



OKOTOKS MAVERICKS SWIMMING

CHAPERONE BINDER

Document Control

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MAVS CHAPERONE

1. Introduction

Designated Travel Training Camps & Swim Meets require chaperones to help make the trip more enjoyable, smooth running and safe for the swimmers and coaches. Duties of the chaperone will vary depending on the team travel trip.

This guide is intended to provide the basic information that a chaperone needs. However, it is strongly recommended that a new chaperones meet with the coaching staff and chaperones of previous trips to fully understand their duties and responsibilities.

The most important qualities of a chaperone are commitment to the job, strong organizational skills and basic knowledge of swimmer nutrition. Chaperones will have access to confidential information pertaining to swimmers and coaches. It is imperative this information is treated with confidentiality and with respect.

Chaperones provide a valuable contribution to the coaching staff at these swim meets and training camps. Coaches supervise and support swimmers on the deck and during training, chaperones supervise swimmers at all other times. Chaperones must be willing to put the swimmers first on any trip. The kids work very hard whether at a swim meet or a training camp. The chaperone should ensure that the swimmers can concentrate on swimming, because they will take care of everything else without fuss or drama.

The chaperone travel (bus/airfare etc), food and accommodation are paid for by Foothills Stingray's Swim Club (FSSC).

Chaperones must be prepared to:

- Take control of the swimmers outside of the pool environment
- Prepare meals and snacks for the swimmers
- Assist the coaches when required
- Assist in emergency situations
- Drive in unfamiliar cities

Simply put, the chaperones are responsible for the safety and well being of the swimmers from the time that the swimmer is dropped off by their parent until the swimmer is picked up by their parent.



2. Before the Trip

Preparation is the key to success of any trip.

2.1. Trip itinerary

Majority of the preparation is prepared by the FSSC team administrator and the following information will be provided to you at the meeting.

- Know the address and telephone numbers of the destinations – hotel/accommodation, restaurant(s), pool, other training locations
- Know the times that swimmers need to be at the pool (morning & afternoon sessions), hotel, restaurant(s), other training locations
- Know travel times to the destination city and between the hotel/accommodation & pool
- Know the directions between destinations (Google maps or even better a GPS)

2.2. Equipment

Chaperones need to have the following equipment with them at all times:

- Cell phone
- Drivers Licence
- Passport (if out of country)
- Alberta Health Card
- Police Check (ensure you allow time for this to be completed before the trip)
- Notice of Event insurance forms (including out of country insurance forms where applicable) – these will be provided by the Head Coach
- Swimmers permission slips (with all emergency contact details)
- Coaches & chaperones contact and emergency contact details
- First aid kit
- Hand sanitizer – spray and wipes

In addition, chaperones should bring the following for food preparation & wash-up:

- Bread knife & cutting board
- Tea towels, dishcloths & washing up liquid



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2.3. Contact information

Swimmers will provide forms to the Head Coach by the due date on the permission form.

- Know the name and (if applicable) the cell phone number & emergency contact details of each swimmer, coach and chaperone on the trip. For the swimmers, this information will be on the permission slips and be provided by the coach
- Know the contact and emergency contact details for coaches & other chaperones spouses
- Chaperones (Chief Chaperone) for the trip need to input e-mail addresses of all parents into their mobile device. This will make it easy to issue e-mail updates to everybody instead of calling parents individually
- Know the contact details for bus driver & bus company (if appropriate), other transport companies, the pool and the hotel / accommodation

2.4. Nutrition

See section 5 for detailed Nutrition information – The following **bolded** areas are prepared by the FSSC team administrator

- **Check that breakfast is provided at the hotel. If not, plan to provide breakfast for the swimmers**
- **With self catered accommodation, find out what cooking facilities, cookware & dishware is available and ensure that you bring additional items as necessary**
- Shop for & prepare snacks
- Know what budget you have for each swimmer each day and keep within it
- Ensure all swimmers are eating and drinking
- Note that bus drivers receive a per diem fee from the bus company for their meals for the duration of the team travel trip. Therefore, chaperones are not obligated to include the bus driver in any meals arranged for the swimmers



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3. During the Trip

Have fun and get to know the kids!

3.1. Communication

Chaperones are the main liaison between swimmers and FSSC parents

- Provide e-mail updates to everybody. This is cheaper and easier than calling parents individually
- Inform parents on arrival at the hotel
- Inform parents of how the meet / training camp is going. As a minimum, provide one general e-mail to all parents per day
- E-mail parents on departure and keep parents informed of the probable arrival times during the journey back to Okotoks
- E-mail parents one hour prior to arriving back in Okotoks

3.2. Coach Trips

- Liaise with bus driver for pickups/drop-offs and stopping for lunch stops
- Collect garbage frequently and have a separate garbage bag for recyclables

3.3. Safety & Security

- Ensure that swimmers with cell phones know the cell numbers of the chaperones
- Ensure that all swimmers are aware of the hotel / accommodation and pool locations
- Keep all swimmers ON the bus when you arrive at the Hotel and are checking in. Swimmers can leave the bus once the coach / chaperone has checked everybody in
- Safeguard all swimmers documentation & valuables – plane tickets, passports, keys letters from parents allowing out of province/country travel, insurance details
- Ensure the swimmers behave and act responsibly and are respectful of others
- Make sure the swimmers are getting to bed at a reasonable time
- Make sure all swimmers are up in a timely fashion
- Make sure that all swimmers are accounted for by taking regular attendance, especially before the vehicles get under way when travelling between locations
- Chaperones CANNOT make themselves available for officiating duties at swim meets – they must be available for the swimmers



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- Chaperones must ensure that they are never alone with a swimmer. Always ensure that there are three people present – either the Chaperone with two swimmers or two Chaperones or Chaperone & Coach with a swimmer
- If a chaperone or coach is in a swimmer's hotel room for any reason, the door must remain open; the room should also contain more than one swimmer
- If there are swimmers of the opposite sex visiting one another, the door must remain open and permission must be granted by a chaperone or coach to do so
- There must be more than two to a room if the swimmers are of the opposite sex visiting a hotel room
- Under no circumstances may a girl and a boy share a bed to nap
- Chaperones are NOT allowed on the deck at any time unless there is an emergency with a swimmer. Chaperones must stay in the stands, accessible to the coaches and swimmers
- **Under NO circumstances consume any alcohol / illicit drugs** during your time as a chaperone. An emergency could occur at any time of the day or night and the chaperones are responsible for the safety and well being of the swimmers!!

3.4. Medical

- Know the swimmers and their medical information (keep all Medical Forms, travel insurance & contact information with you at all times)
- Respond to medical incidences and emergencies
- Have provided First Aid kit and medications on hand with you at all times and ensure that medications given out are documented in book provided.
- Be aware of any medical conditions and appropriate steps to aid that individual if necessary
- Know locations, directions and contact information for Medical centers nearby
- Sick swimmer: each instance will be different as symptoms, severity and swimmer maturity are variables
 - The chaperone should make a judgement call based on what they would do if the sick child were their own
 - For camps and meets closer to home (say Edmonton), the parent is informed and asked to make arrangements for a pick-up



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- For camps and meets that are further away (Winnipeg, Montreal, US Training Camp), chaperone should seek professional medical advice locally after notifying the parents and then make a decision
- If a sick swimmer is to stay with the group, the Chaperone must make arrangements to move that swimmer into a different bedroom from the healthy swimmers if the sick swimmer is potentially infectious.



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4. After the Trip

Wait with swimmers until they are picked up by their parent.

Following each trip it is important to pass on the lessons learned (both good and bad) for future chaperones.

- Keep the menu plan, grocery list and any other useful information or ideas bound in the folder so that it can be used by the next chaperone/trip
- On the return bus trip, complete the feedback questionnaire to provide details on how the trip went and how the food choices and amounts were. This might be a joint effort with the other chaperones and coaches. Please submit this report to the Team Manager (Emma) along with the Chaperone Binder and all equipment and left over snacks.



5. Nutrition

5.1. Preparation before the trip

Majority of **bolded** below will be prepared by the FSSC team administrator and information will be provided to the chaperones at the Team Travel Meeting to discuss the trip.

- **Is breakfast available at the hotel and what time do they open in the morning?**
- **Are there fridges, freezers, microwaves in the hotel rooms?**
- **Are there kitchenette units with dishware/cookware available?**
- **Is there a local catering company that can provide lunch for the swimmers? Refer to the recommended list of catering companies that have been used in the past**
- Which restaurants are situated near the hotel and/or Aquatic Centre?
- What types of meals are served at the restaurant and are they able to take pre-orders to enable the swimmers to eat quickly upon arrival.

5.2. Breakfast at the hotel

Choosing a hotel that provides breakfast is highly advisable. The best breakfast choices for the swimmers are foods that are digested quickly and easily, because swimmers do not usually have much time before they are in the pool for warm-up or training. Ideal choices are:

- Cereals with low fat milk (1-2%)
- Oatmeal
- Yogurts
- Toast / Bagels
- Low fat Fruit/Oatmeal muffins
- Boiled/scrambled or poached eggs
- French Toast
- Pancakes
- Waffles
- Fruit
- Fruit Juice

Avoid bacon, sausage, fried eggs, hash browns, donuts/Danish pastries as they take longer to digest, increasing the risk of indigestion or nausea when swimming.



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5.3. Lunch from a Catering Company

Most catering companies are fairly flexible and can cater what you would like. The following lunch option is ideal and usually not too expensive.

- Subs, wraps or sandwiches containing turkey, chicken, lean beef, ham, or cheese
- Salads, raw veggies
- Fruits, fruit salads
- Yogurts – low fat plain or fruit
- 100% juices

5.4. Lunch from Fast Food Restaurants

If swimmers are eating at a fast food outlet, encourage the following choices:

- Subs, wraps, sandwiches with ham, chicken, turkey, salad and low fat dressings
- Deep crust pizza with low fat toppings (ham, chicken, tuna, veggie)
- Grilled chicken burger in a bun
- Mexican soft tacos or burritos with rice (limit the guacamole, cheese and sour cream)
- Rice bowls with lean beef, chicken, ham, and / or veggies (boiled rice, not fried rice)
- Pasta dishes with tomato sauce, chicken / tuna and / or veggies
- Baked potatoes with lean beef chilli, beans or cottage cheese

Avoid the following, particularly if swimmers are warming-up/training again within 3 hours

- Hamburgers, sausages, deep fried chicken, battered fish & fries
- Doughnuts, pies and pastries

5.5. Evening Meal

Choose well balanced meals containing a good amount carbohydrate such as pasta, rice, potatoes, bread and some lean protein such as fish, meat, and poultry with veggies/salad on the side. Make sure the swimmers have access to plenty of fluids, particularly water which is healthy and cheap! A good dessert option would be fruit salad with frozen yogurt or ice-cream.



5.6. Recovery Snacks

Nutrition soon after training/racing is essential to help the swimmer to recover quickly between races/training sessions. The following snacks are ideal choices:

- Fruit salad cup in 100% juice
- Fresh fruit or 100% fruit bars (e.g. Sun-Rype Fruit Source)
- Rice pudding (e.g. Kozy Shack original rice pudding cup)
- Raisin bread – 1 thick slice
- 2-3 plain cookies e.g. digestive or oatmeal
- ½ -full bagel e.g. wholegrain, raisin & cinnamon, blueberry with light cream cheese/jam
- Flavoured milk e.g. chocolate milk
- Low fat fruit yogurt
- Wholegrain crackers and low fat cheese
- Low fat muffins - fruit or oatmeal
- Home baked slices e.g. banana slice or carrot slice
- Granola bars e.g. Quaker bars, Kelloggs Nutri-grain & Rice Krispie bars

Due to the number of people with nut allergies, it is advisable to choose snacks that are nut free.

TRAINING CAMPS: 1-2 snacks should be offered soon after practice or between swimming and dry land training with plenty of water/sports drink to aid recovery.

SWIM MEETS: you will need to provide the swimmers with a bag containing about 6 snacks to sustain them throughout the swim session. Example of a snack bag:

- ½ bagel with light cream cheese
- 3 x oatmeal cookies
- Fruit e.g. banana
- Two types of Granola bar
- Wholegrain crackers & cheese string

Older swimmers with bigger appetites may require more food. Always bring extra snacks to the pool for swimmers who may require more. At the end of the session, collect unused snacks that are sealed.



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5.7. Fluids

Swimmers need to drink plenty of fluids. The swimming pool is warm and humid, so dehydration can occur quickly. Swimmers should drink water or sports drink e.g. Gatorade regularly throughout the swim meet or during training to maintain hydration.

NOTE – the same goes for the coaches and the chaperones!!

Swimmers must bring their own sports drinks to training camps and swim meets. Chaperones need to send out a reminder to the swimmers before travelling.

5.8. Dietary Restrictions

Chaperones will need to liaise with the parents of swimmers with special dietary restrictions to confirm what foods they can and can't have. Unsuitable snacks will need to be replaced with suitable ones in their snack bags. Swimmers may need to bring their own special food/snacks.

5.9. Food Safety Guidelines

Remember that bacteria grow quickly at room temperature and can cause sickness. To ensure that the swimmers remain healthy:

- Foods that are to be eaten hot should be served hot, **NOT** lukewarm
- Foods that are to be eaten cold (e.g. deli meats, salads, sandwiches) should be kept chilled and served cold, **NOT** room temperature
- Be wary of buffets

Chaperone Trip Feedback Form



Trip Details:

Trip Name:

Destination Town/City, Country:

Dates of Trip:

Chaperones Names:

Coaches Names:

Transportation

Transportation Company name:

Driver name:

Please provide a brief summary of the quality of the bus and the attitude of the bus driver and whether you would recommend using the same company / driver again:

Chaperone Trip Feedback Form



Accommodation

Accommodation name:

Please provide a brief summary of the quality of the accommodation and the attitude of the staff and whether you would recommend using the same accommodation again:

Nutrition

Catering company / Hotel / Restaurant name:

Please provide a brief summary of the quality of the food and the attitude of the staff and whether you would recommend using the same location again:

Chaperone Trip Feedback Form



Chaperone Trip Feedback Form



Nutrition (cont)

Catering company / Hotel / Restaurant name:

Please provide a brief summary of the quality of the food and the attitude of the staff and whether you would recommend using the same location again:

Catering company / Hotel / Restaurant name:

Please provide a brief summary of the quality of the food and the attitude of the staff and whether you would recommend using the same location again:

Catering company / Hotel / Restaurant name:

Please provide a brief summary of the quality of the food and the attitude of the staff and whether you would recommend using the same location again:

Chaperone Trip Feedback Form



Chaperone Trip Feedback Form



Nutrition – Snacks

Please provide comments on which snacks/drinks were popular, which were not eaten, too few/too many of any snack, which items were returned for a refund, how easy/difficult it was to prepare the snack bags and what could be done differently:

Chaperone Trip Feedback Form



General Comments / Issues

Please provide your overall comments on the trip; any issues that arose and any 'lessons learned' that you would like to pass on to the club. In addition, please comment on the Chaperone file – was it helpful, do you recommend any changes?