



Northern Lights Swim Club Boosters Team Travel Policy for Chaperones and Athletes

Role of a Chaperone

First and foremost, a chaperone is there to keep the swimmers safe and secure and to provide them with a sense of security and a level of temporary guardianship. You are not their parents, but you are asked to look after them as if you were.

Chaperones should do their best to learn who their swimmers are on the trip down (if possible); the swimmers are your responsibility. You must always know their whereabouts while traveling, in the hotel and at the pool.

Chaperones should have a basic understanding of swimming competitions, its procedures and the requirements of the athletes. Chaperones will exemplify the following:

- Enthusiasm for and a good understanding of the club and its members.
- Excellent organizational skills.
- Confident in supporting an athlete to participate in competition to the best of their ability.
- Be open to and supportive of communication with parents/legal guardians of the athlete where desired.
- Familiar with and adhere to the USA Swimming Safe Sport requirements. For the full policy, review the Minor Athlete Abuse Prevention Policy: [Click Here](#)
- Familiar with and adhere to NLSC Code of Conduct and Bullying Policy: [Click Here](#)

Chaperones should do their best to provide an environment away from home that will enable the swimmers to perform to their best of ability. This means keeping them rested, fed and hydrated at all locations, including traveling, hotel and pool.

As a chaperone, you are first responsible for the welfare of your swimmers, and secondly a role model for them. As such, we have instituted a “no alcohol” policy.

A. General Requirements for Chaperones and Athletes

1. All travel policies must be signed and agreed to by all athletes, parent/legal guardians, chaperones, and other adults traveling with the team.
2. Chaperones must travel with the club to and from competitions as required and assist with the arrival and departure of the team.
3. Athlete parents will be responsible for getting swimmer(s) to stated departure point.
4. All travel must be observable and interruptible environments must be maintained.
5. A chaperone must not transport a swimmer one-on-one during in program travel and must always transport at least two swimmers or another chaperone except in emergency circumstances, or if the parent/legal guardian has provided written consent. It is recommended that chaperones pick up their swimmer first and drop off their swimmer last in any shared carpool travel arrangement.

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6. Chaperones must become a certified non-athlete member of USA swimming and have successfully passed a USA swimming administered background check.
7. Chaperones must be aware of the movements, ensure the general care and wellbeing and monitor adherence to the event code of conduct and clubs off deck behavior standards for all athletes.
8. Chaperones must obtain and hold all relevant athlete documentation and information as the competition and travel requires, including; medical and additional needs information.
9. All final decisions in reference to all Travel Policies and Code of Conduct will be determined by the Coach or Chaperone.
10. The directions & decisions of coaches/chaperones are final.

B. Electronic Communication Requirements for Chaperones and Athletes

1. All electronic communication between chaperones and athletes must be professional in nature.
2. If a chaperone communicates one on one with an athlete via electronic communication, the athlete's parent/legal guardian must be copied and included. If an athlete first communicates to the chaperone, the athlete's parent/legal guardian must be copied on any response.
3. The following exemptions apply to 2. a and b above:
 - i. In emergency circumstances, and
 - ii. When the chaperone is a family member.
4. When a chaperone communicates to the entire team or any number of athletes on the team, the chaperone must copy another adult or chaperone.
5. Electronic communication must only be sent between the hours of 5 am and 9 pm local time for the location of the athlete, unless emergency circumstances exist or during competition travel.
6. Chaperones are not permitted to maintain private social media connections with athletes or accept new personal page requests on social media platforms from minor athletes, unless the chaperone has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with athletes must be discontinued.
7. Chaperones must not send private, instant or direct messages to an athlete through social media platforms.
8. The following exemption applies to 2.f and g above:
 - i. When the chaperone is a family member.

C. Travel and Lodging Accommodations for Chaperones and Athletes

1. Chaperones shall instruct and remind athletes not to wander around the airport or hotel alone. They must either be with their roommate, team member or chaperone and a buddy system is encouraged. Chaperone's must know where all athletes are at all times.

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2. Chaperones may not share their hotel room, sleeping arrangements or overnight lodging with an athlete. Unless they are a family member or the athlete's parent/legal guardian has provided advance and written consent.
3. All in program contact in a hotel room, sleeping arrangement or overnight lodging location between a chaperone and an athlete must be observable and interruptible.
4. When doing room checks, two adults should be present and observable and interruptible environments must be maintained.
5. Meetings must not be conducted in a chaperone or athlete's hotel room or other overnight location and must be observable and interruptible.
6. Meetings may only occur between a chaperone and an athlete if another adult is present.
7. Boys may not enter into any of the girls' rooms or vice versa without doors being propped completely open (not just cracked). Chaperones must enforce this from the beginning of the trip. Swimmers may use the hospitality room and common areas provided they are not disruptive to other swimmers or hotel guests. There will be no co-ed shaving.
8. Chaperones shall be aware of any swimmers that may have special needs to food or will be provided in your chaperone binder.
9. Cell phone and computer use is prohibited during all practices, competitions and any designated team activity unless specifically approved by the coach or chaperone. All materials viewed, expressed, or transmitted must be respectful of teammates privacy and must be in the best image of swimming as outlined in the USA Swimming Code of Conduct not to the detriment of NLSC.
10. Cell phones will be off for the night at 9 pm and whenever possible, will be charging away from the sleeping area, i.e., in the living room or kitchen if in a suite, but not in reach or in beds with the swimmer. If this is abused, the chaperone will give one warning, after that the chaperone may hold the phone until the morning.
11. Athletes and parents are always reachable, phones are always available, and no parent or swimmer will be prevented from contacting one another at any time. Parents will be provided coach and chaperone contact numbers prior to the trip, and vice versa parent contact numbers should be provided to the chaperone. It is recommended to use a group mobile communication app to facilitate group communication with athletes – and their parents included. Example of this is the BAND app.
12. Athletes may use hotel wake up calls, chaperone wake up call, or hotel room alarm clocks for wake-up calls.
13. If an athlete requires music to sleep, plug your phone in away from the bed and listen with air pods or another device. If this is abused, the chaperone will give one warning, after that, the chaperone may hold the phone until the morning.
14. If anyone is discovered to have filmed a teammate or anyone else in a state of undress, restroom or locker or bedroom activities (to include snoring), during team travel, and/or posting a presumably private moment, you may be sent immediately home and/or your phone may be removed for the remainder of the trip depending on circumstances. There is a reasonable expectation of privacy for everyone. Do not violate it. Your hotel room is no different than a locker room.

15. Any incidence of unfamiliar or inappropriate "Air Dropped" photos shall be immediately reported to a coach or chaperone.

D. Daily Routine Requirements for Chaperones and Athletes

1. Before departure, the chaperone is responsible for taking attendance. This must be done before leaving any venue (hotel, pool, rest stop, etc.). Use the roster provided by the coach. We don't want to leave anyone behind. CHECK AND DOUBLE CHECK.
2. Chaperones are responsible for making sure the coolers are filled with ice, and healthy snacks are packed for the pool. Chaperones are required to get the coolers and snacks into the bus/car and off and onto the team area at the pool. There should be a designated chaperone room to have these supplies ready each time for loading on the bus/car.
3. For 11&over swimmers, after lunch (1-3 pm), this is designated as 'Quiet Time.' It is VERY important to strictly enforce quiet time for kids to rest. Some swimmers will be going to finals. This is also a good time (if any) to encourage swimmers to do their school homework, if applicable. So as not to disturb swimmers going back to finals, encourage the use of the hospitality room, with minimal running around the hallways and back and forth to their rooms to disturb others.
4. Each morning swimmers must leave their rooms ready with swim backpacks, ready to board car/bus after breakfast. There will be no time to return to rooms after breakfast. Chaperones should be aware that the kids are properly prepared with equipment to compete. Please ask and assist.
5. Chaperones are required to do spot check monitoring during quiet time and bedtime in the hallway.
6. In general, the time at the pool is not time off for the chaperones and their assistance is greatly needed to protect our swimmers and assist them in having a fun and successful swimming experience.
7. Caution swimmers during the meet not to stray away from the team area. Organize a buddy system whenever they leave the pool or hotel.
8. Assist in bringing snacks and coolers to and from the car/bus to designated team area. The kids will need these during the meet. At the end of the session, they need to get back to the bus.
9. Assist swimmers and coaches with snacks and fluids.
10. For the younger swimmers who do not swim at finals, they may be allowed to watch part of finals as allowed by meet rules. They may be seated in the team area or in the bleachers with the spectators or arrangements made with a chaperone.
11. Inform swimmers that team clothing can get lost or mixed up. Clothes need to be marked with swimmers' names.
12. As soon as the meet session is over or at the last event of the session, chaperones are to make their way down to the swimmers designated waiting area.
13. Inform swimmers where to meet to board the car/bus.
14. Browse pool and warm up pool areas to ensure that swimmers are out at the end of the meet.

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15. Before boarding car/bus, browse pool team/change room areas to see that no suits, towels or other personal belongs are left behind. On the bus do a “head count” of your swimmers before leaving.

E. Evening Routine Requirements for Chaperones and Athletes

1. Chaperones shall inform swimmers to have bags packed of everything (swim suits, caps, parkas, sweatshirts, dry towels, water, Gatorade, etc.) they need for the next day. There is no time in the morning to pack backpacks.
2. Chaperones ensure swimmers are in their rooms before lights out.
3. It is recommended that chaperones send a reminder text on the mobile communication app used that it's time for lights out and a confirmation from each room that the athletes are ready for sleep with lights out.

F. Specific Athlete Requirements

1. Athletes traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
2. Athletes are expected to remain with the team at all times during the trip. Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge in writing of the coach or chaperone.
3. Needs and well-being of the team come first.
4. Be quiet and respect the rights of teammates and others in hotel.
5. Be prompt and on time to all practices, competitions, and all team activities.
6. Athletes must participate in contracted group meals.
7. Respect travel vehicles.
8. Athletes must wear seat belts and remain seated in vehicles.
9. Team Members shall use appropriate behavior in public facilities, cafeterias, and restaurants. If applicable and the food check is the responsibility of the athlete, please leave a 20% tip. If there has been a problem with the service, see a member of the coaching staff or notify a chaperone.
10. When visiting public places such as shopping malls, movie theatres, etc. athletes will stay in groups of no less than three persons. A chaperone will accompany 12 & Under athletes.
11. Athletes will be responsible for all incidental charges (room service, phone, or TV/Movie charges, etc).
12. Athletes will be responsible for any damages or thievery.
13. All Athletes & Staff Must stay in assigned hotel room.
14. No “deck” changes are permitted. Athletes are expected to use available change facilities.
15. No Team Member may be out of his or her room after the assigned curfew. Permission must be obtained from the chaperone or coach to leave the room past this time.

By signing below, I am acknowledging I have read through and agree to the terms outlined in this policy.

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Participant Signature

Date

Participant Name Printed

Parent/Legal Guardian Signature (required if Participant under age 18)

Date

Parent/Legal Guardian Name Printed