



FAST Travel Policy

Travel Policy Goal:

Facilitate travel at a reasonable cost to further the Athletic Development of the athletes on Fort Collins Area Swim Team. Travel meets include any competition outside of the Fort Collins/Denver Metro area. Travel is not a method of generating revenue for FAST.

Individual roles:

1. Coaching Staff – Set the travel schedule and select all competitions to attend. Attends the meet and supervises chaperones on team travel. Determines type of travel meet.
2. Travel Coordinator – Works with the Coaching staff to set up accommodation, regional and local transportation, and food
3. Business Manager – Completes the billing and reconciles the meet fees to be billed
4. Chaperones – Supervises the athletes while they are at the hotel, provides transportation to and from the meet, and adhere to the team chaperone policy
5. Parents – Support the traveling team athletes and adhere to code of conduct
6. Athletes – Follow code of conduct and positively represent themselves and the team

Team Travel – 11 and over Athletes travel with the team and are supervised by the team only. Swimmers will remain under the care of the coaching staff and/or chaperones from the time they depart to the time they return to designated guardianship. During the meet athletes will stay with the team, eat with the team, and support their teammates during the competition.

Air travel will be booked by the athlete's family based upon coach specified flights unless otherwise noted.

In the event flights are cancelled, parents will be responsible for rebooking the flights and notifying the coaches that are traveling with the team of the new itineraries.

- Cost billed by team
 - o Accommodation
 - o Travel (Bus,Air,Car)–Only when booked by FAST
 - o LocalTransportation
 - o Meals
 - o Meet Entry Fees
 - o A Travel Fee designed to offset a portion (not to exceed 50%) of the total estimated cost of coach/chaperone travel including airfare, accommodations, food, and on site transportation.
- A trip outline will be published 2 months prior to travel with the dates of travel, cost of travel, and requirements of travel.

- When the athlete commits to attending the meet, 50% of the cost of the trip will be applied to the athlete's account. Remaining 50% will be billed prior to departure.
- Team travel is limited to athletes age 11 and over. 10U may travel to a team travel meet under the Family Travel Policy.

Family Travel – Athletes travel with their families and are supervised by their designated guardians during the entire duration of the meet.

- Athletes must have documented adult supervision at all times.
 - o Adult must be a parent or guardian of the athlete, or designated adult age 25 or older.
- Coaches will publish a standard meet itinerary with warm-up times, meet-start times, t-shirt colors, and other pertinent meet information.
- Families arrange for their own travel (airfare, bus, car) to and from the meet destination.
- Families arrange their own local transportation to and from the meet on a daily basis
- Cost billed by team
 - A daily Travel Fee published 60 days prior to the meet to offset the cost of onsite coach support (accommodations, transportation, food, and travel) not to exceed \$40 per swimmer, per day
 - Meet entry fees
- Coaches are not responsible for athlete transportation, supervision, or meals while at the family travel meet.

Travel Communication

- Initial scheduling for travel will be included in the standard meet schedule.
- At least 60 days prior to the meet a travel a Travel Announcement will be published which includes:
 - o Trip cost broken down by Accommodation, Transportation, Food, and Support
 - o Travel details
 - Flights
 - Hotel
 - Transportation
 - o Travel Coordinator
 - o Meet Coaches
 - o Chaperones
 - o Targeted number of swimmers attending
- Prior to travel
 - o Meet Itinerary
 - o Code of Conduct
 - o MedicalRelease

Policy Revision History		
Revision #	Date	Description of Changes
1.0	9/23/2014	Initial Draft of Document
1.2	3/26/2019	Revised and approved by board vote.
1.3	4/27/2021	Revised and approved by board vote.

