



## Chaperone Guidelines and Duties

### **HOW TO BECOME A CHAPERONE - Easy as 1, 2, 3!**

Interested volunteers must email [Head Coach, Sean Weddell](#), to let him know you are interested in serving as a chaperone for the trip and meet the following criteria:

1. Become a registered Non-athlete Member of USA Swimming.

Go to USA Swimming's website and log in. Come back to this document and use the Spokane Waves' registration link and follow the on-screen instructions to be connected with our team: <https://omr.usaswimming.org/omr/welcome/9D864BF8B06740>. When you follow the link, choose "add role to existing account" and select your name.

Choose Non-Athlete registration-Chaperone.

2. Complete your background check.

Log in to your USA Swimming account before you start.

Follow this link:

<https://www.usaswimming.org/usa-swimming-app/safe-sport/complete-a-background-check>

Note: please make sure you have a pop-up blocker turned off to ensure everything will populate correctly.

- a. Once logged into your USA Swimming dashboard, click "Education" at the top of the blue navigation bar. Then click "Course Catalog" in the drop-down menu.
  - b. You will see four tabs on the left-hand side. Click "My Courses."
  - c. Under "My Courses," you should see the course titled "Background Check." Click "Go To Course" under "Background Check" to proceed.
  - d. A new screen should populate, and you can complete your background check.
3. Complete your Athlete Protection Training.

<https://www.usaswimming.org/usa-swimming-app/safe-sport/athlete-protection-training>

Questions about Non-athlete Member registration and certification can be directed to Amy Ingalls at [admin@spokanewaves.org](mailto:admin@spokanewaves.org).

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The costs associated for the Non-Athlete Member registration and the background check are reimbursed by the team. Please send a screenshot of receipts to [admin@spokanewaves.org](mailto:admin@spokanewaves.org) for reimbursement. Athlete Protection Training is free.

### **GUIDELINES FOR CHAPERONES:**

1. Chaperones must be familiar with the SWAT Code of Conduct, Grievance Policy, and Anti-Bullying Policy found on the [Waves Team Documents webpage](#).
2. Chaperones will read and understand the requirements of the Minor Athlete Abuse Protection Policy, especially the section on In-Program Travel and Lodging, found on the Waves Team Documents webpage..
3. If you are transporting athletes in your vehicle, you must meet the following criteria:
  - a. You must be at least 21 years-old.
  - b. Have submitted a copy of your current drivers' license and insurance identification card to [admin@spokanewaves.org](mailto:admin@spokanewaves.org).
    - i. The minimum insurance coverage is a 100/300/50 liability policy.
    - ii. Please be aware there is no coverage provided under the USA Swimming insurance program for any type of automobile liability exposure.
4. Chaperones will be under the guidance of the Head Coach. Once chaperones have been selected, the coach may assign one as the Head Chaperone, if applicable. Chaperones are to report to the Head Chaperone, when applicable.
5. Chaperones will read the Team Travel Policy (on the [Team Documents webpage](#)) and understand the Team Travel Code of Conduct and discipline procedures that will be taken if a violation occurs.
6. Chaperone assignments and contact numbers shall be communicated to athletes and parents, in case of emergency. Coaches or Chaperones may set up a group team travel chat, but when an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.
7. In order to comply with Team Travel Policy, before or during the travel trip, chaperones may not:
  - a. use or possess alcohol or other drugs
  - b. use tobacco in the presence of, or within the sight of, athletes.
  - c. 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 Coach or Head Chaperone (if applicable) immediately following the incident. Head Chaperone shall be responsible for informing the Head Senior Coach or Head Age Group Coach.
3. Chaperones will be aware of the following, which will also be provided in a travel folder to be present during team travel:
  - a. Emergency contact numbers for all team travelers.
  - b. Medical releases for all team members, including any allowable medications per medical releases signed by parents/guardians. The location of any emergency medications such as epi-pens or diabetic or seizure rescue medications must also be noted on the medical release.
  - c. Awareness of any allergies or dietary restrictions, especially for any swimmers that will carry epi-pens.
  - d. MAAPP releases for any minors rooming with adult athletes (including which swimmers should not be rooming with adult athletes, per parents).
  - e. MAAPP releases for travel with Adult Participants.
4. Chaperones will maintain possession of medical releases for the athletes that are under their charge and be responsible for:
  - a. Taking care of any swimmer that is sick, communicating illness to the Coach and child's parent or guardian and taking them to a physician if needed.
  - b. In case of a medical emergency, the chaperone will be responsible for contacting 911 if necessary, contacting parents, going with the athlete to urgent care or the emergency room, and staying with the athlete until their parents arrive.
5. Maintain curfew at all times. Chaperones will be responsible for checking that their assigned athletes are in their rooms by "in-room" curfew and check rooms for "lights out" curfew.
6. Chaperones will enforce the Team Travel Code of Conduct requirement that there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.
7. Swimmers shall 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 will be informed at all times about the meet and travel schedule.
10. Chaperones will ensure 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 picking up meals and snacks.
  - a. If using the Coach debit card, snap a photo of all receipts and send them to [admin@spokanewaves.org](mailto:admin@spokanewaves.org).
  - b. If using personal means of payment, please send a receipt photo to [admin@spokanewaves.org](mailto:admin@spokanewaves.org) with the name of the chaperone written on the receipt for purposes of reimbursement. This also applies to fuel purchases and any other incidental purchases for the team.
12. Chaperones will clearly communicate to the other Adult Participants or Coaches when they leave location and return (ex: to run errands for food pick up or transport of swimmers back to hotel or for medical attention), so that the other Adult Participants are aware that they are responsible for the remaining swimmer supervision.
13. Chaperones will provide access to snacks and beverages to team travelers either at the competition team area (preferred) or at a central location prior to departing the hotel.
14. When the team visits public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes must be accompanied by a chaperone at all times during these outings.
15. Chaperones must ensure swimmers maintain a clean hotel area for all team athletes and team participants. At checkout, check rooms for anything left behind and for cleanliness.
16. Chaperones will be the first line of contact for our athletes if situations arise. For many kids this will be their first team travel experience, and a great opportunity for independence - to realize how much they can do for themselves, (and also to realize how much their parents tend to do for them), step outside their comfort zone, get to know new people, and practice personal responsibility. It is not unusual for kids on their first team travel trip to reach out to mom or dad with concerns that can seem bigger (to parents) than they really are.

#### **IN THE EVENT OF AN EMERGENCY**

1. Chaperones will maintain awareness of emergency plans including evacuation plans and emergency plans of facilities in use. In case of emergency drill or evacuation, the Chaperone will be accountable for communicating a designated meeting place and head count.
2. The designated volunteer will be responsible for the first aid kit and ensuring it is present at the team location.
3. Use latex gloves (in the first aid kit) when handling all bodily fluids.
4. Report all illnesses and injuries to the Head Coach and Head Chaperone.
5. Any emergency will be communicated by an Adult Participant (Chaperone or Coach) to the parents of the athlete within a timely manner.