



Aggie Swim Club Team Travel Policy

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. 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 – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 - USA Swimming Required Policies

- a. Section II of the USA Swimming Safe Sport Minor Athlete Abuse Prevention Policy (MAAPP) shall be adhered to during Club travel. See the complete MAAPP document attached in Appendix A.
- b. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- c. Team managers and chaperones must be registered as non-athlete members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check and have taken all required Athlete Protection Training (APT) courses.
- d. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- e. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

Section 2

- a. 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.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained – see Appendix B.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- d. 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.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian – Appendix C.
- g. Club officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Club officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete – Appendix D.
- i. Curfews shall be established by the Club staff each day of the trip.
- j. 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 his/her designee.

- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers 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.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her 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.

Section 3

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Code of Conduct / 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 Club. Athlete behavior must positively reflect the high standards of the Club.
- g. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- h. Swimmers are to refrain from use of inappropriate language.

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:

- 1. Dismissal from the trip and immediate return home at the athlete’s expense;
- 2. Disqualification from one or more events, or all events of competition;
- 3. Disqualification from future team travel meets;
- 4. Financial penalties;
- 5. Dismissal from the team; and/or
- 6. Proceedings for a USA Swimming Board of Review.



Minor Athlete Abuse Prevention Policy

Aggie Swim Club
June 23, 2019



THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Aggie Swim Club.

IV. [Recommended] Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must



copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Aggie Swim Club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Aggie Swim Club and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with Aggie Swim Club or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.



Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

Aggie Swim Club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).



II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Aggie Swim Club.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

APPENDIX B



AGGIE SWIM CLUB

MAAPP TRAVEL WAIVER

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete
Abuse Prevention Policy for _____, an unrelated Applicable Adult to
provide local vehicle transportation to _____(minor athlete)
to _____ (destination) on _____ (date(s))
at _____(approximate time), and further acknowledge that this written permission is valid
only for the transportation on the specified date and to the specified location.

Legal Guardian Signature: _____

Date: _____

APPENDIX C

CODE OF CONDUCT FOR TEAM ACTIVITIES

STATEMENT OF PURPOSE:

Aggie Swim Club team activities are a privilege and should be treated as such. Chaperones, swimmers, and coaches are expected to represent themselves and the Club to the best of their ability. It is the responsibility of the parent and the coaches to understand and abide by this code. It is the responsibility of the Trip Staff to enforce the code. Coaches, swimmers, and chaperones are representing the Aggie Swim Club, and must conduct themselves in a manner that reflects positively on the Club at all times. Coaches, swimmers, and chaperones are expected to uphold the Club's positive image at all times, including, but not limited to, traveling to and from the meet, on-deck at the meet, in hotels, restaurants, and during all extracurricular activities.

COACHES' RESPONSIBILITIES:

1. Shall conduct themselves in a professional manner (i.e., being a good example of a coach in appearance, language and sportsmanship).
2. Shall not possess or consume any alcohol while on any Club trips.
3. Shall not smoke or use any other tobacco products while on any Club trips.
4. Shall not possess or use any illegal drugs while on any Club trips.
5. Shall represent the Club in a positive manner at all times.
6. Shall call meetings and communicate all known time schedules, daily meeting places, and expectations.
7. Shall check on athletes at all times, including but not limited to bed checks, to make sure that all athletes are where they are supposed to be.
8. Shall be assigned a gender and age group and will be responsible for warm ups and line ups.
9. Shall discipline athletes when and where appropriate as outlined below.

FAILURE OF THE COACHES TO ABIDE BY SUCH RULES ON CLUB TRIPS WILL RESULT IN THE FOLLOWING:

1. Coach may have the behavior addressed by the head coach or other coaches on the trip (minor infraction).
2. Board of Review hearing (severe infraction).

CHAPERONES' RESPONSIBILITIES (when included on trip):

1. Shall follow all directions of the coaching staff.
2. Shall help in the responsibilities of the coaches.

FAILURE OF THE CHAPERONES TO ABIDE BY SUCH RULES ON CLUB TRIPS WILL RESULT IN THE FOLLOWING:

1. Chaperone may have the behavior addressed by the head coach or other coaches on the trip (minor infraction).
2. Board of Review hearing (severe infraction).

SWIMMERS' RESPONSIBILITIES:

1. Shall attend all meetings on time.
2. Shall follow rules and guidelines set up by this contract with the Club.
3. Shall not leave the hotel, pool area, or restaurants unaccompanied.
4. The Club recognizes that relationships are a natural development in a young person's life. But, the Club expects mature and responsible behavior at all times. Inappropriate physical expression and contact WILL NOT be allowed and will be subject to reprimand and discipline. Boys and girls WILL NOT meet in hotel rooms. They may meet in the lobby and other places indicated by the chaperones and coaching staff.
5. Curfews on meet nights will be no later than two (2) hours after the conclusion of the meet (hopefully by 9:00 p.m. – 10:00 p.m.). On the final night of the meet, after all swims are completed, curfew may be extended until 12:00 midnight at the discretion of the coaching staff depending upon the proper behavior of the squad.
6. There will be no running nor playing in the hallways of the hotel.
7. Rooms will be cleaned and picked up in an orderly manner.
8. All long distance telephone calls will be placed on calling cards or made collect. No charges will be made to the room.
9. There shall be no loud talking or loud music to disrupt anyone else's stay at the hotel.
10. At the meet, swimmers shall do all prescribed warm ups and events as directed by the coaches.
11. All coaches and chaperones are in charge. Swimmers are expected to follow the directions of all coaches and chaperones.

12. The safety of each individual is paramount. Swimmers shall behave in a manner which ensures the safety of themselves and others at all times.
13. The use of alcohol, tobacco, or illegal drugs is strictly prohibited.
14. The use of abusive language is prohibited.
15. Swimmer is responsible for any and all damages to property caused by said swimmer.
16. WE ARE THERE TO SWIM!!

FAILURE OF THE SWIMMERS TO ABIDE BY SUCH RULES ON CLUB TRIPS WILL RESULT IN THE FOLLOWING:

1. Swimmer may have the behavior addressed by the head coach or other coaches on the staff (minor infraction).
2. Swimmer may be scratched from the remaining meet or not be allowed to participate in the remainder of the activities (minor infraction).
3. Swimmer may be sent home at the swimmer's expense (severe infraction).
4. Board of Review hearing (severe infraction).

It is anticipated that all involved will have a positive experience. For the safety of the swimmers, rule violations will be dealt with in a very direct manner. The very best is expected from all Club personnel associated with the meet.

I understand that I represent the Aggie Swim Club and that any inappropriate behavior from the beginning to the end of the trip, will not be tolerated. I have read and do hereby agree to and will abide by this Aggie Swim Club Code of Conduct as stated above.

Swimmer's Name (print name) Swimmer's Signature Date

Parent/Guardian's Name (print name) Parent/Guardian's Signature Date

Coach's Name (print name) Coach's Signature Date

Chaperone's Name (print name) Chaperone's Signature Date

APPENDIX D

MEDICAL RELEASE FORM

I am the parent, guardian, or custodian of the swimmer named herein, and I consent to medical and surgical treatment during an emergency involving an immediate danger to the health and safety of the swimmer.

I authorize and empower the representatives the Aggie Swim Club to act on my behalf during an emergency involving an immediate danger to the health and safety of the swimmer and those representatives are authorized to consent to medical and surgical treatment.

I hereby release and agree to hold harmless the Aggie Swim Club and its representatives from any claims arising from such emergency medical treatment and from any source whatsoever during the period that the swimmer is participating in any trip sponsored or conducted by the Aggie Swim Club.

I further agree to and hereby release the Aggie Swim Club; the Aggie Swim Club coaching staff; Gulf Swimming, Inc.; and USA Swimming, Inc.; their agents and employees from all liabilities and claims arising by reason of injuries that may occur to the swimmer while participating in the programs of the Aggie Swim Club, including travel to and from training sessions, other scheduled activities, and swimming meets. I agree to indemnify and hold harmless the above mentioned, their agents and employees, against any and all liability for personal injury, including injuries resulting in death, or damage to property, or both, while enrolled in the program. I agree to reimburse the above for any and all damages they are compelled to pay arising from any such claim, demand, action, or cause of action as may arise from my or my child's action while enrolled in the program.

Swimmer's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Swimmer's Physician: _____

Physician's Address: _____

Physician's Phone: _____

Insurance Coverage: _____

Policy Number: _____

(Attach copy of front and back of Insurance Coverage Card)

Any Known Food or Drug Allergies: _____