

# **Scottsdale Aquatic Club**

## **Travel Code Of Conduct for Chaperones**

As a chaperone for the Scottsdale Aquatic Club (SAC), I understand and will comply with following responsibilities and guidelines as set forth by the Coaches and Board of Scottsdale Aquatic Club.

1. Chaperones will be Non-Athlete Members of USA Swimming and will have completed the required background check offered by USA Swimming.
  - For 2011, all non-athlete members who have not previously completed the USA Swimming background check must successfully complete the new background check program by February 15, 2011
2. By signature on this document, Chaperones will agree to have read, abide by and uphold the mandatory policies outlined in the USA Swimming documentation on Athlete Protection (Articles 304, 305 and 306). These are summarized in the attached document, USA Swimming's *Athlete Protection – Guidelines and Policies\_v14.pdf*.
3. In addition, SAC Chaperones will work with the Head Coach and/or other Coaches traveling with the team to implement the recommended USA Swimming best practices. Specifically:
  - Two-deep Leadership will be implemented throughout the team trip: One coach member and at least one Chaperone shall be present at all sanctioned club activities as part of this team travel whenever at least one athlete is present. This practice includes, but is not limited to: doing room checks, attending team meetings and/or other activities,
  - Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
  - 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.
  - Hotel rooms will be such that
    - i. Athletes will be paired with other athletes of the same gender and similar age.
    - ii. Chaperones and/or coaches will ideally stay in nearby rooms.
    - iii. 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).
  - Communications between Chaperones and athletes should not include any topic or language that is sexual or inappropriate in nature.
  - Chaperones should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Chaperones should protect their own privacy in similar situations.
  - Relationships of a peer-to-peer nature with any athletes should be avoided. For example, Chaperones should avoid sharing their own personal problems with athletes.

- Swimmers are expected to remain with the team at all times during the trip. Swimmers 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.
  - When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
4. A 1:6 ratio (one chaperone to every six athletes) will be implemented.
  5. Athlete transportation (this consists of driving rental vehicles purchased through Scottsdale Aquatic Club. A valid driver's license and proof of car insurance is required.)
    - From host city airport to hotel
    - To and From competition pool
    - To and From meals
    - To and From any needed shopping (snacks & water)
    - Any driving unrelated to the Travel Meet must be cleared by the Head Coach
    - Any parking or speeding tickets incurred while driving as a chaperone will be the chaperone's responsibility.
  6. Athlete Meals: planning and providing opportunities for the athletes to eat within a reasonable amount of time for each meal.
  7. It will be the responsibility of the Chaperone(s) in consultation with the Head Coach / Travel Coach(es) to implement a bedtime curfew and instruct athletes of wake up times.
  8. To enforce the Code of Conduct signed by the athletes.
  9. To aid in any medical treatment if necessary (injury or illness).
  10. To give any assistance the coaches may need.
  11. SAC attire for travel days are preferred, but not required.
  12. The possession or use of alcohol, tobacco products or controlled substances by any chaperone is prohibited throughout the duration of the trip.
  13. Chaperones will refrain from any illegal or inappropriate behavior that would detract from a positive image of the Scottsdale Aquatic Club.

COMPENSATION:

1. \_\_\_ volunteer hours
2. Travel expense will be airline ticket, hotel accommodations, and transportation. Meals are not provided.

Meet Name: \_\_\_\_\_

Travel & Competition Dates: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_