

## **CHAPERONE ROLE & RESPONSIBILITIES**

The Head Coach or Travel Coordinator will issue a written request to the membership for chaperones for the upcoming travel opportunity. The Head Coach with input from the Board of Directors will select the chaperone for the team travel competition or training camp.

The approximate ratio of chaperones to divers is 1 to 10.

### **QUALIFICATIONS**

A chaperone must;

1. Be a parent or guardian of a SDC diver
2. Complete Criminal and Vulnerable Sector back ground check, minimum 3 weeks prior to departure.
3. Have a valid drivers license.
4. Be of age to rent a rental vehicle.
5. Be willing to transport divers during the competition/ training camp in the rental vehicle.
6. Under no circumstance, will the chaperone consume any alcoholic beverages while chaperoning.
7. Under no circumstance, will the chaperone use other recreational drugs while chaperoning.
8. Not use tobacco in the presence of the divers.
9. Not leave the athletes unattended.
10. Not enter an athletes room unless for unforeseen or extenuating circumstances.

### **PRIOR TO DEPARTURE:**

1. Coordinate with Travel Coordinator and Head Coach.
2. Collect coach contact information (email/ cell)
3. Review complete list of athletes and coach(es) attending.
4. Confirm that travel and hotel arrangements are in place and payment is complete or arranged.
5. Collect travel forms from coach (or Parents of divers attending).
  - Appropriate travel waiver must be completed prior to departure.
6. Be aware of any health issues, medication etc. that affect each athlete and administer medication according to parents' instructions included on the travel waivers..
7. In consultation with the coach, organize sleeping arrangements if the divers are staying in a hotel and distribute one key per room, retaining the duplicate.
8. Review any issues or potential issues with coach prior to departure.
9. If meals are to be prepared at the hotel, arrange for healthy food and plan meals.

### **IN TRANSIT & AT COMPETITION:**

1. The chaperone will;
  - i. Know the athletes names, ages, parents name and numbers, medical information, allergies, special nutrition requirements and other pertinent concerns and safeguard the plane tickets, keys, valuables and money. If a diver is required to take medication during the trip, the chaperone will discuss the instructions with the parents prior to departure.
  - ii. Be responsible to the coach and ensure the safety and wellbeing of the divers. The chaperone will supervise the divers when they are not in the care of the coach and will be polite, courteous and helpful to the divers.
  - iii. Ensure the divers are accounted for at all times.
  - iv. Ensure vehicles are adequately equipped with seat belts and that the divers are properly buckled.
  - v. Encourage the divers behave and act responsibly and are respectful of others.
  - vi. Be punctual.
  - vii. Maintain indirect supervision and be available, but not interfere with the divers or coaches during the competition.
  - viii. Remind divers to leave the change rooms tidy and to clean up their rest areas of any garbage.
  - ix. Arrange and/or provide meals taking into account food restrictions, allergies and nutritious choices (refer to section Nutrition). Ensure divers have nutritious snacks and water bottles.

- x. Meals should be eaten as a group if possible.
  - xi. Be accessible to the divers. If they need you for something, they will need to know where and how to find you.
  - xii. When the group is large, it is a good idea to break into smaller groups, with a chaperone for each group. Mix the divers up so they get to know their entire team.
  - xiii. Make note of what divers are wearing in case a child gets lost. Have a plan in place for this situation.
  - xiv. Arrange a meeting place in every facility; if a diver gets lost, they will know where to go.
  - xv. Responsible to let the coach know about any difficulties that may arise. An Incident requiring disciplinary action should be dealt with immediately by the coach (with input from the Board of Directors when required). Chaperones must adhere to the same guidelines as outlined for athlete behaviour (refer to section, "Athlete Behaviour At Competitions/Training Camps"). Chaperones who do not meet the requirements or display inappropriate behaviour are subject to disciplinary action pursuant to the Code of Conduct.
  - xvi. Be on call 24 hours a day
2. Remind athletes to wear team attire for travel and award presentations.
  3. When asked, be the banker for any of the athletes traveling. (Ask that their money be kept in a marked Ziploc bag).
  4. Ask hotel reception to lock phones and to block access to the "adult" TV channels in each hotel room.
  5. Check curfew time with coach to ensure kids are in rooms.
  6. Purchase groceries when necessary.
  7. Ensure that every athlete is eating and hydrating themselves during the competition. Have snacks available at the pool for the athletes. Remind all athletes to have a water bottle on hand.
  8. Make healthy meal arrangements (cooking or restaurant reservations) for the evenings, following the nutrition section of the Travel Policy.
  9. Encourage the divers to phone home after the day's events!
  10. Upon checkout, and once the divers have left their rooms, recheck all the rooms for lost articles.
  11. Check out of the hotel and pay the bill, if not done previously by Travel Coordinator.
  12. The chaperone is responsible for taking any sick or injured athlete to the doctor or hospital if that athlete does not have a parent attending the meet. While absent, the chaperone should ensure that his/her duties are being carried out by another adult.
  13. The chaperone may not smoke within view of the athletes and may not consume alcohol at any time during the trip.

**POST COMPETITION:**

1. Submit receipts with an expense claim form to treasurer, within 3 weeks of competition.
2. Return Travel Forms/ Waivers to Travel Coordinator, within 1 weeks of competition.
3. Complete meet report and submit to Head Coach and SDC President within 1 week of competition. Items to be covered;
  - i. Brief Summary of trip
  - ii. Feedback on Car Rental
  - iii. Feedback on Accommodations
  - iv. Summary of Issues/ Conflicts
  - v. Recommendations/ Feedback and General Information for future travel.