

# **TRAVEL POLICY FOR Ridgefield Aquatic Club**

**Effective Feb. 25, 2011**

The following Travel Policy shall apply in circumstances in which Ridgefield Aquatic Club is traveling as a team. Traveling as a team is defined by as a trip in which the coaches are supervising the athletes both during travel to and from the swim meet and while the athletes are at the meet.

1. Ridgefield Aquatic Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the team.
2. Team coaches and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
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).
4. When only one athlete and one coach travel to a competition, or travel while at a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
5. 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 whenever possible.
6. During overnight team travel, if athletes are paired with other athletes they must be of the same gender and should be a similar age range when possible. Chaperones and/or team managers would ideally stay in nearby rooms.
7. 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 there is a chaperone present or the other athlete is a sibling or spouse of that particular athlete. A copy of the Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
8. The supervising coach and/or chaperone should obtain a signed Liability Release and/or Indemnification Form for each athlete.
9. The supervising coach and/or chaperone should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
10. Curfews shall be established by the coach each day of the trip.

11. 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 coach or his/her designee.
12. The directions & decisions of coaches/chaperones are final.
13. 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.
14. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the RAC Board of Directors and the parent or legal guardian of any affected minor athlete.

---

Parent/Guardian Signature      Date

---

Athlete Signature                      Date