

COMETS TRAVEL POLICY

Travel will be a standard aspect of our competitive season and CLUB has established policies to guide our travel, minimize one on one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

LOCAL AND TEAM TRAVEL We distinguish between travel to training, practice and local competition (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

Local Travel Local travel occurs when CLUB does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws.

In an effort to minimize one on one interactions, CLUB staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

Team Travel Team travel is overnight travel that occurs when CLUB sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well maintained vehicles and compliance with all state laws. Drivers of vehicle should be age 21 or older.

CLUB makes efforts to provide adequate supervision through coaches and other adult chaperones.

For team travel, hotels and air travel will be booked in advance by CLUB. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. CLUB will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and we will request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for adults and athletes to socialize.

We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

INDIVIDUAL TRAVEL (For Individual Sports) The nature of our sport and competition structure means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage minimizing one-on-one time between a coach and athlete by:

1. Traveling with an additional coach or chaperone
2. Inviting parents/guardians to travel with their athlete (for athletes under age 20)

For individual travel, we attempt to provide alternative guidelines. Depending on the nature of the travel and competition, these guidelines may include:

1. Compressing the travel schedule to reduce the number of nights athletes are away from home
2. Providing regular organizational check-in phone calls to the traveling athlete and coach
3. Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians (for minor athletes)
4. Complying with reasonable parental requests when a child is a way from home without a guardian

When only one athlete and one coach travel to a competition, the athlete must have his or her parents' or legal guardian's written permission in advance to travel alone with the coach.

TRAVEL NOTIFICATION When possible, CLUB will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of

competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the club/team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Appropriate adult to athlete ratios will depend on the age of your athletes and other participants. Evaluate your program to determine your supervisory needs.

33

CLUB will post specific travel itineraries when they become available. These will include a more detailed, hour by hour itinerary as well as contact information for team travel chaperones.

MIXED GENDER AND MIXED AGE TRAVEL CLUB is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match.

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). Where an adult is registered both as a coach and an athlete member of CLUB, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

COACH AND STAFF RESPONSIBILITIES During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to these guidelines, including, without limitation, the Travel Guidelines, Locker Rooms and Changing Areas Guidelines and Reporting Guidelines.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

a. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are

under the age of 14

b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel

c. conform to, and monitor for others' adherence, the Youth Protection Handbook and all guidelines during team travel

d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians

e. help athletes be on time for all team commitments (as possible)

f. assist with team travel logistical needs (as possible)

g. support chaperones and/or participate in the monitoring of athletes for adherence to

curfew restrictions set based on age and competition schedule as listed in travel itinerary

h. ensure athletes are complying with hotel room restrictions based on gender or age bracket

requirements

i. make certain that athletes are not alone in a hotel room with any adult apart from a family

member; this includes coaches, staff and chaperones 34

j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties

k. immediately report any concerns about physical or sexual abuse, misconduct, or guideline violations

l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to the CLUB's guidelines. While these include the travel guidelines, it also includes all other relevant policies contained in the AAU's Youth Protection Handbook.

If a chaperone has not undergone a criminal background check, the chaperone will not be permitted to have any one on one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check, he or she may have appropriate one on one interactions as outlined in the AAU's Youth Protection Handbook.

If a chaperone will be operating a private car for team travel, a copy of the

chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to club guidelines during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or guideline violations to local law enforcement