

Shorewood Swim Club
Chaperone Policy

I. Need for a Policy

Adult chaperones are an integral component of all Shorewood Swim Club (SHOR) travel meets and certain club sponsored activities where travel is involved. These travel situations could include national swim meets, training trips, seasonal travel meets, or club sponsored recreational activities for swimmers.

II. Statement of Policy

1. Approved chaperones are to be adults, 18 years or older, and should preferably be parents of swimmers attending the travel function. In some cases the Head Coach or an assistant coach may be designated to assume chaperone duties.
2. The ratio of swimmer: chaperone shall range from 5 to 10 swimmers per chaperone. Independent of the overall ratio of swimmers: chaperones, there is to be no single occasion during the travel event where the swimmer: chaperone ratio exceeds 10:1.
3. If the chaperone is a parent or participating swimmer, The hotel/lodging, ground and air transportation will be divided 50% to participating athletes, 25% to the club, and 25% to the parent. If the chaperone is not a parent, the hotel/lodging, ground and air transportation expenses for each chaperone shall be absorbed equally among the participating swimmers 75% and 25% by the club.
4. If a private owned, leased or rented vehicle is used to transport swimmers to a Shorewood Swim Club sponsored travel meet or activity, the responsibility for liability lies with the owner, lessee, or renter of the vehicle. Chaperones must provide evidence of adequate automobile insurance prior to the travel situation to the Travel Committee Chairperson upon request.
5. Shorewood Swim Club must have on file any required USA Swimming and Shorewood Swim Club conduct code/waiver forms for all swimmers participating in club sponsored travel functions.

III. Responsibilities

The **Head Coach** (or designated coach on the trip) is responsible for the overall scheduling and direction of chaperone activities during the travel situation. This may include transportation scheduling, meal supervision, curfews, etc.

If an adequate number of chaperones cannot be acquired for any given travel situation the **Head Coach** and the **Board President** shall either cancel or reschedule the event or reduce the number of swimmers participation in order to obtain the required chaperone: swimmer ratio.

Chaperones are responsible for safely transporting swimmers via car or van to and from the pool and/or any swimming activity as designated by the Head Coach. Chaperones must have a valid driver's license.

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Chaperones are responsible for the supervision of their swimmers' schedules as delineated by the Head Coach. This may include any or all of the following:

- a. meal types and times
- b. in-room curfews
- c. non-swimming activities
- d. swimmers' conforming to the direction of the swim coach and their compliance to all existing SHOR travel policies, and USA-Swimming or SHOR conduct codes.

Chaperones are responsible for safely administering prescription and over-the-counter medications as requested in writing by swimmers' parents. All medications that parents indicate for administration shall be turned over to the designated chaperone for proper administration. Parents will be contacted when swimmers request medications not originally indicated by the parents. The **Head Coach** will be consulted to approve these changes.

Chaperones are to keep the Head Coach apprised of the swimmer's behavior, compliance to the rules, or any scheduling problems or conflicts, etc. during the course of the meet or activity. Discipline Management, as defined in the Shorewood Swim Club Code of Conduct Policy, shall be coordinated with the Head Coach. In cases where the Head Coach is not immediately available, Chaperones must take immediate action to insure safety and adherence to the Code of Conduct, with the Head Coach making a final determination of further actions to be taken.

Chaperones are to adhere to elements of Code of Conduct. The use of alcohol or drugs in combination with transporting or chaperoning swimmers is prohibited.

The **Head Coach** is to provide a specific itinerary to each chaperone detailing their responsibilities during the travel function, and check insurance and driver's licenses as needed.

Chaperones are to notify the Head coach immediately if they are unable to be available to their designated swimmers for any reason while chaperoning.

Chaperones will carry out their responsibilities from the immediate time of departure until the return time as communicated to the swimmers' parents.

Chaperones must sign and return the following Acknowledgment section of this policy to the Travel Committee Chairperson prior to the travel trip. ***Retain the above policy for your records and for your use on the trip.***

I acknowledge and have read the Shorewood Swim Club Chaperone Policy and will adhere to the policy as specified.

Name _____

Signature _____ Date _____