
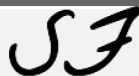




Airdrie Phoenix Swim Club Policy:
CHAPERONES

REVISION	EDITED BY	APPROVED BY	DATE
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1. DEFINITIONS & ROLES

- 1.1. “**APSC**”, “**Club**” and “**Organization**” refers to the Airdrie Phoenix Swim Club.
- 1.2. “**Chaperone(s)**” refers to a responsible adult (18+) who has been approved by the Head Coach to supervise any swimmer traveling under the care of APSC. This may include volunteers and/or coaching staff.
- 1.3. “**Swimmer(s)**” refers to any swimmer/individual under the care of APSC and its approved Chaperones.
- 1.4. “**Events**” represent all Training Camps, Swim Meets or similar happenings that are associated to or, put on by APSC.

2. INTRODUCTION

Chaperones are essential to all APSC events that require travel and/or over-night accommodations. Chaperones play an important role in ensuring things run smoothly and safely for swimmers and coaches. While coaches supervise and support swimmers on the deck and during training, Chaperones supervise swimmers all other times. It is imperative that Chaperones focus their attention on the swimmers and are not distracted by other priorities such as additional non-competitive children, personal activities/errands or any other diversions.

This policy outlines the responsibilities and expectations associated with being a Chaperone; which may vary depending on the venue and duration of a particular event. In addition to the information provided within this document, it is strongly encouraged that new Chaperones meet with coaching staff, the Director of Registrations and Meets and/or the Meet Manager to fully understand their obligations and commitments.

3. COMPLIANCE

- 3.1. All Chaperones must provide APSC with a valid Criminal Record Check (CRC) and Vulnerable Sector Check (VSC).
- 3.2. All Chaperones must have:
 - 3.2.1. Valid Passport
 - 3.2.2. Health Care Card
 - 3.2.3. Drivers License (as required)
 - 3.2.4. Cell Phone



4. CHAPERONE REQUIREMENTS & EXPECTATIONS

- 4.1. Chaperone responsibilities commence as soon as parents drop-off their swimmer(s) in APSC's care and conclude once parents pick-up their swimmer(s) after the event is complete.
- 4.2. Rule of Two: There must be at least two (2) Chaperones present and, ideally at least two (2) swimmers, to protect minor athletes in potentially vulnerable situations. This includes, but is not limited to:
 - 4.2.1. Closed door meetings with swimmers.
 - 4.2.2. Completing nightly safety checks. Note, if a Chaperone must enter a swimmers hotel room for any reason, the door must remain open.
 - 4.2.3. Travel to/from accommodations and venues.

Examples and Scenarios:

Best
Two trained and screened coaches with one athlete.

Acceptable
One trained coach, one screened adult and one athlete.

Acceptable
One coach and two athletes.

Unacceptable
One coach and one athlete.

Rule of Two is to ensure all interactions and communications are open, observable and justifiable.

*Images from Coaches Association of Ontario, Safe Sport 101
(<https://safesport101.coachesontario.ca/wp-content/uploads/2021/04/Safe-Sport-101-Rule-of-Two-1.pdf>)

Meetings
Keep doors open and ensure other athletes/adults are in the room.

Changerooms
Knock and wait for consent before entering with another coach or parent.

Travel
Ask athletes to carpool with one another.

Online Communication
Include other coaches or parents on emails or video chats.



- 4.3. Chaperones are required to maintain alertness, organization and demonstrate leadership while in charge of any and all swimmers. **Under NO circumstances shall a Chaperone consume any alcohol/illicit drugs during an event.** An emergency may occur at any time of the day or night and Chaperones are responsible for the safety and wellbeing of the swimmers.
- 4.4. Chaperones shall be committed to all requirements set forth by the APSC Head Coach and Board Members. Chaperone responsibilities are the priority and shall take precedence over watching swimmers compete including watching the Chaperones own child(ren) during competitions. Responsibilities can vary for each specific event and may include, but are no limited to:
 - 4.4.1. Maintain secure possession of swimmer travel documents - e.g. passports, birth certificates, parental consent letters, etc.
 - 4.4.2. Carry a first aid kit and maintain possession of any health related medications that may be required by a swimmer - e.g. epi-pen, etc.
 - 4.4.3. Be informed with event location(s), addresses and schedules.
 - 4.4.4. Have emergency contact information for parents/guardians, coaching staff and “other” Chaperone(s).
 - 4.4.5. Prepare nutritious meals and snacks for swimmers while observing any dietary needs, allergies, sensitivities and/or religious practices.
 - 4.4.6. Drive swimmers - e.g. to/from accommodations and training facilities.
 - 4.4.7. Make sure all swimmers are accounted for - e.g. take regular attendance during travel, complete “head counts” at bedtime, etc.
 - 4.4.8. Supervise swimmers during various activities; ensuring they behave, act responsibly and are respectful of others.
 - 4.4.9. Ensure swimmers are getting to bed at a reasonable time and wake-up in a timely fashion.
 - 4.4.10. Remain on the premises and accessible to the coaches and swimmers as required. Note, Chaperones are NOT permitted on the deck unless there is an emergency with a swimmer.
- 4.5. Chaperones may have access to confidential information pertaining to the organization and/or its members. It is imperative that any information of a sensitive nature be treated with confidentiality and respect.
- 4.6. In the event of an emergency, Chaperones may be required to travel with a swimmer to seek medical care and attention - e.g. ambulance or hospital.



5. COMMUNICATION

- 5.1. Chaperones are the main contacts between swimmers and APSC parents/guardians. Part of this responsibility may include:
 - 5.1.1. Notification once swimmers have crossed an international border - e.g. safely entered the US, passed customs, etc.
 - 5.1.2. Notification upon arrival at the hotel/accommodation.
 - 5.1.3. A daily update of the swimmers activities and/or progress.
 - 5.1.4. Notification of probable arrival times during the journey back to Airdrie, AB. This may include a Chaperone “fan-out” communication - e.g. Chaperone contacts x1 individual...who contacts 2-3...and so on.
 - 5.1.5. Immediate notification of any issue/emergency that affects a swimmer.

6. TRAVEL EXPENSES

- 6.1. **Air or Land (e.g. flight, bus, etc.):** When traveling as a group/team, Chaperones must accompany swimmers throughout the duration of their commute TO and FROM the event. Fees associated with these modes of transportation will be covered by APSC.
- 6.2. **Food Per Diem:** Depending on the duration of an event, Chaperones may be provided with a daily food per diem that will be decided upon by the APSC Board, prior to the event.

7. DISCIPLINE & COMPLAINTS

- 7.1. Any issues or concerns regarding Chaperones shall be addressed using the same guidelines set forth within the Swim Alberta Discipline and Complaints Policy.
- 7.2. APSC reserves the right to replace a Chaperone should the Chaperone refuse to comply with the APSC policies, not submit the required documentation or, for any other reason deemed appropriate by the APSC Board of Directors and Head Coach.