



MODEL POLICY: CLUB TRAVEL

USA Fencing Member Club Travel Policy

Some USA Fencing participation involves overnight travel for youth fencers to regional and national events. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor players will be supervised between and during travel to and from competitions. Adherence to travel policies helps to reduce the opportunities for misconduct.

1. Local Travel

- The employees, coaches, and/or volunteers of a local program or team, who are not also acting as a parent/guardian, should not drive alone with an unrelated minor and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the minor's parent.
- Where an employee, coach and/or volunteer are involved in an unrelated minor athlete's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated athlete.
- It is recognized that in some limited instances, it will be unavoidable for an employee, coach or volunteer of a local program or team to drive alone with an unrelated minor athlete. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

2. Organization/Club Travel

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the coach is the parent, guardian or sibling of the athlete).
- Coaches, staff, volunteers and chaperones will often travel with the athletes. No employee, coach or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones or team managers shall have been screened in compliance with the USA Fencing Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records.
- The Club shall provide adequate supervision through coaches and other adult chaperones (for example, a recommended number would include at least one coach or adult chaperone for every five to eight athletes). If a club team is composed of both male and female athletes, then it is recommended that chaperones are arranged of the same gender.
- Athletes should share rooms with other athletes of the same gender, with the appropriate number of athletes assigned per room depending on accommodations.



- Regular monitoring and curfew checks should be made of each room by at least two properly screened adults. All coaches, staff, volunteers and chaperones travelling with a team shall be familiar with all Safe Sport Policies.
- Individual meetings between an athlete and coach may not occur in hotel sleeping rooms.
- All athletes shall be permitted to make regular check in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the athlete or parents.
- The team shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against an athlete is required while the athlete is traveling without his/her parents, parents will be notified before any action is taken.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor athlete and have the minor athlete stay in their hotel room.

3. Additional recommended items for Club Travel Policies:

- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- 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.
- During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- Curfews shall be established by the team staff each day of the trip.
- Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- The directions & decisions of coaches/chaperones are final.
- Fencers are expected to remain with the team at all times during the trip. Fencers 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 or chaperone.



- When visiting public places such as shopping malls, movie theatres, etc., fencers will stay in groups of no less than three persons. Y12 athletes will be accompanied by a chaperone.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club leadership and the parent or legal guardian of any affected minor athlete.

Other Policies to Consider

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams may want to utilize some of these policies based on their individual preferences and needs.

Safety

- Additional guidelines to be established as needed by the coaches;
- Supervised team room provided for relaxation and recreation;
- Respect the privacy of each other;
- Only use hotel rooms with interior entrances; and
- Must wear seat belts and remain seated in vehicles.

Behavior

- Be quiet and respect the rights of teammates and others in hotel;
- Be prompt and on time;
- Develop cell phone usage guidelines;
- Develop computer use guidelines including social media;
- Respect travel vehicles;
- Establish travel dress code;
- Use appropriate behavior in public facilities;
- Establish two different curfews – in own rooms and lights out;
- Must stay in assigned hotel room; and
- Needs and well-being of the club come first.

Financial

- No room service without permission;
- Fencers responsible for all incidental charges;
- Fencers responsible for any damages or thievery at hotel;
- Must participate in contracted group meals; and
- Communicate travel reimbursement information and policies.

General

- Establish fair trip eligibility requirements;
- Establish age guidelines for travel trips;
- Parent(s) responsible for getting fencer(s) to stated departure point; and
- Requirements for families to attend "Team Travel Meets."



Code of Conduct / Honor Code

Clubs are encouraged to develop a Code of Conduct or Honor Code as a companion document to the club travel policies.

Required:

- All club members, staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Fencing Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

Recommended:

- Club members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- Club members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the club or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products by any athlete is prohibited.
- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- Club members are reminded that when competing in tournaments, traveling on trips, and attending other related functions, they are representing both themselves and the (NAME OF CLUB). Athlete behavior must positively reflect the high standards of the club.

For Consideration:

- Failure to comply with the Honor Code as set forth in this document may 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 tournaments, or all events of competition;
- Disqualification from future club travel tournaments;
- Financial penalties;
- Dismissal from the club; and/or
- Proceedings for a USA Fencing National Disciplinary Review Panel.
- Fencers are to refrain from inappropriate physical contact at team activities and events.
- Fencers are to refrain from use of inappropriate language.