

NYAC'S CHAPERONE POLICY

1. What is a Chaperone?

A Chaperone is a parent volunteer who takes full responsibility for supervising NYAC swimmers and acts as a liaison between the athletes/coaches and parents when the team is away at a meet or a training camp. The position of Chaperone is a very important, challenging and rewarding function.

Please note that a copy of this Chaperone Policy will be distributed to all Chaperones prior to a trip by email. Chaperones are required to confirm receipt, understanding and agreement to the Policy. Staff will keep this email confirmation on file.

2. Chaperone Duties and Responsibilities:

- i) Confirm hotel details as required – refrigerators, extra cots/pillows/blankets, telephone and television restrictions;
- ii) Organize and pack team supplies – eg. first aid kit, serving platters (available at NYAC office);
- iii) Plan meals and finalize arrangements with cafeteria/restaurant/hotel caterers (if catered meet);
- iv) Plan meals for swimmers and Coaches and complete shopping and meal preparation (if non-catered meet), including clean-up; and
- v) Set up and prepare Team Room (if Team Room not available, the Chaperone's room will be used as the Team Room);
- vi) Prepare, post, update and communicate swimmer schedules as determined by the coaching staff (these should be posted in the Chaperone's hotel room);
- vii) Ensure schedules are adhered to eg. lights out, wake-up calls, quiet time and travel time to the pool; and
- viii) Supervise swimmers – for swimmers under 10 years old, this may include keeping track of their money and receipts and tucking them in at night; for the older swimmers, this may involve allowing them to be independent and responsible.

3. Requirements of a Chaperone:

- i) Enjoy spending time with athletes;
- ii) Good sense of humour;
- iii) Good communication skills;
- iv) Good organizational skills;
- v) Patience, kindness and sensitivity;
- vi) Calm demeanour and Team Player;
- vii) Chaperones must review and agree to the Chaperone Policy; and
- viii) **A Vulnerable Sector Police Reference Check will be required of all volunteer chaperones.**

4. When is a Chaperone required for NYAC team travel?

- i) NYAC team members are under 16 years of age;
- ii) The group collectively adds up to more than 5 swimmers;
- iii) Travel away from home is more than one day;
- iv) A second chaperone shall be considered when the number of swimmers traveling is greater than 10. When the total number of the group exceeds 10 swimmers, the following shall be considered by staff to determine the need for an additional chaperone: the average age of the group, the length of the trip, the complexity of travel plans (bus or plane), preparation of meals, the number of sessions daily (preliminaries and finals), whether it is a training camp and the experience level of the Chaperone. This is a decision to be made by the Team Manager (who should consult the Chaperone along with the Head Coach). This decision does not require the approval of the Board of Directors; and
- v) Coaches are welcome to assist in chaperoning but are not to be included in the chaperone count.

It is recommended that when the Team Manager (who is an employee of the club) is not able to attend a team travel designated meet or training camp as Head Chaperone, that two Chaperones attend the trip.

5. The NYAC office will provide the Chaperone with all necessary information/materials when attending away meets:

- i) Names and ages of swimmers;
- ii) Who is sharing rooms (list of swimmers' names and room numbers should be taped to the inside of the Chaperone Room);
- iii) Name, address and phone numbers of the pool;
- iv) Name, address and phone numbers of the hotel – including check-in and check-out times;
- v) Medical information of swimmers including allergies, dietary restrictions for catering/food orders;
- vi) Food budget;
- vii) What Chaperones should order or prepare in terms of meal plan (in discussion with Coaches) with a view to providing healthy, nutritious meals that are appropriate for the age of swimmers travelling;
- viii) First aid kit (including pain medication and feminine hygiene products). Note: Parents must provide permission to Chaperone to administer any medication;
- ix) Pre-arrange with Chaperone as to who is paying for the hotel, bus, food in the form of cheques or credit card payments;
- x) Emergency number for parents to contact a coach/chaperone or swimmer;
- xi) Bus driver contract and contact. Note requirement of 8 hours rest before driving and adhering to bus company schedule for pick up and drop off. Chaperones may feed bus driver if makes sense to do so (ie. if no extra cost is incurred).

6. The NYAC club is responsible for communicating the following information:

- i) How much supervision is required? What are curfew times/lights out? Coach will determine the time for curfew with Chaperone;
- ii) Hotel room doors to remain open at all times until lights out;
- iii) Communicate to swimmer about acceptable food choices from pool cafeteria (ie. No french fries/hamburgers/candy)
- iv) Ensure understanding between Coach and Chaperone regarding supervision at the pool. When a swimmer finishes, do they ask permission to leave set location (eg. washroom/cafeteria or must they remain on pool deck?);
- v) Communicate with parents about removing the child from the Chaperone's care at any time during the away trip – this must be done with the full knowledge of the Chaperone;
- vi) Communicate re: policy on extended stays for final events. How many rooms are kept? What is the NYAC policy (depends on a number of factors and to be discussed with Coach and parent as situation is reviewed); and
- vii) Communicate regarding illness of a swimmer during away meet and what procedures are in place. The parent should be contacted immediately to determine the course of action as well as what medication may be needed (if any).

7. Rules of Thumb:

- i) A Chaperone shall treat all swimmers under their care equally; there should be no special treatment of any individual swimmer.
- ii) While at the hotel, the swimmers are under the care of the Chaperone (and while at the pool, the swimmers are under the care of the Coach).
- iii) There is a good chance that a Chaperone may not be able to watch their own child swim during the trip due to their chaperoning responsibilities.
- iv) The trip will be a busy one for the Chaperones; there may be very little free time for the Chaperone on the trip.
- v) This is a great opportunity for anyone who would like to get to know the swimmers; it is well worth the effort.

Points Allocation: see the Points Document

Effective date: June 2016