

FCST Travel Trip Policies for Coaches and Chaperones

Coach and Chaperone Staffing Guidelines

FCST intends that all swimmers be adequately supervised at all team events. Recognizing that team travel trips may present a unique situation, often free from immediate parental supervision, the following is intended to help establish a set of standards for chaperone responsibilities and behavior to ensure the safety and welfare of the swimmers.

- 1) There will be at least two adults (chaperones and/or coaches) on all travel trips.
- 2) There will be sufficient numbers of chaperones and/or coaches to provide adequate supervision and transportation for all the swimmers participating in the travel trip and requiring team supervision.
 - a) 10 and under swimmers are expected to be accompanied by a parent (or parent-designated adult over 21 years of age) on all travel meets.
 - b) For 11 and over swimmers (not including Senior level) there will be at least one chaperone for every 12 swimmers.
 - c) For Senior swimmers there will be at least one chaperone for every 15 swimmers.
- 3) Under no circumstances will one adult and one swimmer be alone in an isolated setting.
- 4) All coach/chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check and Athlete Protection Education. (305.5.B)
- 5) Regardless of gender, a coach/chaperone shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach/chaperone is the parent, guardian, sibling, or spouse of that particular athlete) (305.5.A)
- 6) Athletes should not ride in a coach's/chaperone's vehicle without another individual who is the same gender as the athlete, unless prior permission is obtained.
- 7) If for some reason only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5c)
- 8) A Staff and Volunteer Club Code of Conduct must be signed by the coach/chaperone.
- 9) A team Liability / Indemnification Form must be signed and dated by the coach/chaperone.
- 10) A team Medical Release Consent form must be signed and dated along with a copy of the coach/chaperone insurance card.

Chaperone Responsibilities:

- 1) There will be meetings of the chaperones and coaching staff before and during the trip to discuss specifics of the trip and any issues that may arise.
- 2) Chaperones must familiarize themselves with the Travel Trip Swimmer's Responsibilities and Code of Conduct.
- 3) Chaperones shall place the safety and well-being of the swimmers first and foremost.
- 4) Chaperones shall ensure that the swimmers they are charged with respect and honor the swimmer's responsibilities cited above. Always think of the athletes first, however, be firm and consistent with them.
 - a) Each chaperone will be assigned specific athletes. While these are your main responsibility, it is expected that, if necessary, you will step in and help if other swimmers/chaperones need support.
 - b) Chaperones shall familiarize themselves with the Emergency Medical Forms of the athletes they are chaperoning. Some may have specific needs that require your assistance.
 - i) Determine if any swimmers you have been assigned have any special needs or specific dietary requirements.
 - ii) Medication should never be administered without instructions and permission from parents.
 - iii) Chaperones should watch for concerns regarding emotional issues and offer assistance to those in need of help; however, refer issues regarding competition to the coaching staff.
 - iv) Report any sickness or other abnormal behavior to a member of the coaching staff.
- 5) Hotel Responsibilities
 - a) A member of the coaching staff will check in all the athletes' rooms and assign chaperone rooms. It is important for proper supervision that chaperones check into the room assigned by the coach.
 - b) Locate emergency exits of the hotel, pool facility and other locations. Inform your athletes of the location of emergency exits and when and how to get to an escape route.
 - c) At curfew check to be sure athletes are in their assigned rooms and have their lights out at the appropriate times listed on the schedules.
 - d) Follow up with room checks to be sure athletes are adhering to the curfew.
 - e) One of the coaches will arrange for wake up calls. Please knock on doors at the wake up time in the morning, just in case the front desk did not give a wake up call. (Please bring your own alarm).
 - f) Be available in the lobby, or other designated meeting place, when the team departs for the pool or other activity. Do a head count of the swimmers you are assigned before your van departs.
 - g) Inspect rooms prior to check out to be certain they are clean and inspect for any damage.
 - h) If a chaperone encounters inappropriate behavior, they should notify the coaches immediately..
- 6) Food Responsibility
 - a) Arrange for swimmers lunch and dinner meals
 - b) Arrange for snack and beverage runs

- c) Be sure your athletes leave a 15% gratuity if the restaurant warrants it.
- 7) Meet Responsibility
- a) Once swimmers are safely at the pool for warm up be sure there is some type of beverage for the athletes in the team cooler.
 - b) If the sessions at the meet run long check with the coaches to see if they need food or drink.
- 8) No swimmer may leave the hotel, pool, or any other team function without a coach or chaperone to escort them. All activities must be supervised
- 9) Do not allow high levels of noise in public areas, hotels, restaurants, or in transit in order to prevent disturbing other guests.
- 10) Chaperones shall conduct themselves at all times in a manner that is safe, responsible, considerate of others and which will reflect positively on the team.
- a) Chaperones are to obey all laws while chaperoning including those pertaining to traffic, parking, speed, seat belts, etc.
 - b) If you have a cell phone please leave it turned on so you can be reached in case of an emergency or a change in schedule.
 - c) A chaperone should not take any medications or controlled substances (including alcohol) that may interfere with their ability to safely supervise the swimmers. Chaperones should not smoke in the presence of swimmers.
 - d) Within the chaperone's control, athletes should never be put in illegal or dangerous situations.
 - e) Chaperones are not to leave the meet or hotel for personal reasons unless the coaches have been informed. Before leaving make sure chaperone duties are covered.
- 11) Chaperones shall be responsible for the actual payment of their own meals, lodging and transport except as other arrangements are specifically understood and agreed to by authorized representatives of the team.
- a) Expenses may be reimbursed as detailed above.
 - b) Please keep all receipts for any expenses incurred and turn them in with a detailed expense report within one week of returning from the trip.
- 12) While on the trip the coaching staff is the ultimate authority and will settle any disputes that may arise.
- 13) Chaperones may take thoughtful guidance from the following general operational guidelines:
- a) Remain flexible and understanding. Remember that challenging swimming and enjoying the trip are both major objectives of the trip for all participants.
 - b) Chaperones may wish to assist young swimmers in keeping track of personal property and schedules.
 - i) Chaperones may wish to collect younger swimmers money to help bank it for them for use during meals. You may remind them of how much money they have for food to encourage them to be responsible and to prevent an athlete from splurging on goodies and memorabilia.
 - ii) However, be aware this may lead to unwanted responsibilities and delicate situations which often would be better avoided.
 - c) Remember this is your own child's trip too. Please do not overstep your boundaries or show overt favoritism.

14) If necessary, the coaches may assign additional chaperone duties.

Chaperone Signature: _____ Date: _____

Chaperone Cell: _____

Coach Signature: _____ Date: _____
(305.5.D)

Thanks for volunteering! With your help we can look forward to many great trips!