



Nanaimo Riptides Swim Team Travel Policy

Team Travel involves booking transportation, accommodation and arranging chaperones for swim meets outside of Nanaimo. The Office Staff will inform the meet attendees of the trip dates, transportation logistics, food and accommodation details and who the coaches and chaperones are for the meet. The office staff will prepare cost estimate for each team travel swim meet and a cost estimate will be payable at the time of sign up for team travel. In the event of withdrawal due to illness or injury, with an accompanying doctor's note, there may be a pro-rated refund. Pro-rated refunds will be assessed on a case by case basis and will depend on cancellation timelines negotiated between NRST and suppliers. Cancellation procedures will reflect non-refundable expenses incurred by NRST, and will be posted on the website at the initial time of booking.

The office staff and lead chaperone will;

1. Assure reservations (transportation and accommodation) are made;
2. Oversee the team from assembly point through to disbursement;
3. Book separate rooms for female and male athletes;
4. Prepare meal planning including dietary restrictions
5. Prepare team travel estimate and notify team travel athletes/post on website estimated price, deposit due date and withdrawal date.

Meet Head Coach Responsibilities

1. Sets all practice and competition times and places;
2. Determines curfew times. Curfews will be set recognizing the needs of individual swimmers;
3. Is responsible for swimmers during practice and meets;
4. Assumes duties of Team Travel Coordinator and chaperone if they have not been previously designated;
5. Has final authority over all decisions concerning the athletes and protecting their performance; and
6. Informs swimmers of NRST policies regarding use of alcohol, stimulants and other banned and/or illegal items.

Chaperone Selection and Responsibilities

Chaperones provide a valuable contribution to the well-being of our swimmers and coaches at meets outside of Nanaimo.

Chaperones are assigned for most meets outside of Nanaimo. There are exceptions, such as meets where the parents of all the swimmers are at the meet, where the group is small and the coach fulfills this role, or where the swimmers are all adults.

Generally, there is one chaperone per 10 athletes. There is flexibility for the coach and Lead Chaperone depending on the circumstances of the meet, number of athletes attending, hotel arrangements and amount of meal preparation.

The office staff member will send a note via email to invite people to act as chaperones for every travel meet. The Lead Chaperone will consult with the coaches about the choice of chaperones. Parents who wish to become chaperones must respond to the call. Training will be provided, as needed.

In the event that more than one chaperone is needed, there should be one lead chaperone on every trip. The lead chaperone coordinates the chaperones by reviewing the expectations with the group, providing training, discussing food plans and menu ideas, allergies, addressing requests that the coaches may have and leading parent communications.

Any travel meet that needs to have a volunteer chaperone runs the risk of being cancelled if a volunteer is not found.

The chaperone's travel expenses will be covered, however their swimmer(s) will pay the same fees as all other team travel swimmers.

A criminal record check is required for all chaperones. A letter from the club will be provided to the volunteer chaperone to obtain the check. This letter waives the police check fee.

Below is a summary of chaperone responsibilities.

1. Be in possession of signed NRST medical forms, which will provide information about swimmer allergies.
2. Be responsible for the safety, well-being, and behavior of swimmers during the times they are not under control of the coaches.
3. Set times for swimmers to be in their rooms based on the Meet Head Coaches' curfew; bed checks may be considered. Rooms should be accessible at all times by male or female staff. Doors should stay ajar when both sexes are in the same room.
4. Chaperones will be responsible for arrangement of meal and snack schedules for the duration of the meet in consultation with the coaches.
5. Report to the coach any athlete, injury or incident likely to discredit the team.
6. Check the pool area and motel for any damage (prior to room assignment and before check out).
7. Chaperones should not accept any officiating duties at a swim meet.
8. Ensure that swimmers do not leave the hotel alone or without the permission of the coach or chaperone and that they check in when leaving and returning.
9. Retain and submit receipts for food, fare, hotel and incidental expenses to the club office upon return.
10. Submit a post meet report to the club upon completion of the trip. (Motel and food report, suggestions for the next trip).

To assist the coaches and swimmers, a parent-chaperone may be assigned to each travel meet. If a swimmer's parent is unable to attend the meet, the chaperone will assume responsibility for the swimmer. Swimmers are not permitted to stay with the coach.

These are guidelines for what to expect as a chaperone. Team Travel is a privilege and something the swimmers really look forward to. Being a chaperone is a very important job and a very fun one too!

Chaperone Duties Prior to the Meet

The chaperone must:

1. Liaise with the office staff to obtain and discuss all travel information and arrangements (i.e., contact information of other chaperones, and a list of swimmers attending the meet who will require chaperoning).
2. Ensure a suite-hotel has been booked when possible. This should include a full kitchen with a large fridge, stove with oven and a sink. A larger suite makes it easier for the team to share meals and to meet, thereby helping to promote a stronger sense of team unity.
3. Introduce yourself to the other chaperones and coaches prior to the meet.
4. Pick up the chaperone bag in the club office, which contains a binder with the medical forms of all the attending swimmers, a first aid kit and other supplies that may be required at a swim meet.
5. In the event of an emergency, you, as a chaperone, will be called upon to tend to the swimmer who is attending the meet without a parent. Refer to the swimmer's medical form that has all the parental and emergency contact information, as well as medical information for the swimmer. There is also a parental consent form for administering any medication to a swimmer. Be sure to check this information before administering any medication to a swimmer. All swimmers' medical information is confidential.
6. If there are any serious food allergies (e.g., peanuts) all meals and snacks prepared by the chaperone must not contain this food item. In addition, all parents and swimmers using team travel must be informed of the allergy to ensure that this food item is not in any snacks that they bring from home or purchase while travelling.
7. Usually the chaperone will be provided with a projected budget for the activity, from which the chaperone is expected to purchase nutritious foods for meals and snacks. Food intolerances, e.g.: Gluten, Vegetarian, etc, that incur additional costs will be passed onto the swimmers account, or families can choose to provide their own food.
8. In coordination with the other chaperones (if any), plan meals ahead of time. Sometimes swimmers will be asked to bring their own money for meals on travel days and otherwise, depending on the meet, meals can be made on site in the hotel or catered in.
9. Help prepare an information email, in coordination with the coaches, to introduce yourself as the chaperone, provide your contact information and communicate anything the swimmers need to bring (water bottle, brown bag lunch, spending money, etc) and also to let the parents know they can contact you with any health concerns that you need to know about.

Chaperone Duties En Route to the Meet

The chaperone must:

1. Make sure that each swimmer and coach on the list is present on the bus/plane/ferry prior to departure and after each "pit stop".

2. Learn the names and faces of all the swimmers in the team travel group. The chaperone will be responsible for the swimmers' safety and well-being throughout the trip.
3. Make sure that the swimmers maintain reasonable discipline while on the trip.

Chaperone Duties at Arrival

The chaperone must:

1. Pick up all room keys and a rooming list for each room upon arrival of the team. Rooming lists are determined by the coaches and are not revealed to the swimmers ahead of time in case any swimmers need to be moved around at the last minute.
2. Distribute room keys to the swimmers and coaches in the lobby.
3. Check with the coaches on the plan for that night.

Chaperone Duties at the Meet

The chaperone must:

1. Know and be aware of the swimmers' whereabouts at all times. If a problem should arise, the coach should be notified immediately and corrective action taken.
2. Have all swimmers report in prior to leaving the pool/hotel and when they return to the pool/hotel. Remind the swimmers that they need to report to the chaperone even if their parents are in attendance.
3. Work with the Meet Head Coach to decide arrival and departure times each day.
4. Encourage all swimmers to keep their area of the deck clean and tidy.
5. Do a sweep of the pool, change area and transport to ensure any NRST items have not been left behind.
6. Provide all meals and snacks as needed based on the timing of the meet so swimmers have time to rest in between heats and finals.

Guidelines for Coaches and Chaperones

1. Treat all swimmers as you would expect to be treated.
2. Be prepared to provide a supportive environment.
3. Be firm but fair.
4. Apply the code of conduct to all.
5. Ensure that intoxicants are not consumed when you are responsible for swimmers.
6. Be prepared to look after money and passports.
7. Check pool area, motel or hotel area for damage. If necessary, obtain clearance in writing from management.

Should a coach or chaperone be personally involved in any behavior problem the board of directors of the club shall be notified as soon as possible following the incident.

Travel Expenses and Reimbursements

1. As required, chaperones and coaches may receive a per diem for meals for out of town swim meets.
2. Per diems for mileage will not exceed the current BC provincial government rate.
3. Normally there is no reimbursement if a coach or chaperone takes their own vehicle and is not taking club items or swimmers.
4. If an athlete travels one way but not the other then they will assume the shared vehicle costs for both ways.
5. Normally, all athletes on team travel will incur the same full costs whether or not their parent(s) chaperone.
6. Evaluates the trip and submits ideas for improvements

Swimmers' Responsibilities

Only competitive swimmers aged 13 years old and older are eligible for team travel. (Exceptions may be considered for swimmers aged 11 and 12 with the approval of the Head Coach and Lead Chaperone for swim meets on Vancouver Island).

Swimmers traveling under the jurisdiction of the Nanaimo Riptides Swim Team, Swim BC or Swim Natation Canada (SNC) agree:

1. There will be no possession or use of any illegal substances.
2. There will be no possession or use of alcohol or (regardless of age).
3. When people other than the occupant(s) visit a room, the door must be left ajar for access by the coach or chaperone.
4. Any physical damage occurring in a room, or cost arising from missing items, is the responsibility of the registered occupant(s), unless some other person(s) are proven responsible
5. Any contravention of these rules is sufficient grounds for the swimmer to be sent home at his/her expense.
6. Any contravention of the above will be dealt with by NRST and may result in suspension and possible withdrawal of financial support.

Swimmer Behavior

Unacceptable behavior shall include:

1. Committing any act, which would be considered an offense under Federal or Provincial Law;
2. Missing training or breaking curfew without authority;
3. Gross misbehavior; and/or
4. Unsportsmanlike conduct.

Any swimmer who commits an offense under Federal or Provincial law will be sent home immediately. When this is not possible, an offender will be confined to their hotel room and scratched from further competition. The President of club will be informed immediately.

Punishment for missing training and/or breaking curfew, gross misbehavior and unsportsmanlike conduct, depending on circumstances, could vary from expulsion to a written caution with full or partial restriction of movement or participation. Reports must be submitted on any incident, major or minor, so that the club's board of directors may decide if any further action should be taken.