



Team Travel Code of Conduct Policy

Purpose

The purpose of this policy is to ensure the safety, well-being, and proper conduct of all members during team travel events. This policy applies to all athletes, coaches, chaperones, and volunteers involved in travel for swim meets, training camps, and other club-related activities.

General Guidelines

1. **Travel Authorization:** All travel must be pre-approved by the club's board of directors. Parents/guardians must provide written consent for their child's participation in travel events.
2. **Chaperones:** A minimum of two adult chaperones, including at least one coach, must accompany the team on all trips. Chaperones are responsible for the supervision and safety of the athletes.
3. **Code of Conduct:** All participants must adhere to the club's code of conduct, which includes respectful behavior, adherence to curfews, and compliance with all rules and regulations set forth by the club and event organizers.
4. **Accommodation:** Athletes will be assigned rooms based on age and gender. Coaches and chaperones will conduct regular room checks to ensure compliance with curfews and other rules.
5. **Transportation:** The club will arrange transportation for all team travel. Athletes are expected to travel with the team unless prior arrangements have been made and approved by the head coach.
6. **Emergency Procedures:** In case of an emergency, chaperones and coaches must follow the club's emergency procedures, including contacting parents/guardians and seeking medical assistance if necessary.

Financial Responsibilities

1. **Costs:** The club will cover the costs of transportation, accommodation, and meals for athletes and chaperones. Any additional expenses, such as personal items or souvenirs, are the responsibility of the individual. In the event of property damage or gross misconduct, the swimmer will be responsible for the entirety of the cost of the damages.
2. **Fundraising:** The club may organize fundraising events to help offset travel costs. All members are encouraged to participate in fundraising activities.

Health and Safety

1. **Medical Information:** Parents/guardians must provide up-to-date medical information and emergency contact details for their child. Athletes with specific medical needs must inform the head coach and provide necessary medications. Proper administration of any prescribed drugs will be the responsibility of the swimmer.

2. **Insurance:** All participants must have valid health insurance coverage. The club will also provide travel insurance for the duration of the trip.
3. **Safety Protocols:** Athletes must follow all safety protocols, including wearing seat belts during transportation and adhering to safety guidelines at the accommodation and event venues.

Behavioral Expectations

1. **Respect:** Athletes must show respect to coaches, chaperones, teammates, and competitors at all times, including on social media and mobile messaging. CVAC athletes shall refrain from comments or behaviors which are offensive, abusive, racist, or sexist. Offensive language, inappropriate use of images and posting of personal information are not acceptable.
2. **Positive Role Model:** Athletes are representatives of CVAC and must always behave appropriately on team trips. Examples of inappropriate behavior include, but are not limited to promiscuity, harassment, bullying, running up and down hallways, banging on doors, telephone abuse, playing loud music or TV, fist fights, roughhousing, pranks of any nature that may result in property damage or injury.
3. **Hotel Room:** Male and female swimmers must, at no time, be in each other's rooms with the doors closed. Whenever a member of the opposite sex in a hotel room, the door must be opened. Athletes from other teams are not allowed in swimmer's hotel rooms, unless the coach or chaperone has given explicit approval.
4. **Curfew:** A curfew will be established for each trip, and athletes are expected to adhere to it. Failure to comply may result in disciplinary action.
5. **Substance Use:** The use of alcohol, tobacco, and illegal substances is strictly prohibited. Violation of this rule will result in immediate disciplinary action and possible expulsion from the club.

Disciplinary Actions

1. **Violations:** Any violations of this policy will be addressed by the head coach and the club's board of directors. Consequences may include removal from the event or competition, immediate return home at the swimmer's expense, suspension from future travel, or expulsion from the club.
2. **Appeals:** Athletes and parents/guardians have the right to appeal disciplinary actions to the club's board of directors.

Review and Amendments

This policy will be reviewed annually by the club's Board of Directors and may be amended as necessary to ensure the safety and well-being of all members.

I have read and agree with the CVAC Team Travel Code of Conduct.

Parent/Guardian Signature: _____

Swimmer's Signature: _____

Date: _____