

ARKANSAS DOLPHINS SWIM TEAM

Thank you very much for giving your time and support to team travel trips. In order to ensure team travel trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a chaperone.

CHAPERONE RESPONSIBILITIES

Chaperones are responsible for the well being of the athletes. This includes nutrition, sleep, and money management from the time of departure to the completion of the trip.

GUIDELINES FOR CHAPERONES:

- 1.) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check and athlete protection training.
- 2.) If you are transporting athletes in your vehicle, the following must also be completed before the trip.
 - a.) A copy of your current drivers' license must be on file at the LRAC office.
 - b.) A copy of your current insurance identification card must be on file at the LRAC office.
(The minimum coverage is a 100/300/50 liability policy.)
 - c.) You must be at least 21 years of age.
 - d.) Please be aware there is no coverage provided under the USA Swimming insurance program for any type of automobile liability exposure.
- 3.) Regarding overnight accommodations, if chaperones/team managers are staying in a room with athletes, written consent regarding the occupant configuration must be obtained from all parent's or guardians. Also, all occupants in the room must be the same gender.
- 4.) During team travel, when interacting with athletes in any manner, for example, room checks, attending team meetings and/or other activities, two-deep leadership with open and observable environments should be maintained.
- 5.) Chaperones will be under the guidance of the head coach. Once chaperones have been selected the coach will assign one as the head chaperone. Chaperones are to report to the head chaperone, not the coaches.
- 6.) Chaperones have read the code of conduct and understand the procedures that will be taken if a violation occurs.
- 7.) In order to comply with team travel policy, (need to declare a time frame for the 'before' four hours for example...) before or during the travel trip, chaperones:
 - a. may not use or possess alcohol or other drugs
 - b. may not use tobacco in the presence of, or within the sight of, athletes.
 - c. may not administer any medications, prescription or nonprescription, to athletes unless indicated on medical release form.

CHAPERONE DUTIES

- 1.) Chaperones will be assigned a group of swimmers, and at all times the chaperones must know where the athletes are and what they are doing. Chaperoning means monitoring activities at all times.

- 2.) Chaperones must respond rapidly to inappropriate behavior in a positive manner. Chaperones must report any code of conduct violations to the Head Chaperone immediately following the incident. Head Chaperone shall be responsible for informing the Head Senior Coach or Head Age Group Coach.
- 3.) Chaperone assignments, when possible will be made so that chaperones will be able to see their children swim, however this may not always be possible.
- 4.) The curfew must be maintained at all times. Chaperones will be responsible for checking that their assigned athletes are in their rooms by “in room” curfew, & check rooms for “lights out” curfew
- 5.) Chaperones will organize group activities in “down time” with the Head Coach’s approval.
- 6.) Chaperones will maintain possession of medical releases for the athletes that are under their charge.
 - a.) Take care of any swimmer that is sick, communicate illness to children’s parent or guardian and or take them to a physician if needed.
 - b.) In case of emergency; chaperone will be responsible for contacting 911 if necessary, contact parents, go with athlete to emergency room and stay with athlete until parents arrive.
- 7.) Swimmers should be responsible for their own money. Chaperones may hold the money poolside for the sake of security, but chaperones should not be used as “personal bankers” who keep track of all the money that is spent.
- 8.) Chaperones will need to attend any meetings called by the Head Chaperone and Coach coordinating the trip.
- 9.) Chaperones need to be informed at all times about the meet and travel schedule.
- 10.) Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.
- 11.) Chaperones will work with Head Chaperone to manage meals in an orderly fashion. This can include collecting monies, suggesting good meal choices for the athletes, buying food and dispersing it.
- 12.) Chaperones must maintain a clean hotel area. At checkout, check rooms for anything left behind and for cleanliness.

IN THE EVENT OF AN EMERGENCY

- Awareness of Emergency Plans including evacuation plans and emergency plans of facilities in use.
- The designated volunteer, will be responsible for the first aid kit.
- Use latex gloves (in the first aid kit) when handling all bodily fluids.
- Report all illnesses and injuries to the Head Coach and Head Chaperone.