

RALEIGH SWIMMING ASSOCIATION TEAM TRAVEL POLICIES & CODE OF CONDUCT

As a representative of Raleigh Swimming Association (hereinafter referred to as RSA), athletes, coaches and chaperones are expected to uphold the following rules and regulations regarding team travel, in addition to all the applicable [USA Swimming rules and regulations](#) (including the [USA Swimming Code of Conduct](#), [SafeSport policies](#) and [MAAPP 2.0](#)). These travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with RSA.

Team Travel Policy for RSA:

Purpose: Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by RSA. 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, transportation and hotel rooms – is less structured and less familiar.

Section 1 - USA Swimming Policies

These following are Code of Conduct stipulations in the [USA Swimming Rulebook](#):

- Team travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with RSA. (305.5.D)
- Team coaches, managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- 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). (305.5.A)
- 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. (305.5C)

Section 2 - RSA Policies

- 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.
- 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. Additionally, athletes should not ride alone with one chaperone. Safe Sport rules apply and there should be at least two athletes when traveling in a chaperone's vehicle. If an exception is warranted, prior parental permission is required.
- Possession or use of alcohol, tobacco, or vaping products by any athlete is prohibited.
- During overnight team travel, RSA will only use hotels with interior entrances.

- During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Chaperones and/or team coaches/managers would ideally stay in nearby rooms.
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a “buddy” system to associate with during the competition and when away from the venue (to include, by not limited to, hotel, restaurants etc).
- 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, parent or spouse of that particular athlete).
 - Chaperones will make every reasonable effort to monitor hotel hallways for violations of this rule.
- RSA officials should obtain a signed [Liability Release and/or Indemnification Form](#) and RSA Team Travel Policies and Code of Conduct for each athlete.
- RSA should carry a signed [Medical Consent or Authorization to Treat Form](#) for each athlete during all travel.
- Curfews (in own room and lights out) shall be established by RSA coaches/managers each day of the trip.
- 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.
- The directions & decisions of coaches/chaperones are final.
- 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.
- When visiting public places such as rest areas, shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons.
 - 12 & Under athletes will be accompanied by a chaperone.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to appropriate RSA 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; www.usaswimming.org/protect
- e. Must wear seat belts and remain seated in vehicles

Behavior

- Be quiet and respect the rights and privacy of teammates and others in the hotel
- Be prompt and on time to all team events including, but not limited to, meals, team meetings, departure times, etc.

- Personal electronic devices, including cellphones, should only be used during free time and/or outside of scheduled team functions and meetings. Coaches may further restrict the use of electronic devices at their discretion.
- All official social media posts will be done by RSA staff or designated/trained representatives.
- Respect travel vehicles/buses, hotels, aquatic facilities, etc.
- Athletes are expected to not wear any other sports team apparel during the trip.
- Use appropriate behavior in all public facilities.
- Athletes must sleep in their assigned hotel room. Any rooming issues should be reported to the RSA coach(es)/manager(s) and chaperone(s).
- Athletes, Team Coaches/managers and chaperones are to refrain from inappropriate physical contact at team activities and events
- Athletes, Team Coaches/managers and chaperones are to refrain from the use of inappropriate language.
- Needs and wellbeing of the team come first

Financial

- Athletes should not order hotel room service without permission.
- Athletes are responsible for all incidental charges.
- Athletes responsible for any damages/theft at hotel or any facilities used during the trip.
- Athletes must participate in contracted group meals.
- Travel Trip Fees are NON-REFUNDABLE as of the deadline established in the announcement. All exceptions require BOD approval. Actions following Code of Conduct violations are not eligible for refund.

Code of Conduct / Honor Code

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

- Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- 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.
- The possession or use of alcohol or tobacco products by any athlete is prohibited.
- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- No “deck changes” are permitted. Athletes are expected to use available changing facilities.
- Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and RSA. Athlete behavior must positively reflect the high standards of RSA.

Disciplinary Action

Failure to comply with the policies and code of conduct 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.

Standard Operating Procedure for Violations

Violations of the RSA Expectations and Code of Conduct for athletes will be handled as follows:

Non-Egregious:

- The first violation will result in a verbal warning from the Lead Coach
- The second violation will result in a phone call to the parents and/or a parent/athlete/coach meeting
- The third violation will result in expulsion from the travel portion (hotel, meals, etc) and/or swim meet and a phone call to the parents and/or a parent/athlete/coach meeting. Third violation may also result in participation changes in future travel meets.
- The fourth violation may result in expulsion from the team.

Egregious:

- If the violation is deemed egregious, the violation will result in an immediate phone call to the parents. The Lead Coach will discuss the violation and will work with the parents on potential further actions. If the Lead Coach and parent(s) are unable to agree on a plan, the Lead Coach will immediately escalate the issue to the Head Coach, Executive Director or BOD for further action.

Please note the RSA Expectations and Code of Conduct for Athletes is not all inclusive. Situations not expressly identified may arise that warrant corrective action. Also note that serious conduct violations may result in immediate expulsion from the team at the Head Coach's and/or RSA Board of Director's discretion.

Violations of the RSA Bullying Policy and/or ANY [USA Swimming SafeSport](#) policies or [MAAPP 2.0](#) are considered serious violations that may result in immediate suspension or expulsion. Fees will not be adjusted for suspended or expelled athletes.

Acceptance of the RSA Expectations and Code of Conduct for Athletes in the registration process constitutes unconditional agreement to comply with the RSA Expectations and Code of Conduct for Athletes.