

## CHAPERONE POLICY

### Selection of Chaperones:

Chaperones will **travel with the team to and from all out of town meets**. The Meet Manager and Head Coach 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.
- ❖ At least one male and one female chaperone will attend each meet. Coaches can be considered as chaperones for this purpose.
- ❖ In some 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 or Meet Manager. A list will be available for sign up at registration. The names will be rotated throughout the season.

### Responsibilities of a Chaperone:

The chaperone will:

- ✓ **Be responsible** to the head coach on an out of town swim meet.
- ✓ **Ensure the safety and well being** of the swimmers while traveling to and from a swim meet
- ✓ **Be willing and able to drive** a vehicle (15 passenger van) while at a meet
- ✓ **Supervise** the swimmers during such times when they are not in the care of their billet
- ✓ **Be available** to the swimmers **and provide guidance** when necessary
- ✓ **Know the swimmers** names, ages, parents name and number, medical info, special situations etc.
- ✓ **Maintain** a list of billet names, phone numbers and addresses and fax back to Yellowknife
- ✓ **Meet** all billet families **personally**
- ✓ **Remain** with swimmers on **each day** of the meet until all have been taken home by their billet families
- ✓ **Be polite, courteous and helpful** to the swimmers
- ✓ **Safeguard** the swimmers plane tickets, keys, valuables and money
- ✓ **Ensure** the swimmers **behave and act responsibly** and are **respectful of others**
- ✓ **Ensure** that each swimmer has the chaperones hotel name, phone number and room number
- ✓ **Under no circumstance** consume any alcoholic beverage while chaperoning an out of town meet
- ✓ **Not officiate at a meet**, unless there is another parent available to take over the chaperone duties temporarily

## **Expenses:**

The chaperone airfare and hotel accommodations are paid for by the Polar Bear Swim Club. A per diem cheque in the amount of \$40.00 per day will be issued to the chaperone. The chaperone must request this from the clubs Treasurer. It can be requested prior to travel, with at least 7 days advance notice or can be requested upon return.

A chaperone is responsible for the vehicle rental. **To rent a vehicle the chaperone must be over 25 years of age and carry a major credit card.** A cheque can be requested at least 7 days prior to travel from the Treasurer or the chaperone can use his/her credit card and receive reimbursement upon return.

Hotel expenses are also covered by the YKPBSC. A chaperone may request a cheque at least 7 days prior to departure for hotel expense. He/She may also use a personal credit card and receive reimbursement upon return.

## **Supervision:**

The chaperone will:

- ✓ Ensure the swimmers are accounted for at all times
- ✓ Keep everyone together in the same facility
- ✓ Arrange to have the group be **ON TIME**, wherever you go
- ✓ Keep control, maintain order, but do not be overbearing
- ✓ Help children use their best manners and be respectful of others
- ✓ Keep track of the groups actions
- ✓ When the bus/van is offloaded, check windows, floors and seats for trash or forgotten items
- ✓ Remain in the same facility as the team at all times

## **At The Pool:**

The chaperone will:

- ✓ Maintain indirect supervision and be available, but not interfere with the swimmers or coaches during the competition
- ✓ Be aware of the event, heat and start times, be prepared for unexpected event changes
- ✓ Keep track of swimmers (especially younger ones) making sure they are on time for their events
- ✓ Obtain the billet list from the Billet Manager and pass on info to each of the swimmers, making sure that all special requests are confirmed. i.e; allergies to pets, smoke, food etc.
- ✓ Assist the swimmers in finding their billet families, make introductions etc.
- ✓ Remind swimmers to leave the change rooms tidy and to clean up their rest areas of any garbage

## **Transportation:**

The chaperone will:

- ✓ Ensure all vehicles are adequately equipped with seat belts and driven by appropriately licensed drivers
- ✓ 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 in a safe manner
- ✓ Where feasible, the accompanying coach should sign on as a second driver.

## **Medical Information:**

The chaperone will:

- ✓ Be aware of any medical conditions or allergies that the swimmer may have
- ✓ 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
- ✓ Keep track of the swimmers signed permission slips with allergy and medical information. Each swimmer must have a form signed by parent if attending a meet.

## **Liability / Insurance:**

The **YKPBS** is covered under the Swim Alberta Insurance Policy. The **SWIM ALBERTA SPORT ACCIDENT INSURANCE PROGRAM** is designed to pay accident benefits related to injuries arising from participation in or transportation to and from a swimming activity. This program is **NOT A LIABILITY** insurance program under which negligence must be proven before benefits are paid. If an accident occurs within the provisions of the program, benefits will be paid.

**WHO is covered under the plan?** Any swimmer including **associate swimmers**, who are registered with Swim Alberta. Coverage is also provided for **coaches, trainers, officials, chaperones and parent volunteers "acting in an official capacity"**. For more information, please review the policy.

## **General Notes:**

- ✓ Meals should be eaten as a group (when applicable)
- ✓ Be aware of washrooms at restaurants, you might want to check them first
- ✓ Have the younger swimmers buddy up with an older swimmer
- ✓ Be accessible to the swimmers. If they need you for something, they will need to know where to find you
- ✓ When the group is large, it is a good idea to break into smaller groups, with a chaperone for each group. Mix the kids up. Don't put all the 10 year olds in one group.
- ✓ Make note of what 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 you if a swimmer gets lost
- ✓ Do not assume that someone else is supervising your group. Be vigilant at all times, not only of your own group, but also of the other swimmers
- ✓ Book your hotel room with 2 double beds. If there are billet problems, sick kids or homesickness, a swimmer may be moved to stay with the chaperone in the hotel. Be prepared for this.

**A chaperone is a twenty four hour a day responsibility**

**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 7 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!***