



CHAPERONE GUIDELINES

1. Chaperones are parent volunteers who are required to look after swimmers at away meets. The coach is responsible for the swimmers while they are on deck and the chaperone is responsible for the swimmers the rest of the time.
2. All persons appointed to accompany the team as a chaperone with swimmers under the age of 18 must have an up to date Vulnerable Sector Check, as required by Swim Ontario, on file with HHBF.
3. HHBF requires one chaperone for every 10 swimmers (when there are only senior swimmers traveling this could be one per 20). When there are several chaperones, one will be designated Head Chaperone.
4. Each chaperone will be responsible for specific swimmers/rooms and needs to know where the swimmers are at all times. Swimmers should direct all their needs/requests directly to the chaperone designated as "theirs". Swimmers should not ask another chaperone nor should another chaperone approve requests from swimmers not under their care.
5. Room assignments and schedules should be determined with the coach ahead of time. This will facilitate check-in and ensure a consistent message from both coaches and chaperones. It will also ensure swimmers are ready and where they need to be throughout the trip.
6. Lights-out schedules/curfews should be confirmed with the coach and enforced. All swimmers need to respect the rights and privacy of the other swimmers on the trip and in their room. This includes allowing their roommates to sleep.
7. Visits between rooms are allowed before curfew, but the hall door should be left open when visitors from other rooms are present. Swimmers of the opposite gender are not permitted in the same room.

8. Swimmers are expected to keep their rooms reasonably tidy and to take all of their belongings with them at check-out. Chaperones will need to monitor this and do complete room checks after the swimmers have vacated the room. Chaperones will need to ensure they allow enough time for the room check in their schedule.

9. Copies of each swimmer's health insurance card/number may be required and should be provided to the Head Chaperone before departure. For trips including travel by air or travel outside Canada, the Head Chaperone will need to have passports for each swimmer.

10. Chaperones are responsible for distribution of meals for the swimmers. For large groups, reservations should be made ahead of time. For take-out orders (for example, caterer or pizza), take the swimmers' orders in advance and place the orders before going to pick them up.

11. The Swim Ontario Code of Conduct should be understood by all swimmers and chaperones. Inappropriate behaviour can result in a swimmer being sent home at the parents' expense.

12. In the hotel, HHBF will have access to long-distance calling and pay -per-view movies turned off in all the swimmers' rooms.

13. During the trip, swimmers are expected to be responsible passengers. Chaperones should ensure that there is some quiet time for those who want to rest, do homework, etc. Movies are a good idea, but they should be age appropriate.

14. Chaperones should be advised of any medication or medical condition and monitor accordingly.

15. Away meets are intended to be a learning opportunity and a lot of fun for swimmers. However, they are not sleepovers or parties, and chaperones must maintain the appropriate level of discipline

16. Chaperones are to follow the Rule of Two. When following the Rule of Two, two responsible adults (a coach, staff, parent, or screened volunteer) are present with a swimmer. There may be exceptions in emergency situations.