### Code of Conduct on Trips Handout #9

NOTE: These codes of conduct should be approved by your individual site administration and/or your school district administration. Be sure to check with other coaches in your area to see what they include and what local laws demand that you include.  
  
NOTE: You should also incorporate language directly from your school and/or district field trip conduct forms. These documents are used in the coach’s and/or schools defense (or lack thereof) in case something horrible happens.

NOTE: Ensure whatever is discussed here is replicated in the Student/Parent Handbook so there is consistency throughout this information  
  
In order to ensure your child's safety and well-being, and at the same time present an awesome educational experience, we are asking students and parents to sign the following code of conduct for the    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year:   
  
The trip directors do not anticipate any problems on these trips because they know participants are responsible and compatible. It is best if participants agree to some simple policies to deal with situations that could occur. All possible options cannot be covered, but the following few general policies can establish the context for dealing with problems should they arise.

**USE THIS SPACE TO INCLUDE ANY STATE RULES FOR ACTIVITIES, SCHOOL OVERARCHING RULES, AND CONSEQUENCES, SUCH AS DETENTIONS, EXPULSIONS, ETC.**

1. Students will exercise good judgment, be aware that their personal actions have consequences, and work to maintain a positive "group dynamic." While traveling with the team, everyone will contribute to the group's welfare and maintain a creative and positive attitude. Participants will not take unnecessary risks, in the city, in transit, or in a group, that could jeopardize the success of the program. The tournaments will be physically and mentally demanding and individuals should avoid situations that impair their health and judgment.  
  
2. Individuals will NOT be late for speech rounds and activities.  
  
3. A "buddy system" will be used while traveling, and on sites of all trips. Buddies do not have to be roommates, but should be designated in groups of 2 to 4. Students will watch out for one another even while on all school campuses and hotels. If there is any reason for concern, the directors should be contacted immediately~~.~~  
4. "Solo" excursions are **NOT ALLOWED AT ANY TIME**. Solo "company" is not permitted at any time.  
  
5. If the attitude of a particular participant is being disruptive to the learning and enjoyment of the group, the directors will talk to that student. Extremely disruptive behavior will result in dismissal from the group with the individual responsible for finding his/her own way home. Directors will contact officials in such cases.  
  
6. Students are responsible for their own actions and for learning the applicable rules and regulations of all speech tournaments. Please review these rules.  
  
7. The consumption of any alcohol, smoking, or the taking of any illegal drugs, or engaging in physical altercations / illicit connection on this trip will result in **IMMEDIATE DISMISSAL**; the student being sent home at the expense of the parent with the school disciplinarian being immediately notified.  
  
8. Everyone is responsible for his/her own baggage and equipment while traveling to, within, and from all tournaments. Important and valuable items should be carried in a backpack or pocket. The group will not go back for items left behind.  
  
9. Participants with any health concerns must disclose this information in writing before departure. Injuries/health problems will be treated by local medical personnel in accordance with directions on health history form. Treated individuals are responsible for medical bills through personal funds or as directed by their own insurance plan. Relatives will be contacted in cases of any major emergency situations. A copy of insurance cards must be attached to the permission slip before departure.

(Check with your Activities/Athletic Director for Emergency Card with PCP, health insurance info, etc.)

10. There will be room curfews every night while in the hotel. At no time will any student leave the room for any reason once we declare “lights out.“ Any student caught doing so after curfew will be cause for **IMMEDIATE DISMISSAL** from the trip and any costs for their return will be the responsibility of the parent.  
  
11. Spending money - if lost - cannot be replaced by the school or any school personnel.

12. Specific expectations

* You will submit a parent permit form and updated medical form for every away tournament
* You will have submitted team dues of \_\_\_\_\_\_ by \_\_\_\_\_\_\_\_
* Your occasional tournament contributions will be paid prior to departure, unless a note from parents explains why; installments are acceptable
* Look your best during competitions
* Arrive at the expected time and stay until the awards are over; you dignify the activity by committing to all of its competitors
* Win and lose gracefully
* Applaud politely at awards; never over-applaud our own wins. Do not start cheering for 1st place before 2nd place has had his/her moment in the sun.
* Never bad mouth a judge or a contestant
* Never use derogatory or foul language
* Never complain about a loss where **ANYONE** (including your coach) can hear. Again – lose with grace!
* Bring problems to a director's attention **ASAP**
* Be supportive listeners during rounds; maintain eye contact with all speakers; Do not engage in any behaviors that might be considered distracting (Flipping / clicking your pen, loudly chewing gum, et al).
* Focus before each round begins, going over in your mind what you need to do in your performance
* Do not engage in silly chatter with other contestants in front of a judge as you wait for a round to begin.
* Network with others during downtime, **BUT NEVER SPEAK UNKINDLY ABOUT ANYONE TO ANOTHER.**
* At major tourneys, find out where your coach will be during his / her free time and find out how often you should check in.
* Never leave common areas at the tournament or hotel a mess! Clean up after meals and down time. Respect the locations we are in!
* You may be expected to practice in hotels.
* Abide by common sense hotel behavior that you should always use - Whisper in the halls; walk don't run; guide doors until they shut--do not let them slam close;  avoid horseplay in the rooms, whatever you break in the room, you will have to pay for it; no loud talking or yelling in rooms, do not use hotel phones in the rooms; no buying snacks in the rooms as the prices are outrageous; no  film rentals in the rooms as you will be too busy practicing; if you want Internet or room service you must clear it with a director beforehand and  pay for it at the front desk before check out; tidy your rooms before the maid comes to clean it; find it in your heart to leave a tip before checkout;
* **GET A GOOD NIGHT’S SLEEP**.  A sleepy performance from a sleepy competitor will jeopardize personal and team success.