

Greater Pensacola Aquatic Club

Team Chaperone Policies

This policy includes parts of the Minor Athlete Abuse Prevention Policy (MAAPP) from USA Swimming that apply to Travel. GPAC has adopted MAAPP in full. This policy also includes parts of previous policies from USA Swimming or from USA Swimming's Best Practice Guidelines for Athlete Protection where GPAC has found them to be salient and/or useful for clarification. If any part of this policy is in conflict with another the MAAPP portion supersedes.

Minor Athlete Abuse Prevention Policy

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
 - Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
 - LSC and club adult staff and board members; and
 - Any other adult authorized to have regular contact with or authority over minor athletes.
- Collectively "Applicable Adult(s)"

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

TRAVEL

I. Local Travel

- Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
- Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.
- Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
 - When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
 - Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.
 - Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

The following list applies to each person designated as a chaperone who might travel with the team on a GPAC-sponsored team trip. Items followed by a () indicate those items are required by USA Swimming and some refer to the Code of Conduct required by GPAC. Some other items are taken directly from USA Swimming's Best Practice Guidelines for Athlete Protection.

I. Team Chaperone Requirements for GPAC Team Travel

Team Chaperones will be required by GPAC for team travel events when:

- A. Any of the GPAC team members are under 18 years of age.
- B. The group of GPAC athletes is more than 8 participants.
- C. Travel away is more than one day and is an overnight stay.
- D. The gender of the athletes is not the same as the attending coach.
- E. The attending coach is unwilling or unable to accept and take on chaperone duties.

(While every effort will be made to adhere to these requirements, the board recognizes that exceptions may apply. In such cases, parental consent must be given for any deviation.)

II. Chaperone to Swimmer Ratio

- A. GPAC will strive to ensure that athlete to chaperone ratio does not exceed 10:1.
- B. If the group is mixed genders, two chaperones will be required, one female and one male.
- C. Chaperone to swimmer ratio will take into consideration the ages of the athletes participating in the event. In the case that athletes are under 14 years of age, or with little travel experience, travel may require additional chaperones to lower the ratio of swimmers to chaperones.
- D. Coaches may count toward the chaperone totals at the discretion of the Head Coach.
- E. Additional chaperones may be required if travel involves air travel, younger swimmers, or high-level meets with demanding swimmer needs, etc.

III. Chaperone Candidates

- A. Chaperone candidates shall be GPAC members in good standing.
- B. Chaperones shall not have any sanctions from the sporting community.
- C. Chaperones shall be at least 25 years of age.
- D. Chaperones must be current members in good standing of USA Swimming and have successfully passed a USA Swimming-administered background check (305.5.B).
- E. Whenever possible, the chaperones should be parents of athletes attending the team function.
- F. It is preferable that chaperones have a valid drivers' license, and be able to legally operate a motor vehicle.

IV. Chaperone Selection

- A. The coach coordinating the team travel shall select a head chaperone, from a pool of volunteers. The head chaperone shall, in turn, select chaperones for the trip.
- B. The list of chaperones shall be submitted to the head coach for approval.

V. Chaperone Duties and Expectations

- A. Although coaches may be counted toward any chaperone/swimmer ratios, the parent chaperones will be responsible for the athletes and travel logistics (meals, hotel supervision, etc.).
- B. All chaperones are expected to maintain supervision of the athletes at all times. This includes, but is not limited to, enforcing curfew, arrival and departure times, responding immediately to bad behavior, and responding to situations in a positive manner.
- C. Chaperones shall travel with the team, unless prior arrangements have been approved by the Head Coach.

- D. Chaperones must accompany groups of swimmers under the age of 13 at all public places, such as malls, movie theaters, etc. Groups shall be no less than 3 swimmers, when applicable.
- E. Chaperones must report any violations of the Code of Conduct to the head chaperone immediately.
- F. Chaperones shall not room with any athletes, including their own children, unless prior approval has been given by GPAC staff. Exceptions may be made for athletes under the age of 12.
- G. Chaperones should not meet alone with an athlete in a closed-door room, nor drive in a vehicle with only one swimmer. Should there be a need for a one on one meeting it should be done with an open door, in view of others in a public place, or behind a glass door or window. Disciplinary discussions other than a verbal warning shall include a second adult who is a member of the coaching staff.
- H. Chaperones shall not officiate or otherwise volunteer at a travel meet other than as a GPAC chaperone.
- I. Non-chaperoning spouses, other adults or non-participating children shall not stay in the same room as a GPAC chaperone.
- J. Chaperones may not smoke/use tobacco products in the presence of the athletes.
- K. Chaperones shall not use or consume alcohol at any time during GPAC team travel, nor use prescription drugs that may cause drowsiness or adverse side effects that may impact their ability to chaperone.
- L. Chaperones shall not possess nor consume illicit drugs, narcotics or banned performance enhancing drugs/substances or methods at any time.
- M. Chaperones shall attend all chaperone meetings called by the head chaperone or head coach.
- N. Chaperones are to report to the head chaperone, not the coaches, and must be responsible for the needs of the coaches as they arise.
- O. Chaperones are responsible for all meal selections and dining options relative to the approved budget.
- P. Chaperones are responsible for all other travel and/or entertainment needs as directed by the Head Coach.

VI. Financial Obligations

- A. Any chaperones shall be responsible for paying a team travel fee of \$200.00 for all team trips, unless trips involve air travel, or excessive costs for transportation/accommodations.

The following is from the Athlete Travel Policy

Pre-Travel

- A. GPAC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- B. A copy of the GPAC Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- C. GPAC must have a signed Liability Release and/or Indemnification Form for each athlete as well as a signed Medical Consent or Authorization to Treat Form for each athlete.
- D. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- E. Travel Trip eligibility will be communicated prior to each team travel trip. Eligibility will include age limits and family participation.
- F. A travel dress code may be required for some team travel. This will be communicated prior to the trip.

General

- A. The directions & decisions of coaches/chaperones are final.
- B. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- C. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- D. 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.
- E. Athletes will wear designated team suits, T-shirts and other team apparel during competition.
- F. Curfews (in own rooms and "lights out") will be established by the Head Coach each day of the trip.
- G. 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.
- H. 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.

- I. Be prompt and on time for all team functions and activities
- J. Cell phones and other electronic devices (iPods, gameboys, etc) shall not be used during team meetings, during a teammate's competitive event or during other team functions.
- K. Computer use is restricted to actual travel and to the hotel room. At no time should a computer be in use during a competition.
- L. Use of social media such as twitter and facebook shall not interfere with team functions or a teammate's competition.
- M. Appropriate behavior as outlined in the GPAC Code of Conduct is expected at all times.
- N. The needs and well being of the entire team will take precedence over individual needs or wants. The TEAM comes first.
- O. The Head Coach may establish additional guidelines as needed at any time during team travel.
- P. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the GPAC Board of Directors and the parent/guardian of any affected minor athlete.

Travel

- A. Parent/guardians are responsible for getting athletes to stated departure point
- B. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- C. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
- D. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- E. All travelers must wear seat belts and remain seated in vehicles.
- F. Vehicles used for team travel must be kept clean and must be treated with respect.

Accommodations

- A. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- B. 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). Exceptions can be made by the head coach however open and observable environments should be maintained.
- C. All parties must stay in the room in which they are assigned.
- D. Be quiet and respect the rights and privacy of teammates and others in hotel
- E. GPAC will strive to only use accommodations with interior entrances.

Financial

- A. All travelers shall tip accordingly (15%) at sit down meals while on the trip.
- B. No room service without permission.
- C. All travelers are responsible for all incidental charges to rooms.
- D. All travelers are responsible for any damages or thievery at hotel.
- E. All travelers must participate in contracted group meals.
- F. Any damage to accommodations, travel vehicles or any other property is the responsibility of the individual traveler.
- G. GPAC does not offer travel reimbursement. Southeastern Swimming does offer some travel reimbursement for some meets, please consult their website for their information and policies

Implementation

- A. Your signature of this document constitutes unconditional agreement to comply with the GPAC Team Travel Policies.
B. Failure to comply with these guidelines as set forth in this document may result in disciplinary action.

USA Swimming Athlete

Date

Parent/Guardian of above Athlete

Date

Team Chaperone

Date

Staff/Coach

Date

In certain instances, it may be necessary for an athlete to travel alone with a coach or chaperone on a team travel trip. Such instances may include travel to a wake-up swim/warm up, return to hotel for a forgotten item, sickness, etc. If one of these instances occur and in accordance with the above sections (General, part "D" or Travel, part "C"), I hereby authorize the coach or chaperone to transport my swimmer.

Parent/Guardian of above Athlete

Date

Greater Pensacola Aquatic Club

Code of Conduct / Honor Code

All team members, team staff, chaperones and parents/guardians of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- A. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- B. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- C. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- D. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- E. No “deck” changes are permitted. Athletes are expected to use available change facilities.
- F. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- G. Swimmers are to refrain from use of inappropriate language.
- H. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at all times.
- I. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the program. Athlete behavior must positively reflect the high standards of GPAC.

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action.

Such discipline may include, but may not be limited to:

- A. Dismissal from the trip and immediate return home at the athlete’s expense
- B. Disqualification from one or more events, or all events of competition
- C. Disqualification from future team travel meets
- D. Financial penalties
- E. Dismissal from the team
- F. Proceedings for a LSC or USA Swimming Board of Review

Your signature of this document constitutes unconditional agreement to comply with the GPAC Code of Conduct / Honor Code.

USA Swimming Athlete

Date

Parent/Guardian of above Athlete

Date

Team Chaperone

Date

Staff/Coach

Date

ARTICLE 304

CODE OF CONDUCT (EXCERPTED FROM 2018 USA SWIMMING RULEBOOK)

304.1 The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2 Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3 The following shall be considered violations of the USA Swimming Code of Conduct: Measures to be adjudicated by the USA Swimming National Board of Review

- .1 Violation of the right to compete provisions set forth in Article 301.
 - .2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
 - .3 Violation of any of the Athlete Protection Policies set forth in Article 305.
 - .4 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions against Retaliation for Good Faith Reporting of Abuse set forth in Article 307. 2018 Rules & Regulations 95
 - .5 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony or (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances.
 - .6 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
 - .7 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.
 - .8 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
 - .9 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
 - .10 For any USA Swimming member club or coach to knowingly: A allow any person who has been sanctioned with a membership suspension by the Center for SafeSport or USA Swimming to coach or instruct any of its athlete members, B aid or abet coaching or instruction of athletes by any person who has been sanctioned with a membership suspension by the Center for SafeSport or USA Swimming or C allow any person who has been sanctioned with a membership suspension by the Center for SafeSport or USA Swimming to have an ownership interest in such USA Swimming club or its related entities. Measures to be adjudicated by the USA Swimming Zone Boards of Review
 - .11 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
 - .12 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.
 - .13 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is: A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or B Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
- 304.3 3 96 2018 Rules & Regulations 304.3
- .14 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.
 - .15 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming. Measure to be adjudicated by the U.S. Anti-Doping Agency
 - .16 Violation of the anti-doping provisions set forth in 303.3. Measure to be adjudicated by the U.S. Center for SafeSport
 - .17 Violation of the SafeSport Code. [See page 192]



GREATER PENSACOLA AQUATIC CLUB

CHAPERONE APPLICATION FORM



NAME:			
PHONE:		CELL PHONE:	
EMAIL:			

ALL PARENTS WHO ARE INTERESTED IN CHAPERONING GPAC SWIMMERS SHALL COMPLETE THIS APPLICATION AND RETURN IT TO THE HEAD COACH

PREVIOUS CHAPERONE EXPERIENCE: Please list the previous meets and dates you have provided chaperone support. Also list any previous chaperone experience with schools or other youth groups.

OTHER RELEVANT INFORMATION: Please include any other information that you feel supports your application for being a chaperone for GPAC.

DECLARATION:

I, _____, as a chaperone applicant for GPAC:
(print name)

Verify that I:

- *Am a GPAC member in good standing
- *Do not have any sanctions from the sporting community
- *Am at least 25 years of age
- *Have a valid driver's license issued by the state
- *Have read and understand the chaperone policies and I agree to abide by them

I agree to:

- *Satisfactorily complete a USA Swimming background check
- *Apply for and maintain a USA Swimming Non-Athlete Membership
- *Voluntarily sign the GPAC Parent/Chaperone Code of Conduct
- *Accept responsibility to hold the GPAC swimmers accountable to the GPAC Code of Conduct and Travel Policy while acting as a team chaperone.
- *Abide by all GPAC policies and practices.
- *Perform all the duties of a chaperone as outlined but not limited to this document.

APPLICANT SIGNATURE:

DATE:

OFFICE USE ONLY

BACKGROUND CHECK COMPLETE:	YES	NO	USA SWIMMING MEMBERSHIP:	YES	NO
CODE OF CONDUCT SIGNED:	YES	NO	COPY OF DRIVER'S LICENSE-Received:	YES	NO
CHAPERONE POLICY SIGNED:	YES	NO	COPY OF CDL-Received:	YES	NO
CANDIDATE HAS BEEN APPROVED FOR GPAC CHAPERONE DUTIES:				YES	NO