
GRANDE PRAIRIE PIRANHAS TEAM TRAVEL & CHAPERONE POLICY

- 1.0 Team Transportation:**
 - 1.1 **Supervision During Transportation**
 - 1.2 **Bus Travel**
 - 1.3 **Ground Transportation & Rental Vehicles**
 - 1.4 **Air Travel**

- 2.0 Team Accommodation:**
 - 2.1 **Mandatory Team Accommodation Meets**
 - 2.2 **Optional Team Accommodation Meets**
 - 2.3 **Food and Beverages during Travel**
 - 2.4 **Billeting Meets**
 - 2.5 **Hotel Meets**
 - 2.6 **Behaviour and Expectations for Hotel Meets**
 - 2.7 **Coach & Staff Travel & Accommodation Costs**
 - 2.8 **Food & Beverages during Meets & Team Travel**

- 3.0 Code of Conduct and Discipline Responsibilities**

- 4.0 Travel Director**
 - 4.1 **Travel Director**
 - 4.2 **Travel Information**
 - 4.3 **Clothing and Gear for out of town trips**
 - 4.4 **Spending money**
 - 4.5 **Cost of Transportation**

- 5.0 Sick or Injured Swimmers**

- 6.0 Liability and Insurance Coverage**

- 7.0 Mandatory Chaperone Requirements for GPP Travel and Events**

- 8.0 Chaperone to Swimmer Ratio**

- 9.0 Chaperone Candidates**

- 10.0 Chaperone Conduct**

- 11.0 Chaperone Priorities and Obligations**
 - 11.1 **Priorities**
 - 11.2 **Travel**
 - 11.3 **Billeting**
 - 11.4 **Hotel**
 - 11.5 **Food**
 - 11.6 **Money**

11.7 Discipline

12.0 Chaperone Application Form

13.0 Swim Alberta Billet Policy

****GPP – shall mean the Grande Prairie Piranhas Swim Club**

The Grande Prairie Piranhas Club recognizes that team travel is an integral component of the training and technical curriculum of competitive swimming. Team travel offers swimmers supervised opportunities to learn and practice independence. Travel opportunities may include but are not limited to: international, national, out of province or in province swim meets, training camps and club sponsored recreational activities. The Grande Prairie Piranhas Swim Club has developed this policy to guide the planning and execution of team travel.

(Section ___ and ___ of the Financial Policy further explain financial obligations with respect to team travel.)

1.0 Team Transportation:

1.1 Supervision during Transportation:

1.1.1 On arrival at home in Grande Prairie whether at the bus drop off point or at the airport, the chaperone shall stay with swimmers until they are picked up by a parent, guardian, or designated adult as communicated by the parent or guardian. Chaperones are responsible for all swimmers safety, getting to the meets and back to the lodging as per section 11.

1.2 Bus Travel:

1.2.1 All swimmers entered in out-of-town meets must travel with the team on the bus to the meet, unless the meet has been designated by the Head Coach as a meet that will not involve team travel. (*Exceptions may apply*).

1.2.2 All swimmers entered / participating in an out-of-town meet will share equally in the round trip cost of the bus and any other expenses incurred by the coach, chaperone and bus driver. It is expected that all swimmers will travel to the meet on the team bus. Parents who elect to drive their swimmers home at the conclusion of the meet will still pay "round trip" costs for the bus. Swimmers over 10 are required to take the bus for team events. Some medical exceptions may apply.

1.2.3 Swimmers 9 and under are welcome to take the bus during team events with parental supervision but are not required to.

1.2.4 The GPP coaching staff and chaperones travelling on the bus shall ensure that all movies shown and music played on the main bus system are age and content appropriate. The chaperone or coaching staff may stop a movie or music on the main bus system if it is deemed inappropriate.

1.3 Ground Transportation & Rental Vehicles:

1.3.1 Certified, professional or designated drivers in coach type buses or rental vehicles shall be used when transporting swimmers more than 100km.

1.3.2 Coach type buses with professional drivers may be used to transport GPP swimmers and staff when the distance is less than 100km or when the group is large enough to make it the most reasonable option as determined by the club staff.

1.3.3 When deemed safe and reasonable the use of taxis, rental vehicles or public transit may be used to transport GPP swimmers and staff at club sponsored events.

1.3.4 Non-chaperoning parents who are attending the event shall not drive swimmers other than their own children in their personal vehicles unless consent from parent is given.

1.3.5 Chaperones and GPP staff with an appropriate valid driver's license, an acceptable driving abstract (if asked), and a current police and vulnerable sector background check may be authorized to drive GPP swimmers in rental vehicles.

1.3.6 Designated GPP staff, chaperones and parent volunteers shall not transport swimmers in personal vehicles.

1.3.7 GPP swimmers shall not drive rental vehicles nor the personal vehicles of coaches or chaperones. Exceptions may be considered.

1.4 Air Travel:

1.4.1 Each swimmer entered / participating in an out-of-town meet will share proportionately in the total cost of airline tickets for the team members, coaches and chaperones. Championship meets are the exception.

1.4.2 Penalties and fees that result from changing or cancelling travel arrangements will be charged to the individual member's account. This includes swimmers who are pulled or scratched from a meet.

1.4.3 It is expected that all athletes will travel with the team under the supervision of the team chaperone on team arranged flights and ground transportation. Swimmers, who do not, will be responsible for all personal travel arrangements and supervision to join up with the team.

1.4.4 The Grande Prairie Piranhas Swim Club will not arrange flights for individuals using personal points,

or arrange flights to co-ordinate with member family travel plans.

- 1.4.5** The Grande Prairie Piranhas Swim Club takes no responsibility for swimmers using individually arranged travel, or accommodation plans.
- 1.4.6** GPP coaches and chaperones shall travel on the same flights with the team unless prior notification has been provided .
- 1.4.7** In the case of multiple team flights, an GPP chaperone or member of the GPP coaching staff shall accompany each group of swimmers

2.0 Team Accommodation:

2.1 Mandatory Team Accommodation Meets:

- 2.1.1** Swim Natation Canada (SNC) level meets, and out-of-province meets may be designated by the Head Coach as "Mandatory Team Travel Meets". In such cases, swimmers must travel and stay with the team to be eligible to participate in the swim meet

2.2 Optional Team Accommodation Meets:

- 2.2.1** Swimmers may opt out of team provided accommodation at non-SNC designated swim meets in Alberta.
- 2.2.2** Only those swimmers who have opted to stay in team provided accommodation will pay an equal share of all the costs associated with the swimmer hotel accommodations, as well as the swimmer food and meals offered before, between, and after the swim meet sessions.
- 2.2.3** Swimmers who elect to stay with the team must pay an equal share of all the incurred expenses whether or not they stay with the team for the entire duration of the meet, or only part of the time.
- 2.2.4** Swimmers who have opted to make their own accommodation arrangements will not be charged for team accommodation expenses, and will not be eligible to participate in the team provided food and meals offered before, between, and after the swim meet sessions. If travel costs include transportation, non-team travel athletes may use team transportation.

2.3 Food & Beverages during Meets & Team Travel:

- 2.3.1** All entered / participating swimmers will be able to partake in the team food and beverages offered during the swim meet sessions and while travelling to and from the out-of town swim meet when available.

2.4 Billeting Meets:

- 2.4.1** On the sign up sheet for the meet, indicate whom you wish to billet with. Swimmers will always be teamed up in pairs and no co-ed billeting will be allowed.
- 2.4.2** Upon arrival or sometime during the first evening, your chaperone will help the host clubs' billet chairperson match up swimmers with their billet families. Unless absolutely necessary (e.g. medical reasons), there will be no changes made in billeting arrangements. Keep in mind that the billet chairperson is trying to satisfy not only your wishes, but also those of the billet families.
- 2.4.3** If desired, a small gift may be given to the billet family.
- 2.4.4** Please review the Swim Alberta Billeting Policy (effective January 2006) attached to this document.

2.5 Hotel Meets

- 2.5.1 Rooming lists will be made up in advance. If you have specific requests, please give them to the [Travel Director](#) or Meet Director as soon as possible.
- 2.5.2** Do not ask the chaperone to make changes to the rooming list. There may be specific reasons why swimmers have been assigned to certain rooms.
- 2.5.3** In order to keep travel costs down, swimmers may sometimes be put in the same room as a chaperone.
- 2.5.4** Telephones in swimmers' rooms will not allow outside calls. Calls may be made between rooms in the hotel. Swimmers wishing to make outside calls may use the chaperone's phone or a pay phone.
- 2.5.5** Cost of the Hotel is covered by the swimmer and will be split by the number of swimmers sharing the room. The cost will be added to the swimmers account.
- 2.5.6** Cost of the Coaches room as well as the Chaperones is covered by the swimmers and will be split by the number of swimmers attending the meet. The cost will be added to the swimmers account

2.6 Behaviour and Expectations for Hotel Meets

- 2.6.1 Show respect for other people. Be considerate of those who wish to rest in the afternoon or get a good nights' sleep by keeping quiet during these times. A hotel meet is not party time! If you are not serious about your swimming, do not plan to attend these meets.
- 2.6.2 After lights out, remain in your room. The coaches and/or chaperones will determine this time. After this time, you may not watch TV, visit with other swimmers, play loud music, talk on the telephone, turn on lights or leave your room (unless you have a medical emergency and are going to see the chaperone).
- 2.6.3 Take good care of the hotel room and furniture. If you eat in the room, take care not to spill things. If you do inadvertently make a mess, clean it up! Pick up all garbage and dispose of it appropriately. The Club will be charged for any damages to hotel rooms or contents and these charges will be passed on to the swimmer(s) involved.
- 2.6.4 Follow the Club Code of Conduct (see Section ____). Swimmers who do not follow these rules may suffer immediate consequences imposed by the chaperone and may be referred to the Disciplinary Committee for further action (see section on Discipline Committee).

2.7 Coach & Staff Travel & Accommodation Costs:

- 2.7.1** All swimmers entered / participating in a meet will share equally in the costs incurred by the coaches and chaperones, except in the case of championship meets.
- 2.7.2** Coaches and chaperones shall be reimbursed by the Grande Prairie Piranhas Swim Club for all approved costs incurred during GPP travel events.
- 2.7.3** Coaches and chaperones shall submit an GPP expense reimbursement form with all receipts attached, to the GPP office within 14 business days of the end of the trip unless alternate arrangements have been agreed upon.

3.0 Code of Conduct and Discipline Responsibilities

- 3.1 GPP coaches shall be responsible for all GPP swimmers on deck at the competition site during the swim meet sessions, regardless of accommodation choices.
- 3.2 The Grande Prairie Piranhas Swim Club Code of Conduct & Ethics, Discipline & Complaints Policy as well as other relevant policies, which include but are not limited to those of GPP, Swim Alberta, and Swimming Natation Canada, will apply to members and staff participating in GPP sponsored trips and events.
- 3.3 No person may participate in GPP team travel sponsored events if he/she has not signed the GPP code of conduct agreement and the Team Travel policy agreement.
- 3.4 Discipline issues and code of conduct violations will be dealt with as per the Grande Prairie Piranhas Swim Club's Code of Conduct & Ethics, Discipline & Complaints Policy.
- 3.5 As per GPP Policy, the expenses incurred in sending a swimmer home early due to violations of the GPP's Code of Conduct & Ethics & Discipline & Complaints and Appeals Policy shall be the sole responsibility of that swimmer's parents if the swimmer is under the age of 18 or that swimmer if the swimmer is 18 years of age or older.
- 3.6 Additional sanctions may be applied in accordance with the GPP's Code of Conduct & Ethics, Discipline & Complaints and Appeals Policy.
- 3.7 Chaperones and coaching staff shall communicate and consult with each other regarding discipline issues when and as required under Section _____ of the GPP's Code of Conduct & Ethics & Discipline & Complaints and Appeals Policy.
- 3.8 Communication with parents, whether they are at home or on location, in regards to swimmer code of conduct violations or discipline issues during team travel events shall be the sole responsibility of the GPP coaching staff and the Chaperones.

4.0 Travel Director

- 4.1 The [Travel Director](#) is responsible for transportation and accommodation arrangements for all out of town meets as required by the Club. This includes renting buses, buying plane tickets, reserving hotel rooms and arranging billeting. Swimmers are encouraged to travel with the Club as a team. A parent must accompany swimmers not traveling with the Club. If you decide to travel as a family you must notify the [Travel Director](#) as soon as possible so that travel arrangements are not made for your swimmer. There is a lot of organization getting 30 to 40 swimmers to a meet. You may be charged the cost for travel once all arrangements have been made and the swimmer does not then travel with the team.

4.2 Travel Information

- 4.2.1 Approximately six weeks prior to an away meet, a sign-up will be posted on the bulletin board. It is the responsibility of the swimmer and parents to ensure that all information on the sign up sheet is accurate. Also, please review the website to ensure that you are aware of up-coming meets, so that you and your swimmer can discuss the possibility of his or her attendance.

- 4.2.2 A travel newsletter will be sent home prior to the meet and will contain specific travel instructions for each meet, as well as an invoice with travel fees due. You must arrange for your swimmer to be at the scheduled pick up point 15 to 30 minutes in advance of the departure time (in the case of a flying meet be at the airport 45 – 60 minutes before departure). Travel costs must be paid before departure.
- 4.2.3 Bus trips are often long enough to require a meal on the way (both coming and going). Please provide a lunch, nutritious juices and snacks for your swimmer, not only for the trip, but also for the meet. Chaperones will act as bankers for swimmers, holding extra monies. Please note that the Club has a “No Junk Food” policy in place for any swim meet. If a swimmer has any junk food the coaches will keep it until the end of the meet.
- 4.2.4 Parents should record the telephone number where information about bus return times will be available. Good or bad driving conditions can effect this time, and parents should therefore be both punctual in arriving for pick up and patient if the bus is late.
- 4.2.5 Finally, many of the out-of-town swim meets will be in the winter. Please make appropriate allowances for the changeability of Alberta’s weather and ensure that your swimmer is properly dressed.

4.3 Clothing and Gear for Out-of-Town Trips

- 4.3.1 Team Gear: Swimsuits – Team racing suits (2); goggles (2); swim cap – Black or Blue with logo (2); towels (2); deck coat (optional); team T-shirt; clean runners or thongs for deck wear; sleeping bag (stow in a large garbage bag or other waterproof cover); toothbrush other personal effects; spare clothing; games, homework, or other items to occupy idle moments; bag for stowing items on deck.

Please label all items with your first initial and last name Check with the Meet Manager or the pool office for lost or found items.

4.4 Spending Money

- 4.4.1 Put spending money in an envelope with the swimmer’s name and the amount. This should be given to the chaperone for safekeeping. The [Travel Director](#) will normally suggest a reasonable daily allowance. This will depend upon whether or not swimmers will be billeted and how many meals they will have to buy. If you expect your swimmer to maintain a budget, then you must be realistic about costs and explain to the swimmer how you expect the money to be spent.

4.5 Cost of Transportation

- 4.5.1 The Club charges swimmers a set fee for transportation depending upon the distance traveled to a meet. The fees collected in this way rarely cover the entire cost and the Club provides a subsidy to cover outstanding costs. Meet costs may also include coach, hotel and sometimes a snack fee where billeting is not provided.

5.0 Sick or Injured Swimmers

- 5.1 Medical attention shall be sought for sick or injured swimmers as required.
- 5.2 Sick swimmers who are unable to compete shall be isolated from the competing swimmers. In such cases, a sick or injured swimmer requiring observation for medical purposes, may sleep in a separate bed in the room of a same gender chaperone if the chaperone and GPP coaching staff deem it necessary. In such cases, all reasonable attempts will be made to notify the

swimmer's parents.

- 5.3 In exceptional or extreme cases, a sick or injured swimmer may be sent home early from the competition. In the absence of the parents the chaperone will be responsible for contacting the parents.
- 5.4 GPP does not require chaperones to administer medication of any kind whether it be over the counter or prescription medication. In agreeing to administer medication, the chaperone shall personally assume all risks.
- 5.5 Communication with parents, whether they are at home or on location, in regards to swimmer illness or injury during team travel events is the responsibility of the GPP coaching staff and/or chaperone.

6.0 Liability and Insurance Coverage:

- 6.1 Swimmers, coaches and volunteers are covered under the Swim Alberta Insurance Policy. The **Swim Alberta Sport Accident Insurance Program** is designed to pay accidental benefits related to injuries arising from participation in or transportation to and from a sanctioned swimming activity.
- 6.2 **Out of Province Events:** Swim Alberta shall be notified when GPP participates in out of province activities. Separate insurance forms shall be filled out and sent in to Swim Alberta.
- 6.3 **Coverage:** All GPP swimmers, coaches, volunteers, directors, and employees are covered under the Swim Alberta Liability Policy for liability for bodily injury or property damage during activities sanctioned by Swim Alberta. Coverage is provided for who are appropriately registered with Swim Alberta. Coverage is extended to chaperones and parent volunteers who "are acting in an official capacity" so long as these persons have provided the necessary documentation.
- 6.4 **Non GPP Team Support Staff:** Support staff such as but not limited to massage therapists, dieticians, sports psychologists, strength and conditioning coaches, will not be covered under the Swim Alberta policy. These individuals must have and provide proof of their own professional certification, current police and vulnerable sector background checks and insurance coverage.

7.0 Mandatory Chaperone Requirements for GPP Team Travel and Events:

- 7.1 Chaperones shall be required for GPP team travel and events when:
 - 7.1.1 Any of the participating GPP team members are under 18 years of age.
 - 7.1.2 The group of participating GPP swimmers is greater than 5 participants.
 - 7.1.3 Travel away is more than one day and involves an overnight stay.
 - 7.1.4 The gender of all of the participants is not the same as the attending coach
 - 7.1.5 The attending coach is unwilling or is unable to accept and take on all chaperone duties and responsibilities.
- (While every effort will be made to adhere to these guidelines, the board recognizes that exceptions may apply. In such cases, parental consent must be given for any deviation of the above criteria.)*

8.0 Chaperone to Swimmer Ratio

- 8.1** If the group is mixed gender there should be 2 chaperones, one female, and one male.
- 8.2** Chaperone to swimmer ratio shall take into consideration the age of the swimmers participating in the event. To ensure a successful trip, events with a concentration of swimmers 14 years of age and younger who are not experienced with team travel may require more chaperones or a lower chaperone to swimmer ratio.
- 8.3** It is advisable to have at least two adults present with every group so that, in the event of an emergency, the group will not be left unsupervised.
- 8.4** Extra chaperones may be warranted for some situations: trips with complicated air travel, international travel, young swimmers, high level meets with demanding swimmer needs, etc.

9.0 Chaperone Candidates:

- 9.1** The Club encourages parents to volunteer as chaperones. If you are interested, call the [Travel Director](#) for details; there is usually a sign up sheet on the notice board well in advance. The Club pays the cost of travel and accommodation. Chaperones are ideally parents who are cheerful, enjoy working with young people and who are well organized. This person will work hard to gain the confidence and cooperation of athletes and who will rarely have to invoke disciplinary action as a means of control. The chaperone also acts as an ambassador for the Club and for the sport of swimming and should therefore ensure that swimmers are polite and well mannered at all times.
- 9.2** Chaperone candidates shall be GPP members in good standing.
- 9.3** Chaperones shall not have any sanctions from the sporting community.
- 9.4** Chaperones should preferably be parents of swimmers attending the travel function.
- 9.5** Chaperones shall be at least 25 years of age.
- 9.6** Chaperones shall have a current to the season police and vulnerable sector background check in accordance with Swim Alberta policies.
- 9.7** Chaperones shall have an acceptable driver's abstract (if asked) if required to drive participants in a rental vehicle.
- 9.8** GPP Chaperone candidates must take the chaperone course. Exceptions may be considered on a case by case basis.
- 9.9** Chaperones will be selected as per the GPP Chaperone Selection process.

10.0 Chaperone Conduct:

- 10.1** Chaperones shall travel with the team to and from the event destination and Edmonton unless prior arrangements have been approved.
- 10.2** Chaperones shall reside in separate hotel rooms from athletes, including their own children, unless prior approval from GPP staff has been given.
- 10.3** Chaperones should not meet alone with an athlete in a closed-door room, nor drive in a vehicle with only one swimmer. Should there be a need for a one on one meeting it should be done with an open door, in view of others in a public place, or behind a glass door or window. Disciplinary discussions other than a verbal warning shall include a second adult who is a member of the coaching staff.
- 10.4** Chaperones shall not officiate nor work nor volunteer at the meet in any capacity other than as an GPP chaperone.
- 10.5** Non-chaperoning spouses, other adults and non-participating children shall not stay in the same hotel room with the chaperone.
- 10.6** Chaperones shall not use tobacco in the presence of swimmers during team travel events or activities.

- 10.7** Chaperones shall not take prescription drugs during team travel events that cause drowsiness or other adverse side effects that may impact their ability to chaperone.
- 10.8** Chaperones shall not consume alcohol at any time during GPP team travel events or activities.
- 10.9** Chaperones shall not consume, nor possess illicit drugs, narcotics, banned performance enhancing drugs substances nor methods at any time during team travel events.

11.0 Chaperone Priorities and Obligations

- 11.1.1** The first priority of a chaperone is to ensure that swimmers are safe, fed, well rested and ready for competition. The purpose of traveling to meets is to produce quality swims. It is your duty to create an environment, which will allow swimmers to perform at their best. Any behavior or actions on anyone's part, which interferes with this, should not be tolerated.
- 11.1.2** Chaperones have an obligation to coaches to help them as much as possible. Communicate with the coach frequently. Find out his or her expectations with respect to food, behavior, curfew times, etc. and be supportive of those decisions. Take care of details such as luggage, hotels, meals, etc. so the coach does not have to.
- 11.1.3** Chaperones have an obligation to fellow parents. They have entrusted you with their children. Ensure you know where each swimmer is at all times. No swimmer may leave your supervision with a friend or a relative without prior written permission.

11.2 Travel

- 11.2.1** Be at the departure point at least 20 minutes before leaving.
- 11.2.2** Get chaperones' bag (containing first aid kit, spare equipment) from the equipment locker and chaperone's package (containing bus list, hotel cheque, etc.) from the Travel Director.
- 11.2.3** Check off swimmers against the bus list before departure and again before the return trip. Ensure that swimmers have all their belongings.
- 11.2.4** Following any stops, do a head count before getting on your way again.
- 11.2.5** At an appropriate point during the return trip, phone the Travel Director with the expected arrival time.
- 11.2.6** Upon arrival home, check the bus for items left behind. Ensure all swimmers have been picked up.

11.3 Billeting

- 11.3.1** Upon arrival, help the host billet chairperson match up swimmers with billets. The host club has gone to a great deal of trouble making these arrangements, so no changes should be made unless absolutely necessary.
- 11.3.2** Ensure your swimmers have the phone number and location of the place where you and the coach will be staying in case they need to reach you.
- 11.3.3** The host billet chairperson should also know where you could be reached.

11.4 Hotel

- 11.4.1 Upon arrival, check in. Ensure that swimmers take the room that has been assigned. If there is no room assignment list provided for you, in consultation with the coach, you will determine who goes in each room. If a list is provided, stick to it - there may be reasons why rooms are assigned this way.
- 11.4.2 If swimmers are without adult supervision in rooms, obtain an extra key for emergency access to these rooms.
- 11.4.3 Arrange with the management that there should be no outgoing telephone calls from swimmers' rooms. Pay TV should similarly be disabled.
- 11.4.4 Boys and girls may be in the same room prior to curfew but doors should remain open at all times.
- 11.4.5 Set a lights-out time in consultation with the coach. Conduct room checks at that time and ensure that all swimmers are in bed.
- 11.4.6 Know the routine for the days ahead and ensure that swimmers are ready on time.
- 11.4.7 Upon check out, ensure that nothing has been left behind in the rooms. Pay the bill and collect a receipt for the [Travel Director](#).

11.5 Food

- 11.5.1 Finding good, inexpensive and quickly delivered food is always one of the chaperone's biggest challenges. Time is always tight and you should use your creativity to ensure that swimmers are fed quickly and well. You may wish to scout out local restaurants, check menus, make reservations ahead or arrange for food to be delivered to the hotel. Remember that fast food is typically not nutritionally sound.
- 11.5.2 Breakfast can often be eaten in the room. Check ahead of time to see what food should be brought before departure. Even if there is no kitchenette in the room, swimmers can have a nutritious breakfast if juice, muffins, bagels, yogurt, fruit, etc. Ensure that you shop during the day if necessary.
- 11.5.3 You should provide swimmers with a snack to take to the pool or set up a spot where they can come and get something from you during the course of the meet.
- 11.5.4 Lunch can sometimes be made in the room, collected on the way back to the hotel (sub sandwiches etc.) or be eaten at a mall food fair.
- 11.5.5 Coaches almost always enforce the "No Junk Food" rule you should support this and abide by it yourself.

11.6 Money

- 11.6.1 If the swimmers have money envelopes, collect them from swimmers before departure. Hand money out to swimmers as necessary on a daily basis to ensure that funds are not all spent on the first day.

11.7 Discipline

- 11.7.1 Chaperones are responsible for swimmers whenever they are not on the pool deck. You should be familiar with the Club Code of Conduct and should attempt to deal with any incidents immediately and constructively. If there are any recurring problems with certain swimmer(s), or major incidents, record the details of the incident and discuss consequences with the coach.

Before leaving: check with the billet chairperson (if swimmers are billeted) to see if there were any problems and to record any incidents.

Upon return to Grande Prairie, you must discuss any significant problems with the [Travel Director](#) and/or the chair of the Discipline Committee.

GPP Chaperone Application Form

Name:			
Phone:		Cell Phone:	
Email:			

All parents who are interested in chaperoning GPP swimmers shall fill out this application form and return it to the GPP office.

Previous Chaperone Experience: *Please list the previous meets and dates where you have provided chaperone support. Also list any previous chaperone experience for schools or other youth groups.*

Other Information Relevant to Chaperoning: *Please include any other information that you feel benefits your application for being a chaperone for the Olympian Swim Club*

Declaration of Understanding:

I, _____ as a chaperone applicant of the Grande Prairie Piranhas Swim Club,
(Name – please print)

I verify that I

- Am a member in good standing of the Grande Prairie Piranhas Swim Club.
- Do not have any sanctions from the sporting community.
- Am at least 25 years of age.
- Able to travel internationally if required.

I agree to:

- Attend and satisfactorily complete the GPP chaperone course or provide documentation of equivalent experience, knowledge and skills.
- Sign the GPP parent code of conduct agreement.
- Provide a current to this swim season police and vulnerable sector background check.
- Provide a copy of a valid drivers license and a clean drivers abstract when required to drive swimmers.
- Accept responsibility for holding swimmers accountable to the GPP code of conduct and to report any violations to the attending GPP Head Coach as soon as is reasonably possible.
- Act “*in loco parentis*” for all swimmers on the trip.
- Abide by all GPP policies and practices.
- Perform all the duties required of the chaperone staff as listed but not limited to this document.

Applicant Signature			
Date:			

For GPP Office Use			
Chaperone Training - received	YES	NO	ES NO
Police Background Check - received	YES	NO	ES NO
Vulnerable sector check - received	YES	NO	Copy of driver's abstract - received YES NO
Candidate has been approved for GPP chaperone opportunities:			YES NO
Signature of Chaperone Selection Committee Chair:			



Billeting Policy... (Effective January 2006)

The rationale for developing the Billeting Policy is to provide hosting and participating clubs guidelines when they provide or access billeting at Provincial/Invitational meets. This Billeting Policy is intended solely as a minimum standard and clubs are advised to review and assess the guidelines to suit their particular situation. When a club agrees to host a meet providing billeting, it is a requirement that the minimum standard is met and that a copy of the club policy is on file with Swim Alberta. Billeting is to be considered a privilege; abuse of this privilege can lead to suspension of further billeting opportunities.

Goal and rationale for billeting:

- To foster friendships and camaraderie amongst swimmers from different communities
- To provide additional travel opportunities for athletes
- To reduce travel costs for swimmers, parents and clubs

Guidelines:

- Clubs should have a published billeting policy distributed to each club member.
- As with most activities, there can be some risks involved when billeting your swimmer or providing billeting opportunities for visiting swimmers, Steps must be taken to minimize the risks to the extent practicable.

Notification of Billeting Opportunities:

- The host club will announce the opportunity to billet when the meet package is published
- The days that billeting are provided, the number of billets the host club can offer, arrival time, and deadline for accepting billets will be included in the information. The name and contact information for the Billet Chairperson will also be included.

Participating Club Responsibility:

- Provide the host club with the name, gender and age of all swimmers being billeted.
- Provide a list of allergies, any significant medical illnesses/concerns or other important considerations for all swimmers, to the host club and the chaperones.
- Chaperones should have the full emergency contact information for each swimmer.
- Provide a list of swimmers who are to be billeted together. It is strongly recommended to billet younger swimmers together - two to a family.
- Provide the name of the club chaperone, and contact information.
- Swimmers to be billeted must be able to look after their own equipment and clothing.
- Swimmers must be given the name and contact information of the chaperone and/or coach.
- Once billets are assigned to a host family there will be **NO** changes (unless recommended by the billet chairperson in agreement with the club chaperone)
- Billet cancellations must be received by the host club the Monday prior to the start of the meet.
Failure to abide by these guidelines will result in a fine of \$25.00 per swimmer, payable to the host club. Medical withdrawals will not be subject to the penalty
- Participating clubs should ensure that swimmers who have had past problems, such as a history of violence, vandalism, or behavioural issues etc. are not eligible to be billeted unless these issues have been adequately addressed. If a swimmer has had previous problems it is the responsibility of the participating club to address whether billeting is appropriate for the swimmer. If billeting is not appropriate the swimmer should not be included in the billet list.

Host Club Responsibilities:

- Host clubs should make assessments of their participating billet families. If there is any reason to believe that there might be a problem with a particular family – whether food, accommodations, supervision, special circumstances etc. then the host club should take steps to address the situation. This may be done by investigating the concern and helping the family rectify the issue

or by removing the family/household from billeting. The host club is responsible to respond there if there is reason for concern.

- Families are to provide comfortable and safe sleeping accommodations for the visiting swimmers.
- Families must agree to provide meals (breakfast, lunch and dinner), snacks and drinks for the swimmers.
- Families are to provide timely transportation to and from the pool for all meet sessions.
- Billeted swimmers are not to be left at the pool unattended. It is the responsibility of the host family to arrange for care of the billeted swimmer between and after sessions.
- Complete Billet lists will be provided to only the club chaperone upon arrival at the swim meet.

The list shall include names, addresses and phone numbers of host families and the name, allergies, significant medical conditions or important considerations of the billeted swimmer.

- Prior to the start of the meet, host families must be aware of and agree to host a billet with allergies, significant medical conditions or other relevant information that pertains to the well-being of the billet.
- Ensure that the host family obtains the name of the chaperone and contact information for their billeted swimmers
- Once a host family locates their billet they are to notify the billet chairperson and the club chaperone of their departure.

Expectations of Billeted Swimmers:

- ALL billeted swimmers are to possess the name and contact number of the club chaperone.
- A thank you note or small gift is appreciated as a way of thanking the host family.
- Swimmers are expected to be well behaved, respectful and cooperative and abide by the host family rules.

Billeting Requirements:

- All families participating in billeting must agree to a security check for all members living in the home who are 18 years of age and older.
- Should an individual fail a security check they will have the following options:
 1. Request that Swim Alberta review the reason for the failed check and either provide an exemption or uphold the failed check. Swim Alberta will keep all appeals and associated information confidential and secure to ensure the privacy of the individual(s) involved. Swim Alberta will provide an appeals jury that will oversee the case. The jury will include the Harassment/Ethics Chair, a Lawyer named by the association and the association chair.
 2. Remove themselves from billet hosting.
- All families sending a swimmer to a host billet family are to sign a release of responsibility, yearly.
- All host billet families are to agree to sign a responsibility agreement, yearly.
- Billeting swimmers should bring a sleeping bag and pillow.
- Problems created by a swimmer and/or a host family should be brought to the attention of his/her chaperone/coach. Disciplinary action should be addressed by the swimmer's club.
- Host clubs should implement a system to keep track of any complaints regarding billet families.

The list shall be maintained over the years so that the knowledge is not lost with a change in Chaperone Chairpersons.
- Clubs should implement a system to keep track of problems associated with athletes. The list shall be maintained over the years so that the knowledge is not lost with changes in administration.
- Unresolved problems should be referred to the Chair of the Competition Review Committee, Swim Alberta Board.
- A major problem is defined as:
 1. A situation that puts the child at risk or in harms way,
 2. A behavioural incident that includes damage to property, bullying, or abuse to either another swimmer or the billeting family.

Swim Alberta recognizes that in some communities in Alberta and the North West Territories there are fees associated with a security check. Swim Alberta is working with our government partners to try and have the police forces in these areas provide the service free for any volunteer who is working with an

organization. Until such time as a change in policy is made, individuals or clubs will need to pay for this service. Swim Alberta encourages the clubs in communities that do charge for the service to write and speak with their local government on the topic as a method of obtaining support for work being done at the provincial level.

Swim Alberta has supported the process and experience that billeting allows the youth of the province. Billeting also helps programs to save money on repeated travel as we try to keep the costs of swimming reasonable for all. As billeting is a privilege, we encourage clubs to support each other by providing accurate lists and requests for numbers. Unfortunately over the past few years the abuse of this system has gotten to the point that in order ensure that clubs are working together on the most accurate information a fine system has had to be enacted. In the case where a club changes its' requirements for billets at the event, the hosting club may invoice the offending club for swimmers who do not cancel billeting prior to the start of the meet, at a rate of \$25.00 per swimmer for those that were on the billet list and did not participate in billeting. Invoicing will be done after the completion of the meet. Clubs will have 30 days to pay the invoice. If the club fails to pay within the 30 day time frame they shall be deemed not in good standing with Swim Alberta and thus will not be permitted to participate in swim meets until said fine is paid in full.

Billet lists may be altered or confirmed on the Monday preceding the competition. Medical withdrawals from the competition will not be subject to the penalty.