



Chaperone Policy

Created	10-Nov-2022
Approved	13-Mar-2023 by Board of Directors

Selection of Chaperones:

Chaperones will travel with the team to and from selected out of town meets. The Head Coach in cooperation with the Board of Directors will select chaperones for each out of town meet based on the following:

- ☐ A ratio of one chaperone for every 10 swimmers will be used. In some situations more or less chaperones will be required. Coaches may be considered chaperones as required.
- ☐ If the group is mixed gender, at least one male and one female chaperones will attend each meet.
- ☐ In some situations where the number swimmers is small, the coaches will act as chaperones. The attending coaches, as well as parents of the attending swimmers must agree to this.
- ☐ Chaperones must have a Vulnerable Sector Check submitted to the club a minimum of one week prior to departure.

In some situations extra chaperones might be warranted.

Parents interested in volunteering to chaperone will apply using the clubs Chaperone Application.

Responsibilities of a Chaperone:

The chaperone will:

1. Ensure the safety and well being of the swimmers while traveling.
2. Ensure swimmers are accounted for at all times and the Head Chaperone is aware of the location of all swimmers.
3. Take attendance prior to departure of any location.
4. Be willing and able to drive a vehicle while at a meet.
5. Supervise the swimmers when they are not on deck.
6. Be available to the swimmers and respond to inquiries from both swimmers and parents..
7. Know the swimmers names, ages, parents name and number, and medical info.

8. Demonstrate and maintain a respectful relationship with swimmers, coaches, officials, volunteers, and parents.
9. Safeguard the swimmers plane tickets, keys, valuables and money when necessary, such as when swimmers are in the pool or there is a high risk of misplacing or forgetting these items
10. Ensure the swimmers behave and act responsibly and are respectful of others.
11. Act as a witness should the Head Coach need to take disciplinary actions.
12. Ensure swimmers are prepared and on time for meets and other planned activities.
13. Communicate details of the day's schedule as soon as available, and communicate both the daily schedule and expectations of the swimmers at a daily morning meeting.
14. Communicate the daily schedule and any important details to parents by email as soon as possible, and prior to any unscheduled changes.
15. When bus/van in offloaded, check windows, floors and seats for trash and forgotten items.
16. Perform room checks each evening at a time agreed upon during a meeting with all swimmers. Verify all swimmers are present in the right room.
17. Remain in the same facility as the team at all times.
18. Under no circumstances consume any alcoholic beverage while chaperoning.

Expenses:

The chaperone transportation and hotel accommodations are paid for by the CBAC. This cost will be worked into the cost for swimmers attending.

A chaperone may be responsible for the vehicle rental. To rent a vehicle the chaperone must be over 25 years of age and carry a major credit card. The chaperone will be asked to use his/her credit card and receive reimbursement upon return.

Supervision:

The chaperone will:

1. When bus/van in offloaded, check windows, floors and seats for trash and forgotten items.
2. Remain in the same facility as the team at all times.

At the Pool:

The chaperone will:

1. Maintain indirect supervision and be available, but not interfere with the swimmers or coaches during the competition.
2. Be aware of the event, heat and start times, be prepared for unexpected changes.
3. Remind swimmers to leave the change rooms tidy and to clean up their rest areas of any garbage.
4. Check poolside for forgotten items prior to departing the facility.

Transportation:

The chaperone will:

1. Ensure all vehicles are adequately equipped with seat belts and driven by appropriately licensed driver.
2. Ensure that rental vehicles are rented with full insurance coverage.
3. Take regular attendance before the bus or vehicle gets underway.
4. Assist the younger swimmers with baggage and carryon bags.
5. Ensure that swimmers get on and off the buses/vans in a safe manner.

Medical Information:

The chaperone will:

1. Be aware of any medical conditions or allergies that the swimmer may have.
2. Be aware if a swimmer is required to take medication during the trip, and discuss the instructions with the parents prior to departure.
3. Have ready access to a first aid/medical kit.
4. Carry health Information Form with them at all times.