



CHAPERONES HANDBOOK

"Be the Best That You Can Be"

This book belongs to: _____

CHAPERONE GUIDELINES SUMMARY

A well-organized chaperone program is crucial to the success and smooth operation of a team travel meet. All chaperones should adhere to the following guidelines.

- Keep our swimmers safe. Safety is always our first priority.
- Be sure swimmers are well fed in a timely manner.
- Enforce the Swimmers' Code of Conduct.
- Attend a mandatory chaperone meeting prior to the team travel trip. At this meeting, designate a Head Chaperone for the team travel meet.
- Keep important information close at hand. The Head Chaperone is responsible for carrying with them at ALL times the following:
 1. Accurate and complete roster of all swimmers attending the team travel meet.
 2. Swimmer's medical forms (permission and release form, quick reference chart).
 3. Emergency contact information for each swimmer (permission and release form).
 4. Signed Code of Conduct from all swimmers.
 5. Cell phone numbers for coaches, other chaperones, and, if available, the swimmers.
 6. Accurate and complete list of swimmers' hotel room assignments and hotel room numbers.
 7. First aid kit.
- Follow the chaperone guidelines as outlined in the following section.

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 2. Swimmer's medical forms (permission and release form, quick reference chart).
 3. Emergency contact information for each swimmer (permission and release form).
 4. Signed Code of Conduct from all swimmers.
 5. Cell phone numbers for coaches, other chaperones, and, if available, the swimmers.
 6. Accurate and complete list of swimmers' hotel room assignments and hotel room numbers. Coaches will make room assignments. No room changes should be allowed.
 7. First aid kit.
- All Aquahawk chaperones should wear the "Aquahawk Chaperone" badge when supervising swimmers.
- Swimmers should be accompanied by a chaperone at ALL times, whether it is on the bus, at the pool, hotel, or restaurant. Use your discretion depending on the age of the swimmer.
- Chaperone ratios for team travel meets should be determined by number of swimmers attending the meet and ages of swimmers attending the meet. A suggested rule-of-thumb is one chaperone for every 10 swimmers ages 12 & under. For 13 & over swimmers, the suggested ratio is one chaperone for every 15 swimmers. More or less may be required depending on meet format, but for all team travel meets there should be a minimum of two chaperones.
- Each chaperone should be assigned to a specific group of swimmers who will be their main responsibility. Keep this list of swimmers with you at all times.
- Ensure all swimmers are accounted for at all times. Take attendance often! Especially take attendance before leaving the hotel, pool, restaurant, or any other location where swimmers have unloaded from the bus.

- Make sure the swimmers are on time to meet sessions.
- Maintain indirect supervision when possible and be available at the pool, but do not interfere with the swimmers and coaches during competition.
- Assist younger swimmers in keeping track of personal property and schedules.
- Be available to the swimmers, be it at the hotel or at the pool.
- Chaperones should maintain general supervision of the swimmers. This means the enforcement of appropriate behavior balanced with common sense and courtesy.
- Discourage inappropriate conduct and activities such as sexual contact, drug and alcohol use, rough housing, and damage to property.
- Report any illness or injury to the coaching staff immediately.
- Chaperones should report any behavior problems or swimmer concerns to the head chaperone. If necessary, the head chaperone will report the matter to the coaches. The coaches will decide whether to talk with the swimmer, fill out an incident report, and/or notify the parents.
- The coaching staff is the ultimate authority and will settle any disputes.
- Maintain good communications with team drivers (whether it be coaches, parents, or a bus driver) so they know the team's plans and schedule. Drivers should be made aware of the chaperone guidelines, particularly that the swimmers should travel with their chaperone or designated adult at ALL times.
- Maintain good communications with the coaches. Chaperones should be kept well informed regarding meet and travel schedule by the coaches. This allows the chaperones to plan for meals and inform swimmers of schedules.
- Chaperones need to work together to manage meals in an orderly fashion. This may include collecting money, buying and dispersing food, arranging for delivered food to arrive promptly at the conclusion of meet sessions, and helping swimmers to make good meal choices for swim meet situations.

- Chaperones should help to make sure swimmers maintain a clean area wherever they go, whether it is at the pool, on the bus, at the hotel, or at a restaurant.
- Chaperones should remind the swimmers of the following rules at the hotel.

Hotel Conduct

- No running in halls.
 - No playing in elevators.
 - No playing on hotel phones.
 - No loud voices, music, or TV in rooms/hallways.
 - Be respectful to other guest staying at the hotel.
 - Stay in assigned areas. Do not leave that area without the permission of a chaperone.
 - Use the buddy system. Do not wander the hotel alone.
 - If boys and girls are visiting in the same room, the door should remain open.
 - Curfew and lights out will be enforced.
- Check with coaches for wake up call times and arrange for those calls to be made with the front desk.
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 - Circulate through your assigned area often to monitor noise levels and behavior.
 - Conduct a bed check of participants at curfew by knocking on each door and checking to see that each swimmer is in their assigned room and that there are no visitors in the room. Be sure lights are out at the designated time. This may need to be done more than once.
 - Before check out from a hotel, do a quick sweep through swimmer's rooms. If the meet is in a preliminary-finals format, a late check-out could be requested.
 - The use of alcohol is strongly discouraged. Any use of illegal drugs/substances will result in dismissal as chaperone.
 - Chaperones should not leave the meet or hotel for personal reasons unless the head chaperone (or coaches) have been informed and chaperones duties have been reassigned to another chaperone.

Thank you for chaperoning! Have fun, and help your swimmers have fun!

Lawrence Aquahawks
1/4/2009

CHAPERONE RESPONSIBILITY AGREEMENT (SECTION 1)

Thank you for agreeing to serve as a chaperone at the _____. As a chaperone, you will be helping to protect the health and safety of the swimmers during this event. Your adherence to the guidelines outlined below is essential in promoting a safe and successful event.

At this meet, the swimmers will have a strict ____ p.m. curfew. This means that all swimmers should be in their assigned rooms at that time. You will be provided with a room list showing which swimmers are assigned to which room.

Your general responsibilities will be as follows:

- Attend a chaperone meeting. You will be introduced to the chaperone guidelines at this time.
- Review and follow the chaperone guidelines established by the Aquahawks.
- Maintain an operating cell phone and phone list on your person at all times. You will be given a phone list of persons to call if there is an incident or emergency.
- Attend to all of the obligations associated with the chaperoning and insure that **personal** distractions will not interfere with those obligations.
- Know and enforce the behavior expectations for the swimmers as stated in the Swimmer's Code of Conduct.
- Discourage inappropriate conduct and activities such as sexual contact, drug and alcohol use, rough housing, and damage to property.
- Promptly report any illness, injury, or behavior incidents (curfew violations, use of alcohol, etc.) to the coaches. Should there be an accident or serious incident, you may be requested to complete an incident report with a detailed accounting of what happened. All accident and serious incidents should be reported.
- Chaperones should maintain general supervision of the swimmers at all times. This means the enforcement of appropriate behavior balanced with common sense and courtesy.
- Maintain indirect supervision and be available at the pool, but do not interfere with the swimmers and coaches during competition.

- Circulate through your assigned area of the hotel often to monitor noise levels and behavior. Conduct a bed check of participants at ____ p.m. by knocking on each door and checking to see that each swimmer is in their assigned room and that there are no visitors in the room.
- Maintain a positive attitude and have fun!

CHAPERONE RESPONSIBILITY AGREEMENT (SECTION 2)

Thank you very much for volunteering to be an Aquahawks chaperone. As a chaperone, you are assuming certain responsibilities for the welfare of the swimmers under your care, custody, and control. After reading the above responsibilities, please sign and date this section of the form and return it to the team.

- I have read and understand the responsibilities of a chaperone.
- I accept these responsibilities and agree to follow the guidelines established by the Aquahawks.
- If I must leave the facility at any time, I will arrange for another chaperone to assume my duties.
- If for any reason I feel I am unable to carry out any of my responsibilities as a chaperone, I will personally contact the head chaperone or team coach and advise him/her of my circumstances.
- I will do everything that is reasonable and prudent to ensure the safety and success of the swimmers while performing my chaperone duties.

Name _____

Phone # _____

Signature _____

Date _____

Age Group Coach
Club President
Parents

CODE OF CONDUCT FOR LAWRENCE AQUAHAWKS SWIMMERS

- I. The following provisions pertain to practices, meets, meetings, and social activities where swimmers represent the Lawrence Aquahawks.
 - A. Swimmers shall exhibit good sportsmanship, in and out of the pool.
 - B. Swimmers shall follow rules during practices, meets, and team events.
 - C. While attending meets, swimmers shall abide by the curfews and instructions given to them by coaches, officials, and chaperones,
 - D. Swimmers shall show respect for all property.
 - E. Swimmers shall behave in a responsible manner and are prohibited from possession or use of alcohol, tobacco, illegal drugs, or banned substances.

- II. Failure to comply with this Code of Conduct will result in any or all of the following disciplinary actions.
 - A. A swimmer may not be allowed to participate in any or all practices, meets, social activities, or meeting.
 - B. A swimmer may be sent home from a meet at the expense of the swimmer and/or their family.
 - C. A swimmer and/or their family will be responsible for any damage caused by the swimmer.
 - D. A swimmer may be suspended from membership in USA Swimming.

- III. The Board of Directors is responsible for reviewing a written summary of alleged violations of the Code of Conduct, as well as any disciplinary actions that have been and/or may be taken.

I agree to abide by the Code of Conduct for Lawrence Aquahawks swimmers. I understand that if I violate any of the provisions outlined in part I above that I will be subject to the disciplinary actions outlined in part II above.

(Signature of swimmer)

(Signature of parent)

Name of swimmer (please print)

Name of parent (please print)

Date: _____

Date: _____

PERMISSION AND RELEASE FORM

I hereby give my permission for _____ to accompany the Lawrence Aquahawks team to all activities in 200___. I further waive all claim for injury, accident, or liability of any kind for the above-named swimmer, and in case of an accident or injury in any way resulting directly or indirectly from participation in such program, hold harmless from any liability therefore the Lawrence Aquahawks, its officers, coaches, chaperones, managers or any other person or persons in any way connected or associated with the program.

Furthermore, in case of emergency medical attention, which may be required, I authorize the adult coaches, chaperones, and /or other adults traveling in an official capacity with the team to act for me according to their best judgment and ability.

Date: _____ Signed: _____

Medical Information:

List any medications and dosage the swimmer is now taking

Pre-existing conditions (asthma, epilepsy, etc.):

Allergies (including medications):

Other pertinent information the coach should know about:

Home physician's name: _____
Phone Number: _____
Parent(s) Names: _____
Phone Numbers: _____

