

DOUGLAS DOLFIN SWIM TEAM

TEAM TRAVEL POLICY

(adopted 1 February 2011, revised 12 January, 2017)

A. In accordance with USA Swimming Rules:

1. This Douglas Dolphins Swim Team (DDST) travel policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with DDST. (305.5.D)
2. DDST team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
3. 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)
4. 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)

B. In addition to the above:

5. When traveling to and participating during any event sponsored or approved by the Douglas Dolphins Swim Team (DDST), all athletes shall have a completed DDST Liability Release, Indemnification, and Permission for Minor Travel form (page 3 of this Policy), for the date(s) of the event, on file with DDST.
6. All athlete and adult members shall adhere to all applicable portions of the DDST Swimmer Contract, DDST Bylaws, Pacific Swimming Code of Conduct, and USA Swimming Code of Conduct (all incorporated herein by reference), and to any additional instructions of the coach(es).
7. Transportation of any athlete by a coach shall be for convenience purposes only, when no other suitable option is available to the athlete. Besides requiring parental permission, such transportation is also at the discretion of the coach, and should be arranged in advance.

C. In addition to the above, it is the policy of the Douglas Dolphins Swim Team (DDST) that, UNLESS OTHERWISE SPECIFICALLY ANNOUNCED FOR A PARTICULAR MEET OR EVENT:

8. DDST DOES NOT CONDUCT OR ORGANIZE TEAM TRAVEL EVENTS, AND DOES NOT UNDER ANY CIRCUMSTANCES ACCEPT OR USE THE SERVICES OF TEAM MANAGERS OR CHAPERONES, VOLUNTARY OR OTHERWISE.
9. All members of DDST are responsible for their own travel and lodging arrangements when participating in any DDST sponsored or approved event.
10. Any and all arrangements among DDST members to share travel and/or lodging arrangements are optional and purely voluntary arrangements exclusively between those members, notwithstanding any participation, recommendation, or facilitation of such arrangements by DDST or its coach(es) or Board member(s).
11. When DDST members choose to share travel and/or lodging arrangements, members should adhere to the additional team travel policies listed below to the greatest extent practicable.

D. If and when the DDST Board of Directors votes, as an exception to the above, to conduct a Team Travel event, the following additional policies must be followed.

12. Families are responsible for transportation of athletes to the designated team departure location, if any, and for picking up athletes in a timely manner at the designated team drop-off location(s).
13. During all transportation, drivers and all passengers must remain seated individually in seats designated by the vehicle manufacturer for safe travel, and must wear the provided seat belts or other safety restraints at all times.
14. 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.
15. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" swim club to associate with during the competition and when away from the venue.
16. Whenever practicable, team lodging will be at properties with interior room entrances.
17. During overnight team travel, all athletes in a room shall be of the same gender (unless the other athlete is a sibling or spouse of that particular athlete) and should be of similar age. When athletes are age 13 & over, chaperones and/or

team managers should ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team, managers may stay with athletes. When chaperones/team managers are staying in a room with athletes, they shall be the same gender as the athletes and, if not the parent or guardian of one or more of the athletes in the room, written consent should be given by each athlete's parents or legal guardian.

18. Curfews shall be established and adhered to by the team each day of the trip. Athletes shall remain in their assigned rooms during curfew times except with permission of a coach/manager/chaperone.
19. No room service shall be ordered without permission of a coach/manager/chaperone. Athletes and their families are responsible for any and all incidental charges, damages, or thievery.
20. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership (two adults working together) and open and observable environments should be maintained whenever practicable.
21. 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.
22. Athletes 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.
23. When visiting public places such as shopping malls, movie theaters, etc., athletes shall stay in groups of no less than three persons. Athletes 12 & under shall be accompanied by a chaperone.
24. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate DDST leadership, and to the parent or legal guardian of any affected minor athlete.
25. DDST or its Board, Coaches, or trip staff may establish any additional policies, procedures, qualifying requirements, etc., necessary to promote the purpose and the safe and smooth operation of a Team Travel event. This may include restricting contact between athletes and non-staff family members during travel meets to promote team unity. Family members are always welcome and encouraged to travel to meets independently to support and cheer the team as spectators, and to support the meet as timers and officials.
26. During the event, the directions & decisions of coaches/managers/chaperones are final.

We, the undersigned athlete(s) and parent/guardian thereof, have read, understood, and agreed to adhere to all provisions of the above Douglas Dolphins Swim Team Travel Policy.

Print minor name(s)

Minor signature(s)

Date

Print name of Parent/Guardian

Signature of parent/guardian

Date