

## Aquatic Foundation of Alaska (AFA)

Empowering Alaskans through Water Safety, Education, and Competitive Spirit

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# Team Travel Policy

**Effective Date:** October 22, 2025

**Approved By:** AFA Board of Directors

**Last Reviewed:** October 22, 2025

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## 1. Purpose

The Aquatic Foundation of Alaska (AFA) promotes independence, responsibility, and professionalism among all athletes during team travel.

This policy outlines travel expectations, supervision standards, and cost responsibilities to ensure safety, consistency, and respect for the AFA mission and Safe Sport guidelines.

Travel is a privilege and an opportunity to represent both AFA and the Yeti name with pride.

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## 2. Scope

This policy applies to all travel involving AFA athletes, coaches, and staff for:

- Swim meets
- Training camps
- Clinics, banquets, or sanctioned team events

It includes both **team travel** (organized and supervised by AFA) and **individual travel** (athletes traveling independently but representing the team).

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## 3. Travel Philosophy

AFA believes travel experiences help athletes develop maturity, teamwork, and accountability.

Athletes are expected to take responsibility for themselves and their teammates while maintaining professionalism, discipline, and respect throughout all travel.

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## 4. Athlete Expectations

During team travel, all athletes must:

- Follow the **AFA Code of Conduct**, **Safe Sport**, and **Disciplinary Policies** at all times.

- Treat teammates, coaches, hotel staff, and the public with respect.
- Be on time for all meetings, sessions, and departures.
- Keep rooms and shared spaces clean and orderly.
- Refrain from disruptive behavior, profanity, or public disrespect.
- Maintain a professional image in all interactions, including online.

Failure to meet these expectations may result in disciplinary action, including being sent home at the athlete's or family's expense.

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## 5. Supervision and Safety

- AFA follows all **USA Swimming Safe Sport Travel Guidelines**.
  - Coaches and designated chaperones must be **non-athlete members of USA Swimming** and have completed all Safe Sport certifications.
  - Athletes will be supervised by AFA staff or approved adults throughout team travel.
  - **One-on-one interactions** between adults and minor athletes are prohibited unless observable and interruptible.
  - Athletes 18+ are expected to model leadership and compliance with Safe Sport rules.
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## 6. Lodging

- Athletes will be housed with teammates of the same gender and similar age.
  - Adult participants will not share rooms with athletes unless the adult is the athlete's parent/guardian.
  - Curfews will be set by the coaching staff and must be followed strictly.
  - Room checks will occur nightly by two coaches or chaperones.
  - Noise, pranks, or damage to property will result in disciplinary action and potential reimbursement for costs.
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## 7. Transportation

- AFA arranges transportation for group travel when applicable.
- **Coaches must never transport a minor athlete alone** unless the athlete's parent/guardian has given written permission.
- Athletes traveling separately must communicate arrival and departure plans with the Head Coach.
- Seatbelts are required at all times.

- No athlete may drive themselves or others to a meet unless approved by a parent/guardian and coach in advance.
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## 8. Coach Travel Costs

Athletes and families are responsible for **sharing the cost of sending an AFA coach** to all away meets.

This includes transportation, lodging, and per diem as determined by the team travel plan.

Costs will be divided evenly among attending families and billed via TeamUnify prior to travel.

This ensures professional coaching coverage while maintaining fairness across the team.

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## 9. Behavior During Travel

AFA athletes are representatives of the organization at all times.

The following behaviors are strictly prohibited:

- Possession or use of alcohol, tobacco, or illegal substances (including vaping)
- Bullying, hazing, or harassment
- Damage to hotel or venue property
- Breaking curfew or leaving designated areas without permission
- Inappropriate or sexual behavior

Any violation will result in immediate disciplinary review, possible removal from the event, and notification of parents/guardians.

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## 10. Parent & Guardian Role

Parents are expected to:

- Reinforce travel expectations with their athletes before departure.
- Trust coaches and staff to manage the team independently during travel.
- Communicate through the Head Coach for updates rather than contacting athletes directly during meets.
- Avoid interfering with team logistics, decisions, or discipline while the team is away.

AFA encourages parents to travel as spectators but not as supervisors unless formally assigned as chaperones.

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## 11. Accountability & Consequences

Athletes are accountable for their behavior, conduct, and belongings.

Failure to follow this policy may result in:

- Verbal or written warning
- Restriction from team activities
- Suspension from future travel opportunities
- Reimbursement of travel expenses if sent home early

Disciplinary actions will follow the **AFA Disciplinary Policy** process.

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## 12. Policy Review

This policy will be reviewed annually by the **AFA Coaching Staff, Safe Sport Coordinator**, and **Board of Directors** to ensure compliance with USA Swimming, Alaska Swimming, and AFA standards.

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### Footer

**Aquatic Foundation of Alaska (AFA)** — *Promoting safety, excellence, and inclusion through the power of water.*

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