

## Portland Aquatic Club

# Team Travel Policy & Honor Code

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Version	Date Adopted/Revised	File Name
1.0	Sept. 16 2014	Team Travel Policy 1.0
1.1	Nov 16 2015	Team Travel Policy & Agreement- Overnight
2.0	October 5, 2016	Team Travel Policy – all trips
3.0	May 8, 2023	Team Travel Policy and Honor Code

*The following Portland Aquatic Club Policy and Agreement is based on a model travel policy and agreement provided by USA Swimming with added language from Oregon Swimming Inc travel documents. Numeric citations refer to the USA Swimming Code of Conduct stipulations listed in the rulebook. This Policy/Agreement must be signed and agreed to by all athletes, parents, coaches, and chaperones traveling with the club.*

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### **Travel Policy**

**Purpose:** Athletes are most vulnerable to misconduct during travel. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting is less structured and less familiar.

**Scope:** Team Travel includes all excursions to swim meets and other activities that are supervised and planned by the club or LSC. It excludes trips where athletes secure their own transportation and hotel accommodations and/or stay with their own families.

### **Participation Requirements**

- PAC travel policies must be signed and agreed to by all athletes, parents, coaches, chaperones, and other adults traveling with the club. (305.5.D)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- Parents must provide the team with a paper copy of the athlete’s health insurance card before departure. They may also provide health history notes and/or a medication list as needed.
- Parents will inform the team of dietary restrictions in advance.

### **Oversight**

- Athletes are expected to remain with the team at all times during the trip. Athletes 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.

- 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 head coach or a designee.
- 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.
- When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. Athletes aged 12 and under will be accompanied by a chaperone.
- The directions and decisions of coaches/chaperones are final.
- The Head Coach or a designee shall make a written report of travel policy or code of conduct violations to the appropriate club leadership and the parent or legal guardian of any affected minor athlete.

### **Hotel Accommodations**

- Overnight team travel may require shared accommodations. The team will assign rooms to athletes of similar age and strive to honor gender identity, with a recognition that privacy can be important to athletes of all genders (including transgender, cisgender, and non-binary athletes). Overnight accommodations will include access to private changing, bathing, and restroom spaces for all athletes.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete on an overnight trip unless the coach is the parent, guardian, sibling, or spouse of that particular athlete. (305.5.A)
- Where athletes are age 13 and over, chaperones and/or team managers ideally stay in nearby rooms.
- When athletes are age 12 and under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents or legal guardians.
- Curfews shall be established by the team each day of overnight trips.

### **Solo Travel**

- When only one athlete and one coach travel to a competition, the athlete must have a parent's or legal guardian's written permission in advance to travel alone with the coach. (305.5C)
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

### **Transportation**

- Athletes should not ride in a coach's vehicle without another adult present unless prior parental permission is obtained.

- Athletes agree to follow the rules and regulations of the transportation services: airlines, bus companies, etc.

### **Illness**

- Athletes with signs of infectious illness should not participate in team travel.
- The team may require COVID testing prior to travel or upon showing symptoms.
- When possible, the team will provide a separate hotel room for isolating athletes who test positive for COVID until they can be picked up by a parent.
- Athletes who show signs of infectious disease may be asked to wear a mask when in contact with others.
- If athletes need medical care, parents will be contacted at the numbers on file at the earliest opportunity.

### **Team Travel Honor Code**

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached [USA Swimming Code of Conduct](#). A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Portland Aquatic Club. Athlete behavior and dress must positively reflect the high standards of the club. Team members will follow any established dress code guidelines.
- g. Punctuality and flexibility is essential.
- h. Athletes are to refrain from inappropriate physical contact at team activities and events.
- i. Athletes are to refrain from use of inappropriate language.

### **Failure to Comply**

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the athlete’s expense;
- Disqualification from one or more events, or all events of competition;
- Disqualification from future team travel meets;
- Financial penalties;



- Dismissal from the team; and/or
- Proceedings for a LSC or USA Swimming National Board of Review.

### **Review of Signed Waivers and Agreements**

In addition to the policy and honor code above, several waivers and agreements signed at registration also apply to team travel. These include the PAC Code of Conduct, Medical Waiver, Liability Waiver, and Minor Athlete Abuse Prevention Policy. Further, the honor code subsumes the USA Swimming Code of Conduct. All these documents together provide important reference material for parents, coaches, athletes, chaperones, and other adults participating in team travel.

- Portland Aquatic Club shall provide parents with the complete text of the Team Travel Policy, Team Travel Honor Code, PAC Code of Conduct, USA Swimming Code of Conduct, Medical Waiver, and Liability Waiver for their records in advance of team travel.
- Parents shall review the Team Travel Honor Code and PAC Code of Conduct with their athletes.
- Coaches and chaperones must be prepared to produce a signed copy of the Medical Consent or Authorization to Treat form for each athlete traveling in case of emergency.

### **Policy Violations**

In the case of misconduct by an athlete, parent, coach, official or member of the public (due to the public nature of our locker rooms), concerns should be escalated to the Site Coach, Head Coach, and Board President either in-person or in writing as outlined in the [PAC Grievance Procedure](#).

### **Acknowledgement**

My signature indicates that I have read and agree to abide by the terms set forth in this document, and understand the consequences of a violation.