



Travel Policy

Travel will be a standard aspect of our competitive season and DME Sports Academy 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.

Travel Arrangements:

DME does not sponsor, coordinate, or arrange for travel. 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.

DME staff members, coaches and/or volunteers, who are not also acting as a parent, will not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times. 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.

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.

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

DME will make efforts to provide adequate supervision through coaches and other adult chaperones. If, however, you are not able to attend a tournament with your child, you should make arrangements with other parents for your child's transportation and lodging.

Meeting Arrangements:

Parent/Coach or Coach/Athlete meetings will not occur in hotel rooms.

Travel Notification:

When possible, DME 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 DME. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

DME 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.

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 or sibling 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 policy guidelines, including, without limitation, the Travel Policy.

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 and monitor others' adherence to the Athlete Protection Policy and all policies 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 chaperone.
- 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 policy 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 DME’s policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in DME’s Club Information Handbook.

If a chaperone has not undergone a criminal background check and DME’s awareness training, 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 and awareness training, he or she may have appropriate one-on-one interactions as outlined in DME’s Club Information Handbook.

If a chaperone will be operating a private vehicle 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 adherences to club policies 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 policy violations to a DME administrator.

Printed Athlete Name _____

Athlete Signature _____ Date _____

Parent Signature _____ Date _____

Revised 7/6/2017