

# CHAPERONE POLICY

(Approved November 22, 2007)

## Selection of Chaperones

Chaperones **travel with the team to and from all out of town meets.** The Head Coach, with input from the board, will select chaperones for each out of town meet based on the following:

- ◆ A ratio of one chaperone for every ten swimmers will be used. In some situations, more or less chaperones will be required.
- ◆ At least one chaperone of each gender must accompany a co-ed team. Coaches can be considered as chaperones for this purpose.
- ◆ In situations where the number of swimmers is small, the coaches will act as chaperones. The attending coaches, as well as the parents of the attending swimmers, must agree to this.
- ◆ In some situations, the ages of the swimmers might warrant sending an extra chaperone.
- ◆ In the case of a bus trip extra chaperones may be required.
- ◆ Parents interested in volunteering to chaperone can advise the Head Coach.
- ◆ All chaperones must complete an annual criminal record check at the start of each swimming season.

## I. Responsibilities of a Chaperone

### A. Ensure all information about the swimmers is available

- ◆ **Know the swimmers'** names, ages, parents' names and numbers, medical information, special circumstances, etc.
- ◆ **Ensure** that each swimmer has the **chaperone's hotel room number and phone number.**

### B. Provide support and leadership

- ◆ **Report to the Head Coach** on an out of town swim meet.
- ◆ **Be available and accessible to provide guidance** to swimmers when necessary.
- ◆ **Be polite, courteous and helpful** to the swimmers.
- ◆ **Help** the swimmers **behave and act responsibly, be respectful of others,** and use their **best manners.** Remind swimmers to leave the change rooms tidy and to clean up their garbage in all settings.
- ◆ Arrange to have the group be **ON TIME** wherever you go.

### C. Provide supervision at the pool and outside of the pool

- ◆ **Ensure the safety and well being** of the swimmers in all situations.
- ◆ **Stay in the same hotel** as the swimmers without exception.
- ◆ **Remain in the same facility as the team** at all times.
- ◆ **Maintain indirect supervision and be available,** but do not interfere with the swimmers or coaches during the competition.
- ◆ **Be aware of the event, heat and start times,** and be prepared for unexpected changes.

- ◆ **Ensure the swimmers are accounted for** at all times.
- ◆ **Keep everyone together** in the same facility. Meals should be eaten as a group.
- ◆ **Keep control, maintain order**, but do not be overbearing.
- ◆ **Keep track** of the group's actions.
- ◆ **Be aware of washrooms at restaurants**; you might want to check them first.
- ◆ **Never leave the swimmers unsupervised.**

#### **D. Be Responsible**

- ◆ **Safeguard plane tickets, keys, valuables and money** belonging to the swimmers.
- ◆ **Under no circumstance consume any alcoholic beverage** while chaperoning an out of town meet.
- ◆ **Do not officiate at a meet** unless there is another parent available to temporarily take over the chaperone duties.
- ◆ **When the bus/van/plane is offloaded, check** windows, floors, seats and overhead bins for trash or forgotten items.

#### **E. Transportation Responsibilities**

- ◆ Ensure all **vehicles are adequately equipped** with seat belts and driven by appropriately licensed drivers. To rent a vehicle, the driver must be 25 years of age, and have a valid credit card in their name.
- ◆ Ensure that rental vehicles are rented with **full insurance coverage**.
- ◆ **Take regular attendance** before the bus or vehicle gets underway.
- ◆ **Assist the younger swimmers** with baggage and carry on bags.
- ◆ Ensure that swimmers get on and off the buses/vans/planes in a **safe manner**.
- ◆ Where feasible, the accompanying coach should sign on as a **second driver**.

#### **F. Medical Responsibilities**

- ◆ **Be aware of any medical conditions or allergies** that swimmers may have, and keep track of the signed permission slips with allergy and medical information.
- ◆ Be aware if a swimmer is required to take **medication during the trip**, and discuss the instructions with the parents prior to departure.
- ◆ Have ready access to a **first aid kit**.

#### **G. Suggestions**

- ◆ Have younger swimmers **buddy up** with an older swimmer.
- ◆ When the group is large, **break into smaller groups**, with a chaperone for each group. Mix the kids up. Don't put all of the ten year olds in one group.
- ◆ Do not assume that someone else is supervising your group. Be **vigilant at all times**, not only with your own group, but also with the other swimmers.
- ◆ Make note of **what the kids are wearing** in case a child gets lost. Have a plan in place for this situation.
- ◆ Arrange a meeting place if the group is in a facility other than the pool. This helps if a swimmer gets lost.
- ◆ Book your hotel room with **two double beds**. If there are sick kids or home sickness, be prepared for a swimmer to stay with the chaperone.

*Being a chaperone is a twenty four hour a day responsibility.*

## **II. Discipline**

◆ The swimmers know what is expected of them, however, they sometimes ignore what they are told. Remind them in a friendly manner.

◆ Don't get into a battle with a swimmer. Let the coach know about any difficulties that may arise.

◆ Deliberate disobedience will not be tolerated.

◆ An incident requiring disciplinary action should be dealt with immediately upon return. Within 48 hours of return, the parents of the swimmer should be informed in writing. A copy should also be given to the head coach and the President. It will then be dealt with through a disciplinary committee within seven days.

◆ All members including swimmers, coaches, officials, chaperones, parents and board members of the Polar Bear Swim Club have responsibilities as outlined in the "CODE OF CONDUCT". Members may at times need a gentle reminder of their responsibilities.

*Our swimmers are normally very co-operative and responsible.  
We are very proud of them!*

## **III. Expenses to the Chaperone**

Hotel accommodations and transportation costs (air, bus, vehicle rental) are paid for directly or reimbursed by the Polar Bear Swim Club. Chaperones can request an advance from the club's Treasurer to cover these expenses.

A per diem of \$40 per day will be issued to swim meet chaperones. A daily per diem is not issued to chaperones at a swim camp when all meals are included.