



OLYMPIANS SWIMMING

TRAVEL POLICY: TEAM TRAVEL

In this document, “Organization” refers to Olympians Swimming.

This Travel Policy relates to members who are travelling with the team. For Non-Team Travel please refer to the Travel Policy: Individual Travel.

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches of their responsibilities and the Organization's expectations when traveling as a team to events outside of the local area.

Application of this Policy

2. This Policy applies to team travel events where the Organization arranges transportation, accommodation, and supervision for athletes. Specific individuals have responsibilities when teams travel:
 - a. Parents
 - b. Chaperones
 - c. Coaches
 - d. Team Managers
 - e. Athletes

Travel Consent Form

3. Minor athletes traveling with the team must submit a Travel Consent Form signed by their parent/guardian before departure. A Travel Consent Form is provided at the end of this Policy.

Team Travel Arrangements

4. For team travel events:
 - a. The Organization will send a form to members to clarify if the swimmer will be traveling to the competition with the team or individually.
 - b. The form will include tentative dates, times, accommodation, and transportation details.
 - c. Members must confirm their travel choice by the specified deadline.
 - d. Once confirmation is received, the Organization will make appropriate travel arrangements for team members.



Responsibilities

Parents

5. Parents of athletes traveling with the team have the following responsibilities:
 - a. Pay all event fees prior to the start of travel
 - b. Provide necessary medical information and any required medication for their child
 - c. Ensure their child has appropriate identification and travel documents
 - d. Provide emergency contact information
 - e. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

Chaperones

6. Chaperones have the following responsibilities:
 - a. Ensure the safety and well-being of athletes under their supervision
 - b. Ensure athletes adhere to schedules and curfews set by coaches
 - c. Monitor athlete behavior and report any issues to coaches
 - d. Assist with room checks and supervision during non-competition times
 - e. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

Coaches

7. Coaches have the following responsibilities:
 - a. Arrange all team meetings and training sessions
 - b. Determine curfew times
 - c. Work in close cooperation with chaperones on all non-sport matters
 - d. Report any incident likely to bring discredit to the Organization
 - e. Decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable
 - f. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

Team Managers

8. Team Managers have the following responsibilities:
 - a. Coordinate travel arrangements, including transportation and accommodation
 - b. Ensure an appropriate chaperone-to-athlete ratio
 - c. Communicate travel details to parents and athletes
 - d. Manage team expenses and collect any additional fees as required
 - e. Coordinate with coaches and chaperones to ensure smooth team operations



Athletes

9. Athletes have the following responsibilities:
 - a. Arrive at each event ready to participate
 - b. Represent the Organization to the best of their abilities at all times
 - c. Communicate any problems or concerns to the coaches and chaperones
 - d. Adhere to schedules, curfews, and rules set by coaches and chaperones
 - e. Remain with the team at all times unless given explicit permission by a coach or chaperone
 - f. Adhere to the Organization's policies and procedures, particularly the Code of Conduct and Ethics

Accommodation and Transportation

10. The Organization will arrange team accommodation and transportation:
 - a. Athletes of different genders will be roomed separately
 - b. Coaches and chaperones will be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
 - c. Team members are expected to use the arranged transportation unless otherwise approved by the coach or team manager



OLYMPIANS SWIMMING TRAVEL CONSENT FORM

To whom it may concern,

I/we, the parent(s)/guardian(s) of _____, officially give my/our consent for my/our minor child to travel with the following individuals who are associated with the Organization:

My/our child was born on _____ at the location of _____. If required, my/our child's passport number is _____. Attached to this form is a list of any additional medical needs my/our child requires.

I/we understand that the event is a _____, located in _____. Barring extenuating circumstances, the event should last for a duration of _____ days between the dates of _____ and _____.

If there are any questions about the consent provided, I/we can be reached at the following telephone number(s) _____ and the following email address(es) _____.

Name of Parent/Guardian if a Minor: _____

Signature: _____

Date: _____