



Chaperone Travel Policy

Condensed Chaperone Duties and Responsibilities

Definition of a Chaperone:

- Must be a parent of one of the team members selected to attend an event.
- The chaperone is there to support the athletes and coach(es).
- The Chaperone for the Mako's must be male for the boys team and female for the girls team unless special approval is given by the board.
- One chaperone per team

Duties:

Before the trip:

- Obtain a copy of the athletes information forms, team roster and schedule prior to the event and keep it with you at all times during the trip.
- Meet with the coach(es) prior to the event to establish parameters. (in the event of two or more teams attending the same event, see above)
- Attend any team meetings that may be arranged prior to the trip.
- Each team chaperone will depart and return with their team, unless special approval by the Board is given prior to departure.
- Be at the point of departure early and do a headcount



to ensure your team is fully accounted for. This also applies when the team goes anywhere as a group during the trip.

- Check with the coaches as to what time the team needs to wake up, eat, be at the pool, and curfew.
- Check with the coach as to what is acceptable activities between games, (homework, rest, or go to a movie/bowling, shopping, etc).
- Check with the coach whether any meal preparation will be required during the trip.

During the trip:

- Be responsible for the safety and well-being of the players in conjunction with the team coach.
- Be responsible for the behavior of the players during the times they are not under the control of the coaching staff.
- Be aware of the whereabouts of all of your players at all times and monitor their behavior so that damage to property or inconvenience to other people (ie other hotel guests, at the pool) does not become a problem.
- Report any incidents likely to bring discredit to the team, provincial association or country to the coach immediately and submit a written report to the Board within 3 days upon arrival back to Calgary.
- Report to the 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 players to a medical facility in case of accidents.
- **Refrain from drinking alcohol** during the entire trip The Club regards a chaperone drinking as setting a poor



example for the athletes.

- Be aware that drinking and the use of illegal drugs by team athletes will not be tolerated. Failure to observe this rule will result in the player(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 the team back and forth without the coach, as he/she may be playing in other games or coaching other teams

- Be ready to handle cash for younger players, as their parents may not wish them to keep all of their cash in one place in case it gets lost.

- Players are responsible for their own food during trips.

- Assist the players to make good food choices that'll enhance their performance during the tournament. (ie. DON'T load up on sugar or high fat food)

- The chaperone should be in a position to lend players extra food money during extenuating situations.

- Offer to keep valuables for the team members when they are in the pool

- 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. Players wishing to rent a movie must pre-pay at the front desk and must be rated age appropriate. Players wishing to call home may use the hotel lobby phones. This is to ensure that no extra costs are incurred by the Club.

- Indicate to athletes that they are responsible for picking up all personal items and disposing of garbage at the pool and in their hotel rooms.



- Check all areas the team has utilized including their hotel rooms and have the appropriate players clean any mess left behind.
- At the end of the stay to check for any damage or items left behind.

End of the trip:

- Ensure all players have been picked up at the end of the trip before going home themselves. Supply a list of players that attended the event with the hotel room numbers listed to the club bookkeeper/travel coordinator within 3 days of your return.
- Return the player information sheets (binder) to team manager
- Submit a report to the Board of any misbehaviors of any athlete (as stated above), coaches or fellow chaperones following the event.

If in doubt as to what a chaperone should do in a specific instance, check with other chaperones and/or 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 as a chaperone because the Club has faith in your decision-making.



Review Date and Approval Date

This policy is to be reviewed annually either by the Board or a committee assigned for such purpose. Changes should be recommended and presented to the Board for approval.

Approval Date: April 1, 2019

Review Date:
