



USJA Team Travel Policies

Section 1 - USJA Required Policies

USJA chartered judo clubs travel policies must include these rules for travel to all judo tournaments, camps and events. These items are Code of Conduct mandates by the USJA Board of Directors.

- a) A copy of USJA travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the USJA travel judo teams.
- b) Team managers and chaperones must be members of the USJA and have successfully passed a USJA-administered criminal background check.
- c) Regardless of gender, a coach, chaperone and or team manager shall not share a hotel bed or other sleeping arrangement with an athlete under the age of 18, (unless the coach, chaperone or team manager is the parent, guardian, sibling, or spouse of that particular athlete),
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- e) 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 and over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and under, coach, chaperone and/or team managers may stay with athletes. Where coach/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).
- f) The parents of all minor children shall be provided with all contact information, (names, phone numbers, e-mail addresses etc.) for the hotel, Head Coach, support staff, chaperones, and the USJA main office.
- g) If traveling to a foreign country, the Head Coach must maintain photocopies of all travel documents and passports.
- h) USJA coaches should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

Section 2 - Recommended Policies

These policies are recommended; they are not required. They may also be modified to address specific preferences or needs.

- a) 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.
- b) 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.
- c) 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.
- d) 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).
- e) A copy of the USJA Code of Conduct must be signed by the athlete (if age 13 or older) and his/her parent or legal guardian.
- f) USJA coaches should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- g) Curfews shall be established by the team or USJA coaches and/or staff each day of the trip.
- h) Team members, coaches 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.
- i) The directions and decisions of coaches/chaperones are final.
- j) USJA junior competitors are expected to remain with the team at all times during the trip. Athletes 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.
- k) When visiting public places such as shopping malls, movie theaters, etc., USJA athletes will stay in groups of no less than three persons. Students 12 and under will be accompanied by a chaperone.
- l) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (USJA) leadership and the parent

or legal guardian of any affected minor athlete.

Section 3 - Other Policies to Consider

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

Safety

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

Behavior

- f) Be quiet and respect the rights of teammates and others in hotel.
- g) Be prompt and on time.
- h) Develop cell phone usage guidelines.
- i) Develop computer usage guidelines including social media.
- j) Respect travel vehicles.
- k) Establish travel dress code.
- l) Use appropriate behavior in public facilities.
- m) Establish two different curfews - in own rooms, and lights out.
- n) Must stay in assigned hotel room.
- o) Needs and well-being of the team come first.

Financial

- p) No room service without permission.
- q) Athletes responsible for all incidental charges.
- r) Athletes responsible for any damages or thievery at hotel.
- s) Must participate in contracted group meals.
- t) Communicate travel reimbursement information and policies.

General

- u) Establish trip eligibility requirements.
- v) Establish age guidelines for travel trips.
- w) Parent(s) responsible for getting student(s) to stated departure point.
- x) Requirements for families to attend "Team Travel Meets".

USJA Travel Team Code of Conduct

The Board of Directors strongly encourages teams and USJA to create a Code of Conduct as a companion document to the team travel policies.

- a. All team members, coaches and team staff, and parents of minors are to be apprised in writing of this Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulation contained herein.
- b. Team members, coaches and staff will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- c. Team members, coaches and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- d. The illegal possession or use of alcohol or tobacco products by any athlete is prohibited.
- e. The possession, use, or sale/distribution of any controlled or illegal substance or any form of illegal weapon is strictly forbidden.
- f. No “deck” changes are permitted. Athletes are expected to use available change facilities.
- g. Team members, coaches and staff are reminded that when competing in competitions, traveling on trips, and attending other competition-related functions, they are representing themselves, their club and the USJA. Their behavior must positively reflect the high standards of the USJA.
- h. Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense.
 - ii. Disqualification from one or more events, or all events of competition.
 - iii. Disqualification from future team travel competitions.
 - iv. Financial penalties.
 - v. Dismissal from the team.
 - vi. Proceedings for a USJA Standards & Ethics Committee investigation.
- i. USJA athletes are to refrain from inappropriate physical contact at team activities and events.
- j. Athletes, coaches and staff are to refrain from use of inappropriate language.