



## Travel Policy

1. Team travel for NZ National Championship Meets/Regional Meets is always done as a team. The Club Administrator will arrange all out of town travel and accommodation for these competitions. The Administrator will also arrange accommodation for Club targeted meets. These meets will be set at the Committee meeting in June each calendar year and distributed to all Club members before registration day.

Travel arrangements for all other meets will be the responsibility of the swimmers and swimmer's family.

2. It is not permitted to travel on your own unless special circumstances arise. Exceptions must be presented in writing to the Club Administrator for consideration by the Committee, at least two months prior to the meet in question. If an exception is approved, it is on the understanding that their share of the full cost of management fees (coaches and managers) will be charged to the swimmer regardless of any alternate travel arrangement. To be eligible for funding received for away meets the swimmer must travel and/or stay with the team.
3. All team travel will have a team manager assigned. The team manager, or another designated person, will be responsible for meals, travel/transport arrangements and the general care and welfare of the athletes. This person will work closely with the coach and club administrator of the trip to coordinate the itinerary.
4. Family members are welcome and encouraged to attend the competition but are responsible for their own travel arrangements and cost. As a courtesy to team management, parents and non-participant swimmers/visitors are asked to make alternative venue arrangements, unless approved by the Committee.
5. All swimmers attending National meets are responsible for all management fees (coach and manager's transportation and accommodation, per Diem). At National meets a coach is always required but should our coach not be attending, you will be under another club's coach and still expected to pay a portion of their expenses.
6. The club will contribute 50% of the coaches and managers expenses for SNZ National meets only. The balance will be split equally between the swimmers attending. Regional away meets will be discussed by the committee on a case by case basis.
7. There will be a cutoff date (3 weeks prior to competition) to show the swimmer's commitment to the competition in question. The estimated cost of participating in a meet will be advised to the family via email. This estimated cost is to be paid to the Club prior to departure of the event. In the event of the swimmer withdrawing from the event, and not travelling with the team after the estimated costs have been advised, the swimmer will still be responsible for 50% of the costs. This will be at the discretion of the Committee and will be reviewed on a case by case basis.



8. Penalties and fees that result from changed or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer.

### **SWIMMERS**

All swimmers must agree to the Clubs Code of Conduct, Social Media Policy and in particular:

- Follow instructions from the Coach/Manager
- Be courteous and understanding of fellow swimmers
- Be respectful of adults in charge
- Follow rules for wake up times and quiet times
- Not to interfere with anyone else's belongings
- Stay with the group unless instructed otherwise
- Arrive on time for transport to pool sessions and team meetings
- Ask for help if required or if a problem arises
- Inappropriate behavior will not be tolerated
- Abide by in-house rules

### **In House Rules**

- Abide by the cell phone rules applied by the Club and Managers
- No noise after lights out
- No girls in boys rooms and no boys in girls rooms at all times, unless there is adult supervision.
- Keep your rooms tidy
- Leave building quietly for morning sessions

### **Last Night Rules – Swimmers Over 18 years**

- At the conclusion of the Meet athletes over 18 may be permitted to have an alcoholic drink with dinner and may be permitted to attend after meet functions.
- If swimmers are attending an after party event this is to be agreed upon by the Coaches and Managers in charge of the meet.
- At all times the swimmers must adhere to the curfew that has been set by the Coaches and Managers.
- Swimmers attending any after party event must all "stick together" and return as one group.
- The Coaches and Managers will ensure that there is a designated adult that the swimmers can reach at all times in case of an emergency.
- All swimmers agree to adhere to the Sale and Supply of Alcohol Act 2012.

I understand that if my actions are in breach of any of the conditions of this contract:

- My parents will be contacted and that I will be sent home at their expense.
- I shall not receive any funding from the Club in respect to my attendance at the event.
- My participation as a member of the Club at one or more future events may be denied.