



FAST Policy - Chaperone

Purpose

To establish clear expectations of Chaperones, who provide an integral role in enabling FAST Team Trips and ensuring the safety of all swimmers when traveling to an away meet.

Responsibilities

Head Coach

Coaches

Chaperones

Team Travel Chaperone Responsibilities

- All chaperones must be 21 years of age, and prior to any Chaperoning activity, provide the Head Coach with a valid and clean¹ police check (PRC) including a vulnerable sector check. For the Chaperone to obtain a police check, FAST will provide a letter to be submitted with the completed application form. The fee for the police checks will be reimbursed by FAST.
- The chaperone provides supervision for the swimmers during the trip. The only time the chaperone is not directly responsible for the swimmers is when they are on deck during swim sessions. At this time the coach is responsible for the swimmers.
- Preparing food and snacks for 40+ swimmers and coaches, cleaning up, and ensuring their safety to and from the pool, is a full time job. You must expect that you will not have time to attend the meet to watch your swimmer(s) swim and/or go on personal errands/excursions.
- Chaperones must obey all laws and the FAST Code of Conduct and Team Travel Code of Conduct. These documents will be signed by the Chaperone prior to the trip.
- FAST Coaches, who are over the age of 21, can serve as chaperones; all requirements of being a chaperone will apply.

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- ¹A. No criminal record as defined by the "Criminal Records Act";
B. No pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";
C. No outstanding criminal charge(s) including no stayed charges;
D. No order(s) made in the interest of safety under the criminal code which would restrict the applicants access to, weapons, firearms, explosives or other Section 3000 4 April 2013 prohibitions;
E. No contact, access or behaviour restriction(s) with any person; or
F. No order(s) made under the child protection legislation which is intended to restrict the applicant/members access to children."



- Chaperone lodging costs (shared accommodations) and travel costs are to be covered by the swimmers attending that team meet. The total cost will be divided equally among the swimmers and will be included as part of their meet fee.

Swimmer Safety

A designated head chaperone must be dedicated to have the following information available to them:

- List of swimmers attending, and parent or guardian contact info.
- Swimmers medical information.
- Transportation information for each swimmer (bus, van, parent vehicles).
- Directions to the pool; how the swimmers will be transported to and from the facility.
- Accommodation information/Room Assignments
- Swim Meet schedule information; sessions, down time, etc.

The above information will be provided by the head coach prior to the trip.

Food

- One chaperone should be dedicated to “lead” the feeding of the swimmers and coaches.
- Chaperone will meet with the person(s) who are preparing the meals, and/or ordering food to be delivered during the meet, prior to the trip to go over the meal and snack plans.
- It is helpful for the chaperone to be familiar with what food/snacks are being prepared and how they are stored.
- Head Coach will give direction on timing and when food and snacks should be ready for the swimmers.
- Every effort must be made to provide healthy non-processed food when able.

Excursions

- Any excursions during team trips should be pre-planned before leaving for the trip.
- It is at the discretion and direction of the Head Coach if there is time for excursions/sight seeing.
- Excursions should be of a cultural/tourism nature.

General



- Chaperones will complete “head count” checks frequently: before and after each change of location (i.e.: to/from lodging and competition or any group excursions), before and after getting on a bus, night time curfew, and any other times where chaperones consider risk of losing track of swimmers.
- Medicine and administration of medicine is the swimmer’s responsibility; however, Chaperones be informed of any requirements that are of a serious nature.
- Introduce yourself to all the swimmers as the chaperone. The older swimmers may know you, but the new younger swimmers, who may need you more, may not have seen you before. Indicate to the swimmers your responsibilities so they are aware to whom they will be accountable to during the trip.
- If you are at a swim session, chaperones are not to be on deck with the coaches. Chaperones are to remain in the public viewing area where swimmers can be watched and accounted for as required during the swim sessions. If a swimmer leaves the pool deck for any reason they are to inform a coach and/or chaperone.
- Ensure the swimmers have your cell phone number to text or call in case of an emergency.
- Enforce bedtime “lights out” time as decided by the Head Coach.
- Collect all electronic devices (including phones) at the time as decided by the Head Coach.
- Make sure all swimmers are awake and ready to go as per coaches timeline.
- Report incidences of behaviour which has been deemed inappropriate to the Coach.
- Check all rooms that our swimmers have occupied for forgotten items, and ensure rooms are not left completely dismantled or damaged. (FAST does not wish to have a reputation as a team which trashes rooms.)
- If both male and female swimmers are attending the meet, try to have both a female and male chaperone. This helps particularly when chaperones need to locate swimmers in change rooms and at the hotel.
- Carry out travel plans as designated by the Head Coach. This may mean leaving the meet after preliminaries with swimmers who have not made finals, and includes chaperones who may have children swimming in finals.
- Ratio of swimmers to chaperones is generally 1:12

I have read and consent to the Chaperone Responsibilities outlined above,

Chaperone Signature

Date

January, 2020