CLUB is committed to creating a safe and positive environment for all, and to ensuring that it promotes an environment free of misconduct. Because travel to and from practices, and during the season to and from competitions, is a daily part of gymnastics life, CLUB has established this Team Travel Policy to establish clear boundaries, minimize one-on-one interactions, and protect the welfare of our athletes, parents and coaches/staff during team-related travel. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

Team Travel
Team Travel involves coordinated group travel to a competition.
- Overnight travel presents a risk for athletes because opportunities for an adult to isolate an athlete increase and the athlete may depend on the adult more due to the unfamiliar surroundings.
- Local travel (defined as travel to daily training or individual athlete travel to a local meet) presents a risk for athletes because there may be controllable periods of one-on-one time that can be used to groom or abuse an athlete.

Team Travel
Travel for competitive team members coordinated by CLUB (or Booster Club) can involve travel to local invitationals, state or regional meets, or to national-level events. Depending on the number of athletes competing and the destination, travel may be by car or airplane, and can involve overnight stays.

Because of the age of the athletes and greater distances, coaches, staff, and parents/chaperones will often travel with the athletes. CLUB will identify an appropriate athlete-to-chaperone ratio based on the type of travel. No adult/chaperone 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 applicable laws.

Overnight Travel
For team member travel, CLUB will book hotels and air travel in advance. Team members will share rooms, with 2-4 athletes assigned per room depending on accommodations. Coach-Athlete meetings do not occur in hotel rooms, and CLUB will reserve a separate space for adults and athletes to socialize.

CLUB encourages family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, CLUB encourages all athletes to contact parents, at a minimum, on a daily basis.

Travel Notification
All transportation plans must be communicated to parents with reasonable advance notice, including the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a dedicated CLUB contact person. CLUB will provide to all parents, coaches and team members specific travel itineraries and include the detailed competition schedule, as well as contact information for designated team travel chaperones.

Mixed Gender and Mixed-Age Travel
CLUB’s competitive team has male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group and will also be grouped by age and sex for the purposes of assigning appropriate chaperones. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent of that particular athlete).

Coach/Staff Responsibilities
When not training, competing, or preparing for competition, coaches will monitor the activities of athletes, fellow coaches and athletes. Coaches and staff will:
- Prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 18.
- Familiarize themselves with all travel itineraries and schedules before the initiation of team travel.
- Encourage athletes to participate in regular, at least daily, scheduled communications with their parents.
- Help athletes be on time for all team commitments.
- Assist with team travel logistical needs.
- 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.
- 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.
- Not use drugs or alcohol in the presence of minors or be under the influence of drugs or alcohol while performing their coaching duties.
- Notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

Chaperone Responsibilities
Chaperones will monitor the activities of all coaches, and athletes during team travel. Specifically, chaperones will:
- Familiarize themselves with all travel itineraries and schedules before team travel.
- Monitor for adherences to club policies during team travel.
- Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents.
- Help athletes be on time for all team commitments.
- Assist coaches, staff and other volunteers with team travel logistical needs.
- Monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary.
- Ensure athletes comply with hotel room restrictions based on gender or age bracket requirements.
- Not use drugs or alcohol in the presence of minors or be under the influence of drugs or alcohol while performing their chaperone duties.
- Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches and chaperones.

Individual Travel for Team
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:
- Traveling with an additional coach or coach of the same gender, if possible.
- Inviting parents to travel with the athlete.

Communication with Parents During Team Travel
CLUB is committed to communicating with parents during team travel:
- Parents will be provided with the cell phone numbers for all of the adults on the trip for emergency contact as well as information for all hotels and venues.
- Athletes are encouraged to use their cell phones and other forms of electronic communication during trips and encouraged to send information to their parents—especially regular updates from the road and changes to schedules.
- Dedicated times will be established for athletes to contact their parents. A CLUB provided cell phone might be made available for athletes who don’t have their own cell phone.
- Any changes to the detailed travel itinerary as well as progress [such as reaching the airport/hotel, etc.] will be provided by CLUB as soon as reasonably possible.
- An e-mail or text group, Facebook page, Skype, Google+ Group, etc. can be established for broadcasting information to parents as a group and set a schedule for broadcasting travel progress to parents.

Local Travel
CLUB does not sponsor, coordinate, or arrange for local travel. Athletes or their parents are responsible for making all local travel arrangements. In these instances it is the responsibility of the athlete or their parents 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.

It is preferred that parents transport their own athletes locally. When that is not possible, pre-arranged carpools are acceptable when multiple adults share the transportation responsibilities. Parents should pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement, or athletes should be picked up in groups at a designated public pick-up and drop-off location to ensure adults are not alone with a single athlete.

Other
Any violation of the Team Travel Policy could result in progressive discipline up to and including immediate termination.

This policy will be reviewed annually and updated as necessary.