attend certain meets that have been designated as team travel, but they must travel, room, and stay with their parents. Coaches of swimmers 12 and younger will supervise the swimmers during the swimming portion of the trip only.
- 2) All swimmers must abide by the rules for team travel. No alternate accommodations will be given to anyone at any time.
- 3) All travel must be done with the team. Swimmers cannot receive transportation to a meet from their parents; they must travel with the team.
- 4) When swimmers are given permission to travel home from the meet with their parents, they may do so ONLY after the final swim for the team has been completed for the entire meet.
- 5) Swimmers must stay with the team at all times. No one will be given permission to miss a team meal or leave the team hotel (or the pool) for any reason other than to participate at the meet or an emergency situation.
- 6) All swimmers must abide by the team rules and travel code of conduct. Swimmers in violation of any team rules or the travel code of conduct will be issued what the coaching staff deems to be the appropriate punishment. THIS MAY INCLUDE IMMEDIATE DISMISSAL FROM THE MEET AT THE EXPENSE OF THAT SWIMMER'S PARENTS/GUARDIANS.
- 7) All coaches and chaperones must abide by the travel chaperone guidelines and code of conduct.
- 8) All swimmers must abide by the team uniform policy at all times as determined by the head coach.
- 9) Swimmers of families whose team accounts are delinquent in any way will not be permitted to attend meets designated as team travel.
- 10) If a swimmer, parent, or guardian is unable or unwilling to abide by ANY of the requirements of or for team travel, the swimmer will not be permitted to attend the meet in any capacity (i.e., you cannot travel on your own to a meet designated team travel and swim as a member of TIDE to avoid Team Travel Requirement(s)).

### **Other Travel Requirements**

To be eligible for TIDE Team Travel at different levels, swimmers must demonstrate dedication to their swimming and the team in a number of different ways as defined by the TIDE head coach.

### **Detailed Team Travel Rules**

- 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 or older, chaperones and/or team managers would ideally stay in nearby rooms.
- 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 athletes' rooms and no female athletes in male athletes' 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 officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the coach or chaperone each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, and meet sessions unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions and 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 a coach or chaperone.
- m. When visiting public places such as shopping malls, or movie theatres, swimmers will stay in groups of no less than three persons.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations.

### **Other Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. TIDE may utilize some of these policies based on their individual preferences, specific meets and swimmer needs.

#### *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
- e. Must wear seat belts and remain seated in vehicles

#### *Behavior*

- a. Be quiet and respect the rights of teammates and others 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
- j. Needs and well being of the team come first

#### *Financial*

- a. No room service without permission
- b. Swimmers responsible for all incidental charges
- c. Swimmers responsible for any damages or thievery at hotel
- d. Must participate in contracted group meals
- e. Communicate travel reimbursement information and policies
- f. Reimbursement of Chaperone expenses

#### *General*

- a. Establish trip eligibility requirements
  - b. Parent(s) responsible for getting swimmer(s) to stated departure point
  - c. Requirements for families to attend "Team Travel Meets"
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***Guidelines for TIDE Team Travel Meet Chaperones.***

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1. Before each trip, all chaperones will meet with the head coach to discuss the trip.
2. Chaperones will be helpful and flexible with the intent of helping our athletes to have a successful trip.
3. Chaperones will be provided with a rooming list before our arrival at the hotel.
4. Every attempt will be made to arrange all of the athlete rooms in a block.
5. Chaperones will be expected to carry the emergency forms for all swimmers in attendance.
6. Chaperones will be responsible for carrying basic first aid supplies and feminine needs.
7. Chaperones will be responsible for carrying return airline tickets (or organizing return for e-tickets).
8. Chaperones will be responsible for distributing keys upon arrival at the hotel.
9. Chaperones will take the athletes grocery shopping (if time allows) or buy breakfast and snack items.
10. Chaperones are responsible for making sure all swimmers are accounted for before driving to the pool at the time specified by the head coach.
11. Chaperones will drive the athletes to and from the hotel.
12. Chaperones will arrange lunch, either by taking swimmers out or by providing sandwich items to take back to the room.
13. Chaperones will take orders for dinner, arrange an eating place, and pick up the food.
14. Chaperones will ensure that the athletes are behaving according to the TIDE travel code of conduct.
15. Swimmers are to be in their rooms at the time designated by the head coach.
16. Swimmers are to have their lights out at the time designated by the head coach.
17. Chaperones will make a bed check at 10:00 p.m.
18. Any minor issues will be handled by the chaperones. The coach in charge will be kept informed of any major issues that may occur. Disciplinary action will ultimately be decided and enforced by the coach in charge.
19. Fees incurred by the chaperones (food or supplies for the team) can either be paid for on a chaperone's credit card for later reimbursement or money to cover expenses can be obtained from the team treasurer. Chaperones should keep track of all money spent while on the trip. Chaperones will be allocated \$25/day for food.
20. If chaperones share a room, the total room fee is covered. If a chaperone stays alone, they will be responsible for 1/2 of their room fees. The chaperones' airfare will be reimbursed. Any additional costs will be paid by the chaperone.
21. Chaperone expenses will be paid by swimmers that are attending the team travel meet.

TIDE SWIMMING

**Medical Release Form for TIDE Team Travel**

I, \_\_\_\_\_ (parent), give permission for \_\_\_\_\_ (athlete) to travel to out of town swim competitions with Tide Swim Team. In the unlikely event that my child will require medical attention, adult supervisors, coaches, or parents associated with Tide Swim Team have my permission to have my child treated in an appropriate way by qualified medical personnel.

Date: \_\_\_\_\_ Limitations (if any): \_\_\_\_\_

Signature (Parent or Legal Guardian): \_\_\_\_\_

Printed Name of Parent or Legal Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Minor's Medical and Physician Information

Athlete's DOB: \_\_\_\_\_ Last Tetanus Booster: \_\_\_\_\_

Known allergies to Drugs or Foods: \_\_\_\_\_

\_\_\_\_\_

Special Medical or Other Information: \_\_\_\_\_

\_\_\_\_\_

Present Medication(s): \_\_\_\_\_

\_\_\_\_\_

Athlete's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

(Military only)

Sponsor's Name \_\_\_\_\_ Tricare Standard? ( Y / N) Tricare Prime? ( Y / N )