

CHAPERONING

SELECTION OF CHAPERONES

1. Chaperones shall be a minimum of 21 years of age with a police check in good standing having been done within 3 years of the start date of the relevant chaperoning duties. The police check application fee, if any, will be paid by the club
2. The Team Manager shall determine the need for a chaperone based on the number of swimmers attending an event as well as the gender and age of such swimmers.
3. An individual wishing to be selected as a chaperone shall advise the Team Manager.
4. The Head Coach shall select one or more chaperones from the eligible individuals who have advised the Team Manager of their interest.

CHAPERONES' DUTIES AND RESPONSIBILITIES

1. Obtain relevant travel information from the Travel Coordinator prior to departure.
2. Make adequate meal arrangements for the swimmers.
3. Supervise swimmers during travel and while swimmers are not at the pool.
4. Obtain a list of swimmer Alberta Health Care numbers, emergency contacts, list of special needs such as food allergies.
5. Attend team meetings as requested by coaching staff.
6. Plan and arrange for team activities as requested by the coaching staff.
7. Arrange meet accreditation as required.
8. Retain receipts for reimbursable expenses and provide to the club office on return.
9. Pack necessary items as required, including first aid kit.
10. Handle accommodation matters while away, including check-in, room allocations and check-out.
11. Assist swimmers selected for random drug testing.