



TEAM TRAVEL / EVENT CODE OF CONDUCT: COACH

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of a camp or all-star travel event. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304.
- I shall represent Pacific Swimming in a professional and positive manner and exhibit good sportsmanship.
- I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.
- I shall treat coaches, officials, participants, and spectators with respect.
- I shall prioritize athlete well-being and safety.
- I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.
- I shall not consume or possess alcohol or controlled substances for the duration of the event.
- I consent that my personal items, including luggage, may be subject to inspection.
- I agree that any incidental room charges shall be at my own expense.
- I agree that any damages and/or losses incurred shall be at my own expense.

I, the coach named in this document, as a member of Pacific Swimming, understand and shall comply with the Coach Code of Conduct as approved by the Pacific Swimming Board of Directors. I understand that failure to comply with the policies set forth in this document shall result in disciplinary action that may include, but are not limited to: Dismissal from the event and immediate return home at my own expense, Disqualification from future events, Additional financial penalties, and Proceeding for USA Swimming National Board of Review, and/or Pacific Swimming Administrative Review Board.

COACH Signature

Date

TEAM TRAVEL / EVENT CODE OF CONDUCT: MANAGER / CHAPERONE

The purpose of this code of conduct for managers/chaperones is to establish common expectations for all members of the participants of a camp or all-star travel event. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304.
- I shall represent Pacific Swimming in a professional and positive manner and exhibit good sportsmanship.
- I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.
- I shall treat coaches, officials, participants, and spectators with respect.
- I shall prioritize athlete well-being and safety.
- I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.
- I shall not consume or possess alcohol or controlled substances for the duration of the event.
- I consent that my personal items, including luggage, may be subject to inspection.
- I agree that any incidental room charges shall be at my own expense.
- I agree that any damages and/or losses incurred shall be at my own expense.

I, the person named in this document, as a member of Pacific Swimming, understand and shall comply with the Chaperone Code of Conduct as approved by the Pacific Swimming Board of Directors. I understand that failure to comply with the policies as set forth in this document shall result in disciplinary action that may include, but are not be limited to:

- Dismissal from the event and immediate return home at my own expense
- Disqualification from future events
- Additional financial penalties
- Proceeding for USA Swimming National Board of Review, and/or Pacific Swimming Administrative Review Board.

MANAGER / CHAPERONE Signature

Date

Pacific Swimming Travel Policy

Athletes and their parents/legal guardians must read, agree to, and sign the following before traveling:

- Travel Policy (this document)
- Code of Conduct - Athletes
- Medical consent and release
- Liability release, waiver, or permission to participate

Manager/Chaperones and Coaches must sign the travel policy (this document) and relevant Code of Conduct.

By signing this travel policy, participants agree to the following rules and policies:

- 1) When only one athlete and one coach travel to a competition, the athlete must have written permission from his or her parents/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip.
- 2) Athletes, parents, coaches, and other adults traveling with a club must sign that club's travel policies.
- 3) In the event of any violations of the travel code, Code of Conduct (article 304), or USA Swimming Athlete Protection Policies (article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- 4) The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.

Chaperones

- 5) A chaperone (also called team manager) is an adult (21 years of age or older) who is not also a coach.
- 6) Chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check and USA Swimming's Athlete Protection Training Course.
- 7) The use of alcoholic beverages by chaperones is prohibited.
- 8) Chaperones are required to report any violation of the rules. Chaperones cannot use discretion in deciding when to report violations.

Two-Deep Leadership

Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.

- 9) When doing room checks, attending team meetings and/or other activities, coaches and chaperones must maintain two-deep leadership.
- 10) When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" on another team to facilitate two-deep leadership.

Code of Conduct / Honor Code

- 11) Athletes and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- 12) The possession or use of alcohol or tobacco products by any athlete is prohibited.
- 13) Athletes are to refrain from inappropriate physical contact at team activities and events.

- 14) Athletes are to refrain from use of inappropriate language.
- 15) Athletes' bags and belongings are subject to inspection by chaperones at any time.

Conduct within Hotels

- 16) 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).
- 17) During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- 18) For overnight travel, chaperones shall stay in nearby rooms.
- 19) Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet. Any athlete who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.
- 20) Athletes who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone's permission is required.
- 21) Athletes should not go into the halls or lobby unless they are dressed appropriately.
- 22) Athletes shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.
- 23) Any damages, excessive mess, or loss incurred at a hotel will be the expense of the athletes assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.

Transportation and Public Places

- 24) 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 and chaperone.
- 25) When visiting public places such as shopping malls or movie theatres, athletes must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.
- 26) 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.

Disciplinary Action

Failure to comply with the policies as set forth in this document must 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
- Disqualification from future team travel meets
- Financial penalties
- Dismissal from the team
- Proceedings for a Western Zone, USA Swimming National Board of Review, and/or LSC Administrative Review Board

Coach/Manager/Chaperone Signature: _____

Date: _____