



CHAPERONE POLICY

Policy Approver: SRAYS Board of Directors

Approval Date: January 14, 2026

Revisions:

Section Name:	Dated Update:	Updated By:	Comments

POLICY STATEMENT AND OBJECTIVES

The Strathcona County Swim Club SilverRays 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. This policy outlines the role, responsibilities, and expectations of individuals volunteering to Chaperone an event held outside of the normal operating conditions of the Strathcona County SilverRays (SRAYS) (e.g., away swim meets).

1 DEFINITIONS

1.1 Chaperone

A SRAYS representative present at a Club Sponsored Event for purposes of maintaining order or propriety at an activity of participants, where most of the participants are minors and their respective parents are not in attendance.

1.2 Lead Chaperone

Leader of the Chaperones when there is more than one Chaperone at an event.

1.3 Events

Swim meets, swim camps, training sessions, or other such environments where participants will likely be involved in some form of swim activity.

1.4 Head Coach

Person assigned the role of Head Coach by SRAYS. When the Head Coach is not able to attend the event, the Head Coach or President of SRAYS will appoint an alternate SRAYS coach to act as the Head Coach.

1.5 Participants

Any member and/or swimmer of SRAYS who is taking part in the event and most, if not all, are minors.



2 RESPONSIBILITIES

2.1.1 Chaperone

- The SRAYS Registrar will register the Chaperones with Swim Alberta prior to the Event, in order to be covered by Swim Alberta insurance and provide a copy to the SRAYS Executive Board of Directors.
- Chaperones are required to abide by the SRAYS Code of Conduct and Ethics Policy, SRAYS Social Media Use Policy and all other applicable policies while fulfilling their Chaperone duties:
- Chaperones will escort the participants while traveling to and from an event. SRAYS coaches shall be responsible for all SRAYS swimmers on deck at the competition site during the swim meet sessions.
- Under no circumstance shall the Chaperone consume any alcoholic beverage, illegal or legalized substances, from the time that the initial travel starts with the participants until when the travel is completed and the participants are returned to their parents.
- Chaperones will complete head counts for all participants, and coaches at the start of any travel to an event. Any time that the participants might be separated during the journey to or from an event, a head count will be done to ensure that all participants are properly accounted for.
- Chaperones will be accessible to the swimmers when necessary.
- Chaperones will maintain indirect supervision and be accessible but not interfere with the swimmers or coaches during the competition.
- Chaperones will not be permitted to officiate at the meet as officiating duties will interfere with the chaperoning duties.
- Chaperones will arrange for food as needed and as agreed to by Participants.
- Coaches and Chaperones shall submit a SRAYS expense reimbursement form with all receipts attached to the SRAYS treasurer within 14 business days of the end of the trip unless alternate arrangements have been agreed upon.

2.2 Lead Chaperone

- Work with the Head Coach, SRAYS Board of Directors President and/or the Team Manager to ensure that all Medical Forms are retained by the Chaperone.
- Ensure that the Medical Forms and any other printouts or electronic files showing personal data on the Participants are destroyed and properly disposed of once the event is over and all Participants have returned safely to their parents or legal guardians.
- Maintain a master list of all Participants in attendance including the name, room number, and phone number of the hotel where the Participant is staying.
- Ensure that all Chaperones are familiar with any medical conditions and food allergies/restrictions of all the Participants.
- Oversee and coordinate other Chaperones attending the event.



3 ELIGIBILITY

- Must have a valid driver's license.
- Must be 20 years of age or older but not acting as part of the SRAYS coaching staff.
- Will have reviewed and will adhere to the terms and conditions of all SRAYS Policies.
- Must have a current (within 2 years) clear criminal background check (Police Information Check with Vulnerable Sector Verification - PIC-VSV). A copy of said check needs to be submitted to the SRAYS Board prior to commencement of Chaperone duties.

4 GENERAL GUIDELINES

- The Chaperone ratio will generally be one (1) Chaperone for every ten (10) participants. However, the SRAYS Board, Head Coach and/or the Director of Competition reserve the right to alter the ratio depending on the age of participants attending the Event. In no case shall the ratio ever exceed 1:15.
- If only one Chaperone is attending the event, that person will also be the Lead Chaperone.
- All Chaperones are prohibited from consuming, possessing or distributing any alcohol, cannabis or other drug (legal or otherwise) whilst performing their duties for the duration of the Chaperoned event. The disbursement of any legal pharmaceuticals or prescriptions must have prior parental approval.
- The Chaperone is responsible to ensure they possess, in advance, all appropriate documentation, insurance and valid government documentation (passport, proper class driver's license) to be able to properly act as a Chaperone.
- Coaches and Chaperones shall reside in separate hotel rooms from the swimmers.

5 REFERENCES

- Applicable policies can include SRAYS Safe Sporting Environment Policy, SRAYS Equity, Inclusion & Universal Access Policy; SRAYS Discipline, Complaints and Dispute Resolution Policy, SRAYS Confidentiality Policy, SRAYS Return to Swim Policy and any other policy the SRAYS Board deems appropriate.