



Team Travel Policy for Harrisonburg Gators

Team Travel is defined as *overnight travel to a swim meet or other team activity that is planned and supervised by the club.*

Section 1 - USA Swimming Required Policies

- 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. Coach should obtain a signed Liability Release and/or Indemnification Form for each athlete for each trip.
- h. Coach should carry a signed Medical Consent or Authorization to Treat Form for each athlete for each trip.
- i. Curfews shall be established by the Coach/Team Manager 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 VAST Board of Directors and the parent or legal guardian of any affected minor athlete.
- o. The Head Coach shall be responsible for collecting signed Travel and Code of Conduct forms.
- p. Any swimmer that does not have a signed form at time of travel, will not be allowed to travel with the team.

Section 3

Athletes on a travel trip must

- a. Respect the privacy of each other;
- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Respect travel vehicles;
- d. Use appropriate behavior in public facilities;
- e. Stay in assigned hotel room

Financial

- a. Swimmers may not order room service without parental or coach permission;
- b. Swimmers are responsible for all incidental charges;
- c. Swimmers are responsible for any damages attributed to them at the hotel, pool facility or travel vehicle;
- d. Swimmers must participate in contracted group meals;
- e. Coach will communicate travel expense information and policies prior to trip.

General

- a. 12&U swimmers must be accompanied by adult on any team travel trip.
- b. 13&O may travel alone and room with other swimmers with chaperone nearby.
- c. Parent responsible for getting swimmer(s) to stated departure point on time.



VAST Gators Travel Code of Conduct / Honor Code

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached Travel Policy. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents. An appropriately dated document must be signed prior to each travel trip.

At the meet venue:

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. 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.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Virginia Gators. Athlete behavior must positively reflect the high standards of the Virginia Gators.
- g. Swimmers are to refrain from inappropriate physical contact at any time during the team travel trip.
- h. Swimmers are to refrain from use of inappropriate language.
- i. **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:**
 - i. Dismissal from the trip and immediate return home at the athlete’s expense – Parents will be contacted and will have 24 hours to make travel arrangements for the swimmer. Otherwise, arrangements will be made and member’s account will be charged accordingly.
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.

Signed: _____ Date: _____
(Athlete)

Signed: _____ Date: _____
(Parent/Legal Guardian)