TRAVEL POLICY
FOR ATHLETE REPRESENTATIVES
(Minor Athletes)

Duration: April 28, 2013 – October 31, 2013

As a minor athlete member and parent of a minor athlete member, respectively, of USA Swimming, we understand and agree to comply with the following USA Swimming policies. Signatures on this document constitute unconditional agreement to comply with the stipulations of the document.

“USA Swimming Travel” is defined as travel to a USA Swimming National Committee or subcommittee meeting or workshop (each, a “Committee Meeting”), or to the USA Swimming annual convention. USA Swimming Travel by a minor athlete must be supervised by a designated committee member, LSC adult member, or parent/guardian of the athlete (each, a “Supervisor”). The Supervisor must be a non-athlete member of USA Swimming.

Section 1 – Policies for both the Athlete & Supervisor
1. Athlete Representative Travel Policy for Minor Athletes; Athlete Representatives Authorization, Release & Waiver; and Athlete Representatives Medical Treatment Authorization & Consent must be signed and agreed to by the athlete and parent/guardian and on file with USA Swimming.

2. For each Committee Meeting, or the annual USA Swimming convention, attended by an athlete member under 18 years of age that requires travel, the athlete must complete the Travel Authorization for Minor Athletes form, which must indicate the Supervisor (a parent or guardian, a designated committee member, or a designated LSC athlete supervisor) who will be responsible for the athlete during the USA Swimming Travel. The form must be completed for each Committee Meeting and submitted to the Committee Chair prior to making travel arrangements.

   a. For Committee Meetings occurring other than during or incident to the annual USA Swimming Convention:
      i. If a parent/guardian is designated as the responsible party, the parent/guardian must travel with the athlete to and from the Committee Meeting, and the reasonable travel costs (in accordance with USA Swimming’s standard travel policies) for one parent or guardian will be the responsibility of the committee.
      ii. If a committee member or LSC athlete supervisor will be responsible for the athlete, that individual will be responsible for the athlete from the time the athlete arrives at the destination hotel or location of the meeting until the athlete departs for the airport to return home.

   b. For the Annual USA Swimming Convention:
i. The Supervisor shall be designated by the athlete’s LSC. All travel and related expenses will be the responsibility of the athlete’s LSC.

ii. A parent/guardian may choose to travel to the annual USA Swimming Convention as their child’s Supervisor; however, neither USA Swimming nor the athlete’s LSC will be responsible for the parent’s/guardian’s travel expenses.

3. Regardless of gender, a Supervisor shall not share a hotel room or other sleeping arrangement with an athlete (unless the Supervisor is the parent, guardian, or sibling of that particular athlete).

4. When only one athlete and one Supervisor travel to a Committee Meeting, the athlete must have his or her parent’s or legal guardian’s written permission in advance to travel alone with the Supervisor.

5. When a minor athlete is not traveling with a parent or guardian during USA Swimming Travel, the athlete shall always room with athletes of a similar age, when reasonably possible, and always with an athlete of the same gender; when an athlete cannot room with another athlete of the same gender, the athlete will have a single room and no roommates.

6. Athletes should not ride in a Supervisor’s vehicle without another adult present who is the same gender as the athlete, unless prior written parental permission is obtained.

7. Curfews shall be established by the Supervisor each day of the trip.

8. The directions and decisions of the Supervisor are final.

9. The Supervisor should carry a signed Athlete Representatives Medical Treatment Authorization & Consent Form for each athlete.

Section 2 – Policies for the Athlete

1. To ensure the propriety of the athletes and to protect the committee members or LSC members, there will be no males in a female’s room and no females in a male’s room at any time (unless the other athlete is a sibling of that particular athlete).

2. Athletes will attend all meetings and any related functions unless otherwise excused or instructed by the Supervisor or Committee Chair.

3. Athletes may not leave the meeting venue or any other place at which the committee or LSC has gathered without the permission of the Supervisor.

4. When visiting public places such as shopping malls, movie theatres, etc. the athlete will stay in a group of no less than three people.

5. Behavior. During overnight USA Swimming Travel, athletes shall:
   i. Be quiet and respect the rights of committee members and other guests in the hotel;
   ii. Be punctual for all meetings and other activities, and dress appropriately;
   iii. Use good taste when accessing and posting to social media;
   iv. Respect travel vehicles;
   v. Use appropriate behavior in public facilities;
   vi. Stay in the assigned hotel room; and
   vii. Acknowledge that the needs and interests of USA Swimming come first.

6. Financial. During overnight USA Swimming Travel, athletes are responsible for any:
   i. Incidental charges at committee meeting or hotel; and
   ii. Damages or thievery at committee meeting or hotel.
Section 3 – Policies for the Supervisor. The Supervisor shall be:

a. Assigned and shall assume responsibility for the minor athlete for the entire duration of the Committee Meeting or USA Swimming convention;

b. The point of contact in an emergency situation to committee members and USA Swimming staff;

c. Provided athlete’s personal medical insurance and emergency contact information prior to the beginning of the meeting and shall keep such information available throughout the duration of the meeting;

d. Responsible for communicating travel reimbursement information and policies to the athlete;

e. Responsible for ensuring that the athlete is not participating in unsafe or unsupervised activities;

f. Aware of meetings, swim practice, and sponsored events that the athlete is scheduled to attend;

g. Be responsible for checking-in with athlete multiple times each day;

h. Responsible for overseeing curfew established by the LSC; and

i. Responsible for making a written report of travel policy or code of conduct violations to USA Swimming’s Athlete’s Executive Committee, the Committee Meeting Chair, and LSC leadership, in addition to the parent or legal guardian of the subject minor athlete.

I hereby agree to the policies set forth above in connection with all USA Swimming Travel.

_________________________________________   ___________________________________________
Athlete’s Signature                                      Athlete’s Name (Print)

Date: __________________________   LSC: __________________________

Phone: __________________________   Email: __________________________

Athlete’s DOB:__________________   Athlete’s Gender (M/F): __________

Committee(s): __________________________

_________________________________________   ___________________________________________
Parent’s/Guardian’s Signature                                      Parent’s/Guardian’s Name (Print)

Date: __________________________   Relationship: __________________________

Phone: __________________________   Email: __________________________

Return completed forms to Cathy Durance (no later than August 20):
USA Swimming – 1 Olympic Plaza – Colorado Springs, CO 80909
conventionathleteforms@usaswimming.org
719-866-4050 (fax)