



Team Travel Policy for Phoenix Swimming

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 the club or LSC.

****Please be aware with the adaptation of the MAAPP by USA Swimming and Phoenix Swimming in June 2019, that those travel policies and guidelines take precedence over the policies below.****

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- 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 – USA Swimming Recommended Policies

- 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 of similar age.
- d. 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).
- e. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

- f. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- g. Curfews shall be established by the team or LSC staff each day of the trip.
- h. 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.
- i. The directions & decisions of coaches/chaperones are final.
- j. 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.
- k. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- l. 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 – Team Policies

The following, organized by topic, is a bullet-point list of additional travel policies adopted by Phoenix Swimming. These policies are often trip specific and details of each will be discussed with all attendees and their parents.

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Respect the privacy of each other;
- c. 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. Abide by the rules set in the electronics communications policy and understand that the use of cameras and cell phone cameras need to be under the consent of all involved
- d. We will have cell phone and 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. 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; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."
- e. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- f. 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.
- g. The possession or use of alcohol or tobacco products by any athlete is prohibited.

- h. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- i. Team members will refrain from inappropriate physical contact at team activities and events.
- j. Team members will refrain from the use of inappropriate language.
- k. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- l. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Phoenix Swimming. Athlete behavior must positively reflect the high standards of Phoenix Swimming.

Disciplinary Action

Failure to comply with the policies 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;
- 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.

I hereby give permission to the swimmers above to travel with Lori Paszko, Phoenix Swimming and any other affiliated coaches. Moreover, I authorize the aforementioned parties to seek and administer any medical care which they deem necessary to my son/daughter/children listed on this form.

Swimmer Name: _____

Parent/ Guardian (printed name): _____

Parents/ Guardian (signature): _____

Date: _____

Release of Liability

As a Parent/Guardian of a Phoenix Swimming (PHX) member, I hereby release PHX, its employees, volunteers and any facility used by PHX from any liability arising out of any injury to the Swimmer(s) which may occur while the Swimmer(s) is/are participating in the PHX swim program, including, but not limited to, practices, meets, travel trips, and other team activities, or while the Swimmer(s) is/are using facilities leased or used by PHX.

_____ **Completed Electronically with Registration** _____
Parent/ Guardian Signature

Date