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## **APPENDIX H: 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

### **Eligibility**

3. Team Travel is strictly limited to swimmers aged 11 and older who demonstrate the maturity, independence, and capability required to follow all team travel regulations and conduct codes. Swimmers who do not meet both the age and behavioral criteria are not eligible for team travel and must utilize the Travel Policy: Individual Travel (Appendix I).

### **Travel Consent Form**

4. 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.
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## **Team Travel Arrangements**

6. 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

7. 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

8. 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



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### Coaches

9. 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

10. 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

11. 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**

12. 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



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**OLYMPIANS SWIMMING**  
**TRAVEL CONSENT FORM - TEAM TRAVEL**

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: \_\_\_\_\_