

CBST Team Travel Policy

Occasionally CBST will offer team travel to designated meets or training trips. **Team travel** means that CBST will provide options for transportation and overnight accommodations, so the swimmers attend meets under the supervision of the coaches. While meals will be eaten as a group, swimmers will be responsible for personal meal costs. The meets for which team members travel to a venue and stay overnight with their families are **not** considered team travel meets. **Swimmers are expected to either travel with the team or travel with a parent (or a designated adult 21 years of age or older). Hotel arrangements made by a parent should never be made in which a swimmer is in a room alone, even if the swimmer is being “watched after” by another parent or a sibling. Central Bucks School District, Central Bucks Aquatics, and the Central Bucks Swim Team cannot be held accountable for any swimmer who is not travelling with the team and/or is left in a hotel room alone or unsupervised at any time during the course of a meet.**

Examples of potential team travel meets may be Middle Atlantic Senior Champs (long course), Sectionals, Junior Nationals, Grand Prix meets, and Olympic Training Center trips.

USA Swimming requires CBST to have a “Team Travel Policy.” This policy must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the team.

1) General Policy Guidelines

- a. For items not covered in CBST’s policy, USA Swimming Safe Sport Guidelines will be in effect for all team travel meets.
- b. Coaches and chaperones must be members of USA Swimming and have passed a USA Swimming required criminal background check.
- c. When doing room checks, attending team meetings and/or other activities, two-deep leadership (when possible) and open and observable environments will be maintained.
- d. Age group swimmers may not participate in team travel.

2) Permission forms

- a. A completed multi-day permission slip must be received in the office before arrangements will be made on behalf of a swimmer.
- b. Emergency/Insurance Medical Consent/Authorization to Treat Cards must be received in the office (only for swimmers who travel with the team) before a swimmer leaves for a meet. Cards are kept on file for the year’s “season” from September-August. New cards will be needed each season.
- c. CBST team travel is group travel (involving more than one swimmer), however, if a situation arose in which only one athlete and one coach were travelling to a competition, the athlete would be required to have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach.
- d. THERE WILL BE NO EXCEPTIONS TO THESE REQUIREMENTS.

3) Transportation

- a. Vehicles may only be driven by CBST personnel with proper insurance clearance. Written permission from a parent is required of all swimmers who ride in a coach’s personal vehicle.
- b. Any swimmer who arrives at the meet with the team and leaves the meet without the team or their own parent must have prior written permission from a parent.
- c. Each swimmer riding in a vehicle during a team travel meet MUST have an individual seat and seatbelt.
- d. Any swimmer being transported by CBST personnel AT ANY TIME during a team travel meet will be financially responsible for a FULL share of the transportation expenses.
 - i. Transportation expenses include vehicle rental, fuel, tolls, parking and any other related items.
 - ii. The total transportation expense is to be divided by the number of swimmers riding the van for any portion of the team travel meet.
 - iii. For the safety of our swimmers we must reserve a seat/seatbelt for each swimmer using the van (even once) during a team travel meet; therefore, each swimmer using the van will be charged accordingly. A swimmer riding the van from hotel to competition venue – even once – will be assessed a full share of the transportation expenses.

4) Overnight Accommodations

- a. Hotel reservations will be made by CBST with the following considerations in mind:
 - i. The property will meet AAA standards of at least two diamonds (but ideally a property will rate at least three diamonds);
 - ii. There should be an on-site restaurant for team meals;
 - iii. Breakfast to be included in the room rate when possible;
 - iv. When possible, rates will not exceed \$150 per night for double occupancy (taxes not included).
- b. For larger meets (Senior Champs, for example) CBST will attempt to arrange a parents’ block of rooms at the same property.
- c. Swimmers who do not attend the entire meet may have to make alternate arrangements.
- d. Roommate assignments will be made by the head coach.
 - i. Only same gender swimmers may share a room.

- ii. Athletes will be assigned to share a room with other athlete(s) of similar age. When possible, athletes aged 18 and over (adult athletes) will not be assigned to share a room with an athlete aged 17 or younger (minor athlete). If an adult athlete must be assigned to share a room with a minor athlete, specific written permission will be obtained before the trip from the parent/guardian of the minor athlete.
 - iii. Coaches and swimmers may not share a room (unless the coach is the parent/guardian of the swimmer).
 - iv. All swimmers must have at least one roommate for the duration of the meet.
 - e. Swimmers are not permitted to be in the rooms of swimmers of the opposite gender.
 - f. Hotel expenses will be billed based on the number of nights and the number of swimmers per room.
 - g. Coaches' accommodation expenses are paid by CBST.
- 5) Meals
- a. A coach will be in attendance at all team dinners.
 - b. There may be more than one team dinner on any given evening in order to accommodate swimmers who are attending finals and those who are not.
 - c. All meal expenses will be calculated by separate checks. Swimmers will need personal cash when travelling as they will be responsible to pay for their own breakfast, when continental breakfasts are not available, and their own lunches and dinners at all meets.
 - d. Coaches' meal expenses are paid by CBST.
 - e. No room service without permission of the coach. Swimmers will be responsible for all incidental charges.
- 6) Behavior
- a. Swimmers are expected to remain with the team and coach 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 of the coach. When visiting public places such as shopping malls, movie theaters, etc., swimmers will stay in groups of no less than three persons.
 - b. Curfews set by the coaches are to be observed.
 - c. Behavior should reflect respect for the privacy of others.
 - d. Decisions and directions from the coach are final.
 - e. The Codes of Conduct of Central Bucks Aquatics (as documented in the handbook, various policies and email communications), The Central Bucks School District, and USA Swimming will be followed at all times.
 - f. Appropriate behavior in public places is expected at all times. Swimmers are expected to treat their hotel room with respect.
 - g. Swimmers are to refrain from inappropriate physical contact and the use of inappropriate language at all times.
 - h. Any swimmer who does not positively reflect the high standards of club behavior may be dismissed from the trip and immediately returned home at the swimmer's expense, disqualified from one or more events, participation in future team travel to meets, the team, and potentially the LSC. Discipline may include but may not be limited to the above and could result in financial penalties.
 - i. The Head Coach or a designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.
- 7) Billing
- a. A deposit of the approximate full cost of the trip must be received by the stated deadline in order for the CB Aquatic's staff to make arrangements for your swimmer's team travel reservation. Deposits will be applied to actual costs. Deposits are only refundable if the staff cannot make travel arrangements for your swimmer or if the final cost of the trip is less than the deposit amount and there are no other outstanding amounts due in the swimmer's (or swimmer's siblings') account(s).
 - b. In the event that your swimmer withdraws after the team deadline, you will be responsible for all fees incurred by CBST that are not billable to other swimmers. This will typically be 100% of the hotel room costs for however many days reserved/remaining as no one swimmer may be left in a room alone.
 - c. In the unlikely event that team travel arrangements can be made after the deadline, an additional non-refundable administrative fee, that will not be applied to your expenses, of \$125 will be required by the deadline given at that time.
 - d. The remaining team travel meet expenses will be billed to swimmers' accounts as soon after the trip as possible.
 - e. Expenses will be reflected on invoices as transportation/hotel/entry fees.

I have read and agree to the above policy. A signature on this document constitutes unconditional agreement to comply with the stipulations of this document including all referenced policies and procedures and Codes of Conduct.

Name/Signature of Parent or Guardian _____

Name(s)/Signatures of Swimmer(s) _____