



OSC Travel Meet Guidelines & Procedures

This document provides a comprehensive guide for all participants involved in swim team travel meets, including administration, coaches, chaperones, parents, and swimmers.

1. Purpose

Establish clear expectations, roles, and procedures for travel meets to ensure swimmer safety, health, and performance, while providing structure for coaches, administrators, parents, and chaperones.

2. Roles & Responsibilities

Administration

- Communicate travel budgets (Approved by board), accommodations, and transportation.
- Maintain and distribute the travel manual annually.
- Provide required forms (medical, consent, code of conduct).
- Ensure payments and deposits are completed in advance

Coaches

- Oversee training, competition readiness, and meet schedules.
- Ensure swimmers adhere to team routines (warm-up, cooldown, rest).
- Communicate expectations to swimmers and parents pre-travel.
- Create room assignments of swimmers.
- Make decisions in case of illness, injury, or behavioral concerns.

Chaperones

- Provide non-coaching supervision for swimmers.
- Support health, safety, and well-being of athletes.
- Monitor room checks, curfews, and mealtimes.
- Report issues to coaches immediately.
- Ensure swimmers follow conduct guidelines.

Parents/Guardians

- Complete all required paperwork before departure.
- Notify coaches of any medical, allergy, or special needs.
- Support team rules and guidelines.
- Trust the coaching staff and chaperones during the meet.

Swimmers-Must travel in OSC apparel

- Follow team rules, schedules, and code of conduct.
- Respect coaches, chaperones, teammates, and officials.

- Take responsibility for personal belongings.
- Prioritize rest, hydration, and proper nutrition.
- Communicate health issues immediately.

3. Health & Safety Protocols

Pre-Travel Health Check

- Mandatory health screening form submitted 24–48 hours before departure.
- Parents confirm swimmer is free of fever, flu-like symptoms, or contagious illness.
- Athletes with concerning symptoms may require clearance from a doctor before traveling.

Illness During Travel

- Any swimmer showing symptoms (fever, vomiting, persistent cough) must be reported to coaches immediately.
- Chaperones monitor and isolate swimmer if necessary until medical guidance is received.
- Coaches consult with medical staff/parents on return-to-play decisions.

Medication

- All medications must be declared in advance.
- Parents provide medications in labeled containers with dosage instructions.
- Chaperones are not responsible for administering prescription medication unless authorized.

Emergency Protocol

- Emergency contacts on file for all athletes.
- Nearest hospital/urgent care identified prior to trip.
- Coaches/Chaperones carry health forms at all times.

4. Travel & Logistics

- Curfews set and enforced by chaperones.
- Rooming lists approved by coaches in advance.
- Swimmers may not leave hotel property without supervision.
- Transportation rules (bus/van conduct, seatbelts, no switching without permission).
- Meal times scheduled and monitored.

5. Code of Conduct

- Zero tolerance for bullying, inappropriate behavior, or substance use.
- Athletes represent the team at all times—behavior should reflect positively on the club.
- Violations may result in disciplinary action, including removal from competition.

6. Communication

- Pre-travel meeting with parents, swimmers, coaches, and chaperones.
- Daily check-ins between swimmers and chaperones.

- Coaches provide competition updates to chaperones as appropriate.
- Emergency communication tree established before departure.

7. Forms & Checklists (Appendices)

- Travel permission form
- Medical form & medication declaration
- Health check form (to confirm swimmer is well before departure)
- Packing checklist (swimmers)
- Chaperone duty checklist
- Post-meet debrief form