

UNIVERSITY OF CALGARY SWIM CLUB CHAPERONE POLICY



Selection of Chaperones

1. For each away meet requiring a chaperone, a call for chaperones will be sent by the Travel Coordinator at the same time that the meet is opened for sign-up. Meets with a small number of older swimmers may not require a chaperone.
2. The Travel Coordinator is responsible for determining the number and selection of chaperones in consultation with the Meet Lead Coach and the Manager of Accounting and Administration.
3. Chaperones will be selected where possible, based on their experience with the age groups travelling.
4. An experienced chaperone will be selected for each meet. Parents who chaperone for the first time will work with an experienced chaperone.
5. Chaperones must have a criminal records' check and a vulnerable sector check on file in the UCSC office. This police check must be dated less than two years from the first day of the meet. The police check will be kept confidential.
6. A chaperone training clinic is held in the Fall of each swim season and chaperones who attend the clinic may be selected over chaperones who have not attended the clinic.
7. Emergency First Aid and CPR certification is recommended.
8. An ideal ratio of chaperones to swimmers is 1:15. This ratio may be influenced by many factors including: the range of swimmers' ages; length of the meet; multiple sessions running simultaneously; management of meals; driving swimmers and the complexity of travel arrangements.

Chaperone Responsibilities

1. The Lead Chaperone reports to the Lead Coach. Assistant Chaperones report to the Lead Chaperone. The coaches and chaperones will work together. Chaperones and coaches will give their mobile phone numbers to each other.
2. Chaperones are required to attend a meeting with the Travel Coordinator prior to departure.
3. Chaperones are responsible to know where all swimmers on team travel are at all times.
4. When the swimmers are on deck at the meet for warmups and racing, the coaches are responsible for the swimmers. One chaperone must stay at the pool. Chaperones are responsible for swimmers who are not swimming as well as during breaks, rest periods and illness. Chaperones will supervise swimmers at the hotel.
5. Chaperones will collaborate with the Lead Coach to ensure that swimmers behave according to the Code of Conduct and the Team Travel Agreement.
6. Chaperones will attend all team meetings.
7. At the hotel, the Chaperones will
 - a) keep list of room numbers where swimmers are staying
 - b) ensure that swimmers understand the evacuation plan at the hotel
 - c) give their contact information – room number and mobile number – to the swimmers
 - d) put a "UCSC CHAPERONE" sign on their hotel door
 - e) ensure that the swimmers' rooms are tidy and that there is no damage to the rooms
 - f) conduct unscheduled room inspections in discussion with the Lead Coach
 - g) conduct room checks each night

Note that this will be done in pairs unless there is only one chaperone. If necessary, a coach will accompany the chaperone. Female chaperones should not enter the rooms of male swimmers and male chaperones should not enter the rooms of female swimmers. Unless there is an emergency, chaperones may not enter swimmers' rooms unless accompanied by another adult.

8. Chaperones are responsible for the transportation needs of the swimmers which may include
 - a) ensuring that swimmers are on time for transportation departures
 - b) take turns sitting at front of bus
 - c) driving rental vehicles to and from the hotel and the pool
 - d) arranging for taxis
 - e) organizing use of public transit
 - f) liaising with bus companies.
9. Chaperones will respond to medical incidents and emergencies. The chaperones will document all medical incidents and emergencies including the dispensing of all medications. The Lead Coach must be informed about all these situations which may include
 - a) giving out bandaids and other minor first aid remedies
 - b) dispensing medications according to the information prepared by the Travel CoordinatorNote that chaperones may phone parents and ask permission to give medications that are not on the approved medication list. Permission must be received in writing by email before the medication can be administered. This must be documented.
 - c) taking a swimmer to a medical facility
 - d) staying at the hotel with a swimmer who is ill
10. Chaperones will manage the meal arrangements prepared by the Travel Coordinator which may include
 - a) ensuring swimmers are on time for meals
 - b) purchasing food for the swimmers
 - c) managing team meals arranged by the Travel Coordinator
 - d) purchasing and distributing snacks
 - e) supporting swimmers with grocery shopping and food preparation.
11. If a chaperone receives a request from a parent to take a swimmer away during a meet, permission for this must be granted by both the Lead Chaperone and the Lead Coach. The parent must sign the swimmer in and out with the Lead Chaperone.
12. Chaperones may not sleep in the same room as a swimmer. In the event of a medical or other emergency, a swimmer may stay only in the room of a Chaperone of the same gender.
13. Chaperones will keep original receipts and financial records for all Club money that is used during the meet.
14. Chaperones will put the bus arrival time on the website.
15. On arrival back in Calgary, chaperones will remain at the bus until all swimmers have been picked up by their parents.
16. Chaperones will maintain full confidentiality about all information they receive about all swimmers. Chaperones may not ever speak with other Club members about any swimmers on team travel. Chaperones will sign a confidentiality agreement.
17. Chaperones must not be under the effects of alcohol or marijuana prior to departure. Chaperones may neither consume alcohol or cannabis, nor engage in any illegal activities for the duration of the team travel trip. If a chaperone consumes alcohol, cannabis, or illegal drugs while chaperoning, you will be billed \$500 and the chaperone will not be permitted to chaperone with UCSC again.
18. Chaperones will complete a meet report that will be held confidential unless follow up action is required.

19. Chaperones must return the chaperone bag to the office within 3 days of the end of the meet.

Travel Coordinator Responsibilities

1. The Travel Coordinator will send out the call for chaperones for all travel meets.
 - a) The Travel Coordinator is responsible for determining the number and selection of chaperones in consultation with the Meet Head Coach and the Manager of Accounting and Administration.
2. The Travel Coordinator will prepare the meet information, swimmer information and the chaperone bag for all travel meets.
3. The Travel Coordinator will make travel arrangements in collaboration with the Meet Lead Coach including the following
 - a) flight bookings
 - b) bus bookings (all buses booked must have seatbelts)
 - c) hotel bookings
 - d) travel information on the website
 - e) swimmer rooming list
 - f) meal arrangements
 - g) swimmer information
 - h) chaperone bag
 - i) chaperone meetings both before and after each meet
 - j) shredding of all confidential information after a meet.

Coach Responsibilities

1. The Lead Coach will consult with the Travel Coordinator about the meet arrangements.
2. The Lead Coach is responsible for everything related to the meet.
3. Chaperones report to the Lead Coach.
4. The Lead Coach is responsible to make decisions for any unexpected, unusual or emergency situations. This may include environmental and safety issues involving travel, accommodations or pool environment.
5. The Lead Coach will determine consequences related to disciplinary action according to the Code of Conduct and the Team Travel Agreement.
6. The Lead Coach will give the chaperones her/his mobile number.
7. All coaches will travel to and from the meet with the team except in extenuating circumstances. This must pre-approved by the Lead Coach and the Travel Coordinator
8. During the meet, there must be one coach or chaperone on each bus or van going to and from the hotel and the pool.
9. The Lead Coach will determine the curfew.
10. The Lead Coach will conduct all team meetings.
11. A coach must remain with a chaperone at the team accommodations until all swimmers have checked in for the night.
12. If all coaches leave the team accommodations, the Lead Chaperone must know how and where the coaches can be reached.
13. Upon arrival back in Calgary, the Lead Coach will ensure that one coach remains with the chaperone until all swimmers are with their parents.