



## **TERA TRAVEL GUIDELINES**

**Travel Policy** – *Terrapins* select team travel meets for the following reasons:

- ☐ -Give our swimmers experience competing against different competitors and at a higher quality of individual competition.
- ☐ -Gain experience in trials / finals meet programs outside of Pacific Swimming.
- ☐ -Seek conditions conducive to exceptional performance.
- ☐ -Experience the fun and social interactions of traveling as a team.
- ☐ -Learn responsibility and independence through our travel experience.

**Travel Meet Rules** – THE FOLLOWING RULES ARE TO INFORM THE SWIMMER, CHAPERONS, AND PARENTS OF THE GENERAL GUIDELINES REGARDING EXPECTED BEHAVIOR WHILE ATTENDING TRAVELMEETS. ANYONE WHO CONDUCTS HIMSELF/HERSELF IN A MANNER NOT COVERED BY THE RULES BUT IS CONSIDERED BY THE COACH TO BE BEHAVING INAPPROPRIATELY OR NOT IN THE BEST INTEREST OF HIM/HERSELF OR THE TEAM WILL BE SUBJECT TO DISCIPLINARY ACTION. THIS MAY INCLUDE BEING SENT HOME AT HIS OR HER EXPENSE AND/OR BEING RESTRICTED FROM ATTENDING FUTURE TRAVEL MEETS WITH THE TEAM OR IN EXTREME CASES BE REMOVED FROM THE TEAM. IT IS THE RESPONSIBILITY OF THE SWIMMER TO CONSULT WITH THE COACH ON MATTERS THAT ARE NOT COVERED IN THE RULES BUT WHICH MIGHT BE CONSTRUED “NEGATIVELY” BY THE COACH.

1. In general, each swimmer who is deemed by the coaching staff a eligible to attend a travel meet should be considerate of his/her teammates; must realize the reputation of the *Terrapins* as well as the individual will be dependent upon his/her behavior; understand that the trip is designed for improvement and experience in his/her competitive swimming.
2. A specific schedule will be distributed to all swimmers and chaperons with information concerning warm-ups, curfews and other pertinent information. If you have any questions, see the coach immediately! Circumstances beyond our control may require schedule changes – be prepared for such changes!
3. Punctuality is essential! We will usually have meals as a team, go to warm-ups as a group, etc. Each swimmer should bring an alarm clock on these trips. Do not inconvenience the rest of the group by being late. Our bus leaves on time! Vans driven by coaches will only seat as many passengers as there are seatbelts available. If you miss the van, call a cab to get to the pool.
4. First impressions such as politeness and neat appearance are very important to the swimmer's personal image, as well as that of the team, Pacific Swimming and the sport. When the *Terrapins* attend special functions or travel as a team, swimmers must be clean, neatly dressed and groomed. Check with your coach if you are not sure what to wear. Politeness and good behavior are required at all times, especially in hotels, airports and restaurants.
5. Parents of younger swimmers may arrange for one of the coaches to carry and disperse the child's money if they wish.
6. After trials, swimmers should eat lunch and return to their rooms to rest.
7. All swimmers, whether they swim in finals or not, will return to finals each evening. At the discretion of the coach, this rule may be waived for unusual circumstances.
8. Male and female swimmers are not allowed in the same room at any time. At the curfew, all swimmers must be in and remain in their assigned rooms. Lights out will be no later than 30 minutes after the curfew, unless otherwise set by staff. If males and females are found together in the same room , they will be sent home as soon as possible and further disciplinary action will be taken.
9. No drinking of alcoholic beverages, smoking or consumption of marijuana or other drugs will be tolerated. Any *Terrapin* swimmer who violates this rule will be immediately sent home and further disciplinary action will be taken. Further, any *Terrapin* found in the presence of others (regardless of team affiliation) participating in the above activities will be subject to the same punishment.
10. Lounge/bar areas are OFF LIMITS to swimmers.

11. It is a team goal that we travel as a team. We prefer not to make special arrangements which inhibit this goal. The team has worked very hard to secure the best possible travel arrangements for the group.
12. Baggage is usually restricted to one travel bag and one carry-on swim bag. Pack your swim suit, goggles, towel and other swim items in the swim bag and bring it with you on the plane.
13. Payment for all trips must occur on a timely basis. Make sure that you are aware of all trip expenses.
14. Being included on a team travel trip is a privilege and not a right. Terrapins earn the right to be included in a team travel trip by maintaining good work ethics (listening and following the directions of the coaching staff, meet or exceed minimum attendance goals set for the swimmer's group). For team trips which will require swimmers to miss one or more school days, swimmers current GPA should be a 2.5 or higher.
15. Make sure you inform teachers well in advance of missed dates and schedule any necessary make-up work in advance.
16. Bring books and study materials with you. You are expected to do school work on travel trips if necessary to maintain your grades.
17. All Terrapins must attend the meet in their assigned team uniform. This includes team suit, cap, jacket and pants.

**RESTAURANT BEHAVIOR** – *Terrapin* swimmers are expected to:

- ☐ Use responsible table manners at all times;
- ☐ Be polite to the waiter/waitress;
- ☐ Do not leave with any "souvenirs" unless you pay for them;
- ☐ A 10% to 15% tip must added to the bill (unless it is already included);
- ☐ If you feel that service was unsatisfactory, consult your coach.
- ☐ Do not leave a mess at your table.

**AIRPORT/MOTEL/HOTEL BEHAVIOR** – *Terrapin* swimmers are expected to:

- ☐ Exhibit good manners and behavior – loud and boisterous behavior will not be tolerated in rooms, hallways, or public areas.
- ☐ All long distance calls must be collect or on credit cards.
- ☐ All room charges not included in the travel arrangements (local calls, room service, etc.) must be paid for the evening prior to check-out.
- ☐ Any damage or thievery will be at the expense of the individual swimmer and further disciplinary action will be taken!
- ☐ Coaches will have a meeting at hotel to go over hotel and safety procedures. Doors and windows should remain locked at all times. Swimmers should use peephole prior to answering door and be dressed appropriately when opening the door.

**HOSTED MEETS** – From time to time, Terrapin swimmers will travel to meets where they will be hosted by families of the home team. Any Terrapin staying in the home of a host family will behave in a manner that brings credit to themselves and our team at all times! Specific Travel Rules will be distributed for each of these special meets.

**Travel Meet Guidelines – Parent Participation**

The Terrapins encourage and support the attendance of our parents on team travel trips. In order to optimize supervision, safety and a competitive environment we ask that parents follow the guidelines listed below:

- A. Parents are welcome to stay at the same hotel as swimmers as long as they do not interfere with our trip itinerary, schedules.
- B. Parents are responsible for their own travel arrangements and costs.
- C. Parents wishing to spend time (meals, etc.) with their children may do so as long as they inform the coaches in advance and do not interfere with our group goals & schedules.
- D. Parents are not allowed to participate in the supervision of swimmers unless they are USA swimming members and have an approved USA Swimming background check. Parents are NOT allowed to enter the rooms of swimmers. If wishing to visit a son or daughter, you must inform coaches first and do so outside of the team room. This is to protect the privacy of your child's roommate and adhere to USA Swimming "best practices travel guidelines".

#### **ADDITIONAL SWIMMER SAFETY GUIDELINES AS PER USA SWIMMING MANDATES -**

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete.
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents WRITTEN permission to attend the swim meet under these conditions. Every attempt will be made to “buddy up” with other teams/swimmers at the meet.
- During overnight team travel, only athletes of same gender and similar age may be roomed together. Swimmers 12-under may have a chaperon of the same gender in the same room but only with expressed WRITTEN approval of each swimmer to be housed in said room.
- Swimmers are expected to stay with the team at all times and not leave the hotel or team activity/area under any circumstances without prior coach approval.
- When visiting public areas such as movie theaters and shopping malls, all swimmers must stay in a minimum group of 3 swimmers know the designated parameters of the sightseeing excursion.
- If a swimmer is to be left at hotel alone for any reason, approval of parent is required(resting for finals while team is completing prelims would be an example of this)
- All swimmers and coaches must respect the privacy of others.
- Absolutely no cell phone or computer use after lights out curfew. If there is evidence of this usage past lights out curfew, phone and or computer will be taken away until completion of swim meet.
- All swimmers are required to wear seat belts when driving in team vehicles.
- When staff is making room checks, swimmers must answer the door by first looking through the “peephole” in the door to confirm it is staff or chaperon. If you do not see a staff or chaperon at the door DO NOT OPEN the door and immediately call the staff and/or hotel security.
- When answering the door all swimmers are to be fully dressed.
- When staff is making room checks all swimmers must come to the door to be accounted for and be fully dressed. Staff or chaperons are not to enter rooms until all swimmers have been confirmed to be fully dressed.

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Swimmer Signature

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Date

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Parent Signature

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Date