



# Potomac Valley Swimming

## Team Travel Policies

### GENERAL (both Staff & Athlete)

- **LSC travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the LSC. (305.5.D)**
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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 athlete). (305.5.A)
- 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)
- 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.
- 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.
- 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 not stay in a room with athletes unless a specific request is made by the athlete's parents in writing. If and only then they should be the same gender as the athlete.
- A signed Liability Release and/or Indemnification Form will be required for each athlete.
- A signed Medical Consent and/or Authorization will be required for each athlete & staff member
- Cell phone & Computer use is prohibited during all practices, competitions and any designated team activity unless specifically approved by the Head Coach or Camp Director. All materials viewed, expressed, or transmitted must be respectful of teammates privacy and must be in the best image of swimming as outlined in the USA Swimming Code of Conduct and not to the detriment of Illinois Swimming
- Parent(s) will be responsible for getting swimmer(s) to stated departure point
- All final decisions in reference to all Travel Policies and Code of Conduct will be determined by the Head Coach of the Team or Camp Director or by staff designee assigned by the Head Coach.
- The directions & decisions of coaches/chaperones are final.

### POTOMAC VALLEY SWIMMING STAFF TRAVEL POLICIES

- Team staff members 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.
- The Head Coach will require regular staff meetings.
- The Head Coach or Camp staff shall establish curfews each day of the trip and will be published/communicated with each day's agenda.
- Additional guidelines to be established as needed by the staff.
- Supervised team room will be provided for relaxation and recreation.
- The use of hotel rooms with interior entrances is preferred.
- Establish trip eligibility requirements.
- Communicate travel reimbursement information and policies.
- Establish two different curfews – in own rooms and lights out.

- Establish age guidelines for travel trips.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club coach, (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- Establish travel dress code.
- Staff or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

**POTOMAC VALLEY SWIMMING ATHLETE TRAVEL POLICIES**

- Team members 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.
- 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 in writing of the coach or chaperone.
- Needs and well being of the team come first.
- Be quiet and respect the rights of teammates and others in hotel.
- Be prompt and on time to all practices, competitions, and all team activities.
- Must participate in contracted group meals. If applicable and food check is responsibility of athlete, please leave a 20% tip.
- Respect travel vehicles.
- Must wear seat belts and remain seated in vehicles.
- Team Members shall use appropriate behavior in public facilities, cafeterias, and restaurants. If applicable, leave a 20% tip. If there has been a problem with the service, see a member of the coaching staff.
- When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. A chaperone will accompany 12 & Under athletes.
- Swimmers will be responsible for all incidental charges (room service, phone, or TV/Movie charges, etc).
- Swimmers will be responsible for any damages or thievery.
- 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 athlete). This applies to members of any other team, camp, or sport.
- All Athletes & Staff Must stay in assigned hotel room
- No “deck” changes are permitted. Athletes are expected to use available change facilities.
- No Team Member may be out of his or her room after the assigned curfew. Permission must be obtained from the coach to leave the room past this time.

**Participant Signature**

**Date**

**Participant Name Printed**

**Team**

**Parent/Legal Guardian Signature** *(required if Participant under age 18)*

**Date**

**Parent/Legal Guardian Name Printed**

**(\*I understand that by typing my name above I am electronically signing this application)**