



TEAM TRAVEL CHAPERONE POLICY

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REVISION:

Section Name:	Section Number:	Dated Update:	Updated By:	Comments

1 Definitions

The following terms have these meanings in this Policy:

“**OSC**” – shall mean the Olympian Swim Club

2 Purpose

The Olympian Swim 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 Olympian Swim Club has developed this policy to guide the planning and execution of team travel.

(Section 22 and 23 of the Financial Policy further explain financial obligations with respect to team travel.)

3 Team Transportation

3.1. Supervision during Transportation:

On arrival at home in Edmonton 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.

3.2. Bus Travel:

3.2.1. 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).

3.2.2. All swimmers entering / 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 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.

3.2.3. The OSC coaching staff and chaperones traveling 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.

3.3. Ground Transportation & Rental Vehicles:

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

3.3.2. Coach type buses with professional drivers may be used to transport OSC 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.
- 3.3.3. When deemed safe and reasonable the use of taxis, rental vehicles or public transit may be used to transport OSC swimmers and staff at club sponsored events.
 - 3.3.4. Non-chaperoning parents who are attending the event shall not drive swimmers other than their own children in their personal vehicles unless consent from the parent is given.
 - 3.3.5. Fifteen passenger vans are not to be used on highways or when the posted speed limit is faster than 90 km/h.
 - 3.3.6. Chaperones and OSC 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 OSC swimmers in rental vehicles.
 - 3.3.7. Designated OSC staff, chaperones and parent volunteers shall not transport swimmers in personal vehicles.
 - 3.3.8. OSC swimmers shall not drive rental vehicles nor the personal vehicles of coaches or chaperones. Exceptions may be considered.
- 3.4. Air Travel:
- 3.4.1. 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.
 - 3.4.2. Penalties and fees that result from changing or canceling travel arrangements will be charged to the individual member's account. This includes swimmers who are pulled or scratched from a meet.
 - 3.4.3. 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.
 - 3.4.4. The Olympian Swim Club will not arrange flights for individuals using personal points or arrange flights to coordinate with member family travel plans.
 - 3.4.5. The Olympian Swim Club takes no responsibility for swimmers using individually arranged travel, or accommodation plans.
 - 3.4.6. OSC coaches and chaperones shall travel on the same flights with the team unless prior notification has been provided.
- 3.5. In the case of multiple team flights, an OSC chaperone or member of the OSC coaching staff shall accompany each group of swimmers.

4 Team Accommodation

4.1. Mandatory Team Accommodation Meets:

4.1.1. 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.

4.2. Optional Team Accommodation Meets:

4.2.1. Swimmers may opt out of team provided accommodation at non-SNC designated swim meets in Alberta.

4.2.2. 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.

4.2.3. 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.

4.2.4. 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.

4.3. Food & Beverages during Meets & Team Travel:

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

4.4. Billeting Meets:

4.4.1. Members that decline to have their swimmer billeted will be charged for the costs for alternate accommodations and meals.

4.5. Coach & Staff Travel & Accommodation Costs:

4.5.1. 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.

4.5.2. Coaches and chaperones shall be reimbursed by the Olympian Swim Club for all approved costs incurred during OSC travel events.

4.5.3. Coaches and chaperones shall submit an OSC expense reimbursement form with all receipts attached to the OSC office within 14 business days of the end of the trip unless alternate arrangements have been agreed upon.

5 Code of Conduct and Discipline Responsibilities

- 5.1. OSC coaches shall be responsible for all OSC swimmers on deck at the competition site during the swim meet sessions, regardless of accommodation choices.
- 5.2. The Olympian Swim Club ***Code of Conduct & Ethics, Discipline & Complaints Policy*** as well as other relevant policies, which include but are not limited to those of OSC, Swim Alberta, and Swimming Natation Canada, will apply to members and staff participating in OSC sponsored trips and events.
- 5.3. No person may participate in OSC team travel sponsored events if he/she has not signed the OSC ***code of conduct agreement and the Team Travel policy agreement***.
- 5.4. Discipline issues and code of conduct violations will be dealt with as per the Olympian Swim Club's Code of Conduct & Ethics, Discipline & Complaints Policy.
- 5.5. As per OSC Policy, the expenses incurred in sending a swimmer home early due to violations of the OSC'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.
- 5.6. Additional sanctions may be applied in accordance with the OSC's Code of Conduct & Ethics, Discipline & Complaints and Appeals Policy.
- 5.7. Chaperones and coaching staff shall communicate and consult with each other regarding discipline issues when and as required under Section 39 of the OSC's Code of Conduct & Ethics & Discipline & Complaints and Appeals Policy.
- 5.8. Communication with parents, whether they are at home or on location, regarding swimmer code of conduct violations or discipline issues during team travel events shall be the sole responsibility of the OSC coaching staff and the Chaperones.

6 Sick or Injured Swimmers

- 6.1. Medical attention shall be sought for sick or injured swimmers as required.
- 6.2. 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 OSC coaching staff deem it necessary. In such cases, all reasonable attempts will be made to notify the swimmer's parents.
- 6.3. In exceptional or extreme cases, a sick or injured swimmer may be sent home early from the competition. In such cases, it shall be at club expense.
- 6.4. OSC 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.

- 6.5. Communication with parents, whether they are at home or on location, regarding swimmer illness or injury during team travel events is the responsibility of the OSC coaching staff and chaperone.

7 Liability and Insurance Coverage

- 7.1. 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.
- 7.2. Out of Province Events: Swim Alberta shall be notified when OSC participates in out of province activities. Separate insurance forms shall be filled out and sent into Swim Alberta.
- 7.3. Coverage: All OSC 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 those 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.
- 7.4. Non OSC 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.
- 7.5. Travel Insurance: Neither OSC nor Swim Alberta has an insurance policy containing travel medical insurance coverage. Accordingly, prior to being allowed to participate in any OSC team travel events taking place outside of Canada, all swimmers, coaches, chaperones, and other volunteers shall at their own expense obtain travel medical insurance coverage. Satisfactory proof of travel medical insurance coverage shall be provided to OSC at least two weeks prior to the scheduled date of departure for any team travel event taking place outside of Canada.

8 Mandatory Chaperone Requirements for OSC Team Travel and Events

Chaperones shall be required for OSC team travel and events when:

- 8.1. Any of the participating OSC team members are under 18 years of age.
- 8.2. The group of participating OSC swimmers is greater than 5 participants.
- 8.3. Travel away is more than one day and involves an overnight stay.
- 8.4. The gender of all the participants is not the same as the attending coach.
- 8.5. 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.)

9 Chaperone to Swimmer Ratio

- 9.1. Independent of the overall ratio of swimmers to chaperones, OSC will strive to ensure that during any travel event that the swimmer to chaperone ratio does not exceed 10:1. Exceptions may be considered in certain circumstances.
- 9.2. If the group is mixed gender there should be 2 chaperones, one female, and one male.
- 9.3. 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.
- 9.4. 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.
- 9.5. 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.

10 Chaperone Candidates

- 10.1. Chaperone candidates shall be OSC members in good standing.
- 10.2. Chaperones shall not have any sanctions from the sporting community.
- 10.3. Chaperones should preferably be parents of swimmers attending the travel function.
- 10.4. Chaperones shall be at least 25 years of age.
- 10.5. Chaperones shall have a current to the season police and vulnerable sector background check in accordance with Swim Alberta policies.
- 10.6. Chaperones shall have an acceptable driver's abstract (if asked) if required to drive participants in a rental vehicle.
- 10.7. OSC Chaperone candidates must take the chaperone course. Exceptions may be considered on a case-by-case basis.
- 10.8. Chaperones will be selected as per the OSC Chaperone Selection process.

11 Chaperone Selection Process

- 11.1. Except in extraordinary or emergency situations, no person is eligible to Chaperone at a Team Travel or other event unless:
 - The candidate Chaperone has met all the Mandatory Chaperone Requirements in section 8; and
 - Completed and submitted to the General Manager the OSC Chaperone Application Form.

- 11.2. The Head Coach or their designate shall choose which Chaperones are selected for every event at which Chaperones are required.
- 11.3. When selecting Chaperones, the Head Coach shall follow the OSC Team Travel and Chaperone Policy, and shall consider:
- The views of the General Manager and other coaches who will attend the event.
 - The requirement to provide swimmers and coaches on Team Travel events with minimal distraction and the ability to focus on the event.
 - Balance between more experienced Chaperones and the need to provide experience to new Chaperones.
- 11.4. When selecting Chaperones, the Head Coach shall be guided by the following:

Number of Chaperones	Event Length	Chaperones
1	Any length	The Chaperone should be experienced, with at least 3 prior events.
2	Any length	<ul style="list-style-type: none"> ● One Chaperone should be designated the Head Chaperone and should have at least 3 prior events. ● The second Chaperone should have at least 1 prior event.
3	Up to 2 Days	<ul style="list-style-type: none"> ● One Chaperone should be designated the Head Chaperone and should have at least 3 prior events. ● The second and third Chaperones do not require any experience.
3	More than 2 Days	<ul style="list-style-type: none"> ● One Chaperone should be designated the Head Chaperone and should have at least 3 prior events. ● The second Chaperone should have at least 1 prior event. ● The third Chaperone does not require any experience.
4 or more	Any length	One Chaperone should be designated the Head Chaperone and should have at least 3 prior events

12 Chaperone Conduct:

- 12.1 Chaperones shall travel with the team to and from the event destination and Edmonton unless prior arrangements have been approved.
- 12.2 Chaperones shall reside in separate hotel rooms from athletes, including their own children, unless prior approval from OSC staff has been given.
- 12.3 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.
- 12.4 Chaperones shall not officiate nor work nor volunteer at the meet in any capacity other than as an OSC chaperone.
- 12.5 Non-chaperoning spouses, other adults and non-participating children shall not stay in the same hotel room with the chaperone.
- 12.6 Chaperones shall not use tobacco in the presence of swimmers during team travel events or activities.
- 12.7 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.
- 12.8 Chaperones shall not consume alcohol at any time during OSC team travel events or activities.
- 12.9 Chaperones shall not consume, nor possess illicit drugs, narcotics, banned performance enhancing drugs substances nor methods at any time during team travel events.

OSC Chaperone Application Form

Name:			
Phone:		Cell Phone:	
Email:			

All parents who are interested in chaperoning OSC swimmers shall fill out this application form and return it to the OSC 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 Olympian Swim Club,
(Name – please print)

I verify that I

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

Applicant Signature	
Date:	

For OSC Office Use:

<i>Chaperone course - taken</i>	YES	NO		<i>Code of conduct agreement - signed</i>	YES	NO
<i>Police background check - received</i>	YES	NO		<i>Copy of driver's license - received</i>	YES	NO
<i>Vulnerable sector check - received</i>	YES	NO		<i>Copy of driver's abstract - received</i>	YES	NO

Candidate has been approved for OSC chaperone opportunities: YES NO

Signature of Chaperone Selection Committee Chair: