

# Chaperone Policy



**Approved by the Board of Directors**

**Calgary Patriots Swim Club**

Last Updated: May 12, 2026

Reviewed For: 2026–2027 Season

Board Approved: May 12, 2026

Reviewed By: R. Thompson, M. Lee, S. Bolitho

Next Review Date: Annually, or as required due to updates to Swim Alberta policies

## **1. Purpose**

The Calgary Patriots Swim Club (the “Club”) Chaperone Policy establishes a clear and consistent understanding of chaperone requirements and responsibilities.

This policy outlines:

- The purpose and duties of chaperones,
- The eligibility and qualification requirements for serving as a chaperone, and
- The Club’s responsibilities in ensuring proper oversight, training, and compliance.

## **2. Purpose of a Chaperone**

The Club is committed to safeguarding the welfare and well-being of its swimmers. Chaperones play an essential role in fulfilling this commitment by ensuring swimmer safety, supervision, and support during Travel Meets as defined in [the Calgary Patriots Swim Club Travel Policy](#).

### Primary Responsibilities

Chaperones are responsible for:

- Supervision and Safety
  - Providing supervision of swimmers throughout the trip, ensuring adherence to team rules, schedules, and behavioural expectations.
  - Monitoring swimmers at all times, including in hotels, during meals, and while travelling between venues.
- Emergency Management
  - Responding promptly and effectively to emergencies or unexpected situations, including injuries, illnesses, or safety concerns.
  - Ensuring swimmers remain safe and supported in all travel and accommodation environments.
- Behavioural Leadership
  - Promoting respectful, responsible, and sportsmanlike behaviour consistent with the [Swim Alberta Code of Conduct and Ethics](#).
  - Upholding team discipline and serving as positive role models for athletes.
- Logistical Coordination
  - Assisting with transportation, meals, and event schedules to ensure swimmers are punctual and organized.
  - Supporting coaches in managing logistics throughout the trip.
- Emotional and Practical Support
  - Encouraging swimmers to maintain focus, confidence, and team spirit during competition and downtime.

### **3. Chaperone Eligibility Requirements**

To qualify as a Chaperone, individuals must meet all of the following criteria:

- Membership and Age
  - Be a parent or legal guardian of a swimmer attending the Travel Meet.
  - Be a minimum of twenty-five (25) years of age.
  - Be a registered member of the Club in good standing.
- Driver's License
  - Ideally possess a valid driver's license to assist with transportation if required.
- Screening Requirements
  - In accordance with [Swim Alberta's Screening Policy](#), all Chaperones must complete Level 1 Screening as detailed in the Screening Requirements Matrix (Appendix A).
  - Screening includes an Enhanced Police Information Check (E-PIC) and Vulnerable Sector Check (VSC), with renewals and re-screening conducted as prescribed.
  - Individuals convicted of, or receiving an absolute or conditional discharge for, offences involving violence, sexual misconduct, fraud, assault, or similar conduct are ineligible to serve as a Chaperone.
  - The Club retains the right to deny, suspend, or revoke eligibility where such action is deemed in the best interests of the Club or its members.
- Training Requirements
  - Must have successfully completed the Safe Sport Training online module, with proof of completion filed with the Club; or
  - Completed the NCCP "Making Ethical Decisions" course and submitted their NCCP number for verification before departure.

### **4. Club Responsibilities**

In accordance with [Swim Alberta's Athlete and Minor Protection Policy](#), the Club shall ensure that:

- Compliance Verification
  - All appointed Chaperones meet the eligibility and screening requirements outlined in Section 3 of this policy.
  - Documentation of compliance is maintained in Club records.
- Supervision Ratios
  - A minimum of one (1) screened Chaperone per fifteen (15) swimmers is maintained at all times during Travel Meets.
  - For mixed-gender teams, supervision shall include at least one screened Chaperone or coach of each gender.
- Expense Reimbursement
  - Approved Club-related expenses incurred by Chaperones in the performance of their duties will be reimbursed upon submission of receipts to the Team Administrator for review and processing.
- Pre-Travel Orientation

- Prior to each Travel Meet, the Head Coach or designate will convene a mandatory Chaperone Meeting to review:
  - Roles and responsibilities,
  - Behavioural expectations,
  - Emergency protocols, and
  - Logistical arrangements as outlined in the Club's [Chaperoning Procedure](#).
- Attendance is mandatory for all appointed Chaperones as a condition of participation.

## **5. Governance and Enforcement**

- The Club reserves the right to amend or revoke this Policy as necessary to align with Swim Alberta regulations and Safe Sport best practices.
- Non-compliance with this Policy or any related Club or Swim Alberta policy may result in disciplinary action, including removal from duty or ineligibility for future appointments.