

Calgary Patriots Swim Club

Chaperoning Procedure

The Chaperones will endeavour to:

Before the trip:

- Obtain the meet binder from the Office Manager, which includes a copy of the medical records and emergency contacts for each swimmer as well as meet information, coaches attending, rooming list, meal plan.
- Obtain a copy of the media contacts from the Board of Directors;
- Update, as needed, the media contact list supplied to the Head Chaperone, and make a note of any recommended changes/updates that are needed;
- Meet with the Head Coach prior to the event to establish parameters;
- Be at the point of departure early and do a head count to ensure all swimmers are fully accounted for. This also applies when the Club goes anywhere as a group during the trip;
- Check with the Head Coach as to what time the team needs to wake up, eat, be at the pool, goes to sleep (curfew), etc;
- Check with the Head Coach as to what are acceptable activities between swim sessions: homework; rest; or go to a movie/bowling; shopping, etc;
- A phone contact list of all chaperones and the coaches shall be provided to each chaperone.

Loading:

- Introduce yourself as being a chaperone to swimmers, coaches and parents.
- Chaperones may be required to disperse personal medication to swimmers if requested by parents in writing.
- Selection of age appropriate movies is left to the discretion of coaches and chaperones. Many swimmers will bring movies to be watched on the bus.
- A chaperone bag that contains a first aid kit and other supplies is also provided to the chaperone.
- Chaperones are encouraged to wear their Patriots nametag and a team shirt.
- Stops (if any), and the travel route should be arranged by the coach with the driver.
- **Chaperones must check that all passengers are on board before leaving stop areas.**
- Assistance will be given where necessary in planning, ordering, and paying for food.
- Obtain a phone number from the bus driver so that he may be contacted to arrange pick-up and drop-off times during the meet.

Arrival at Destination:

- Upon arrival at hotel the chaperone(s) will coordinate check-in. Room designation will have been decided prior to arrival by Office Manager. In general, squads should be grouped in similar sections of the hotel. Chaperones will be assigned rooms/squads that they are responsible for. Ideally, assignments will ensure that a chaperone is responsible for the squad that their child is in, but this may not always be possible.
- Make sure that the swimmers understand that they must adhere to curfews. Discipline will be enforced immediately.
- Chaperones need to remember that they are expressly available to assist the Head / Acting Head Coach, and to meet the needs of the swimmers at all times.

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During the trip:

- Be responsible for the safety and well-being of the swimmers in conjunction with the Head Coach;
- Be responsible for the behaviour of the swimmers during the times they are not under the control of the coaching staff;
- Be aware where all of the swimmers are at all times and monitor their behaviour so that damage to property or inconvenience to other people (i.e., other hotel guests, at the pool) does not happen. Report any incidents likely to bring discredit to the team, provincial association, or country to the Head Coach immediately, and submit a written report to the Board within three (3) days upon arrival back to Calgary;
- Enforce Code of Conduct, Disciplinary Policies and any other regulations as outlined in the Calgary Patriots Swim Club Policy Manuals, and in any other policies in force by the hosts;
- Report to the Head Coach any sickness or injury immediately. Identify any possible medical attention needed by checking the appropriate player information;
- Be prepared at any time of day or night to be able to accompany swimmers to a medical facility in case of accidents. This responsibility means that the Chaperones will refrain from drinking alcohol during the entire trip so they will always be capable to drive to a medical facility;
- Be aware that drinking by athletes under the age of majority will not be tolerated. Failure to observe this rule will result in the swimmer(s) being sent home by the most expeditious method and their parents will be responsible for the cost of that transportation;
- Be prepared to shuttle swimmers back and forth without the coach(es), as the coach(es) may be involved in other meet sessions;
- Co-ordinate and schedule all team activities in cooperation with the Head Coach;
- Take the swimmers to a grocery store so that they may stock up on food at the start of the trip, and as needed;
- Assist with the functioning of the team as a whole;
- Be ready to handle cash for younger swimmers, as their parents may not wish them to keep all of their cash in one place in case it gets lost. Swimmers are responsible for their own food during trips;
- Offer to keep valuables for the swimmers when they are at the pool;
- If you are paying for snacks, etc., keep your receipts and the Club will reimburse you for your expenses by applying them as a credit to your travel account or by cheque, depending on amount. Please note that due to weather conditions we have had teams in the past who were a day late returning to Calgary. The Chaperone should be in a position to pay for extra food and accommodation.
- Will ensure that all movies will be blocked as well as long-distance phone calls at the hotel in all the athletes' rooms where you are staying. Swimmers wishing to rent a movie must pre-pay at the front desk.
- Chaperones will indicate their rooms with a decal provided by the Club Administrator.
- Indicate to athletes that they are responsible for picking up all personal items, disposing of garbage in their hotel rooms, and do a check of all rooms and have the appropriate players clean any mess left behind;
- Should a significant injuries be sustained by any athlete, coaches, or fellow chaperones during the trip, a written report must be submitted to the Head Coach and to the Board;

During Meets:

- One or more chaperones should be easily accessible to coaches during the meet to assist with emergencies or concerns that may arise.

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- If a child is sick, the child stays in the chaperone's hotel room. A doctor should be consulted if it is deemed necessary by coaches and chaperones and in consultation with parents.
- Although swimmers are in the coach's charge on deck during the meet, the chaperones need to be available to supervise swimmers in areas other than the deck.
- Where swimmers are required to purchase a meal during the day, chaperones will assist in locating suitable facilities for the food and, if necessary, accompany and assist the younger swimmers.
- Expect swimmers to keep the pool deck tidy. This is their responsibility as ambassadors for the Calgary Patriots.
- A final check of the Patriot's deck area and locker rooms should be made by the chaperone before leaving the pool at the end of each swim day.
- Possessions left behind that are not labelled may be turned in to the Club Administrator and an email will be sent to members in an attempt to return possessions.

Hotel Rules for Swimmers:

- Make sure the swimmers understand movies in their rooms will be blocked so the Club does not incur additional costs, unless agreed to by swimmers parents, the Head Chaperone and the Head Coach.
- Swimmers are not allowed to wander around the hotel or use the elevators indiscriminately.
- Phoning between rooms should be kept to a minimum.
- Long distance calls can be made by prepaid calling card only.
- Leaving the hotel premises is **STRICTLY FORBIDDEN**, unless permission is obtained from the Head Coach or Chaperone. If permission is granted, the Head Coach or Chaperone must record which swimmers are leaving the premises, where they are planning to go, and when they are planning to return.
- If a situation arises when it is necessary for a chaperone to talk to a swimmer in private, always have another chaperone present.
- Depending on when you are required to check out of the hotel you may need to ask permission to keep one room to store baggage.
- Swimmers are expected to keep their rooms in reasonable condition. If possible check all rooms prior to checkout with swimmers present.

At the end of the trip:

- The expected arrival time will be phoned ahead by the Head Chaperone to either the Club Administrator, or an appointed executive member. An email will then be sent to out to club members 2-3 hours in advance of the expected arrival time;
- Swimmers should be asked to look around them for personal belongings and collect garbage 15 – 20 minutes prior to final stop. A complete check of the bus will be made upon arrival, as belongings may be left behind;
- If a swimmer's parents are late have the swimmer call home. If a cell phone is not available to use there is a phone at Glenmore Pool and Stu Peppard Arena (next to Glenmore Pool);
- Will not leave for your home at the end of the trip until you have ensured that all swimmers have been picked up and are not left stranded without a ride home;
- If a half hour has passed after arrival, inform the club president of the situation, and take the swimmer home with you. Keep calling until contact has been made with the parent.
- Please make note any items from the chaperone bag that need to be replaced.
- Will supply feedback, absentees, problems to the Office Manager upon return
- Return the swimmer information (Chaperone binder) to the Office Manager;

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- Submit a written report to the Board of any misbehaviours/incidents of any athlete (as stated above), coaches, or fellow chaperones following the event (Incident report forms will be contained in the meet binder);
- Submit a written report on the event to which they have just attended with comments, recommendations that would improve future trips. The intent of the report is to identify what worked, what didn't and why, what could be improved next time. The report should be submitted to the Club Administrator and the Board within five (5) of returning to Calgary.
- Fill out an Expense Form of any expenses accrued by Chaperones and forward to the Club President within three (3) days of returning to Calgary from the event. Any cell phone expenses must be submitted within one (1) month of the meet.

Travel on Planes

- The Head Coach will inform the swimmers as to what the expected dress code is for the trip. Greet swimmers at the airline check-in counter at a pre-determined time.
- Swimmers and coaches can check in as they arrive.
- Ask them to make sure they have their luggage labelled with a home address.
- They should take their swim bag, with swim items, on board as hand baggage.
- Remind swimmers of the carry-on luggage rules: no liquids over 100 ml, all liquids and gels must be in a zip lock bag that is presented separately from carry-on, no sharp objects
- If there are late arrivals the Head Chaperone will wait for the swimmer(s) until it is time to go through security.
- At this time, if the swimmer(s) has not arrived, advise the ticket desk and proceed through security.

International Travel

- Travel documents for all swimmers should be collected prior to departure day. The documents will be held by the Chaperone.
- Parents or Guardians of swimmers under the age of consent will be required to submit a completed "Letter of Consent to Travel Internationally" prior to departure day. A form letter will be provided by the club.

When you arrive at your flight destination

- Gather together for baggage claim and wait together for transport.
- Either the coach or chaperone can collect the rented vehicle or arrange taxis'.
- Chaperones are required to have a valid driver's license so that they may drive.

If in doubt as to what a Chaperone should do in a specific instance, check with other Chaperones and/or the Head Coach/Squad Coaches, or ask yourself what you would want someone else to do if it was your child involved in the incident. Act on your best instincts. You were chosen to be a Chaperone because the Club has faith in your decision-making.

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