



Chaperone Guide September 12, 2023

Selection Process

The Head Coach in consultation with the travel committee will lead the selection process in accordance with Swim Ontario and Swimming Canada Guidelines.

Qualifications

Expected qualifications will be outlined in an expression of interest letter to guardians of participating athletes i.e. class of driver's licence, certifications, personal suitability.

All chaperones will be provided with a detailed list of responsibilities for the before, during and after phases of the travel/training event.

A chaperone does not have to be a parent/guardian of a Bolts swimmer, however, they must have a Vulnerable Sector Security Check completed prior to being designated as a Chaperone

Roles and Responsibilities of Chaperones

ANTICIPATED CHAPERONE RESPONSIBILITIES PRIOR TO TRAVEL/TRAINING

- Share contact details (email and phone) with other chaperones and coaches to ensure quick and easy communications.
- Meet with the lead coach and/or a member of the travel committee to establish responsibilities and carry out any planning required.
 - general logistics
 - Hotel/shuttle/travel contacts
 - Ensure accommodations have adequate supports for athletes
 - items to be purchased prior to travel
 - acquire and pack any food for travel days
 - Catering arrangements (take into consideration all allergies and dietary concerns)
 - Food ready upon arrival at accommodation/event
 - Refrigeration capacity and kitchen access
 - Meal schedule and location(s)
 - Schedule for homework/available area for homework at hotel
 - Organise health forms and be aware of all allergies, asthma or medical concerns that may require treatment through the course of the meet (confidential)
 - Review administration of any medications
- Health Forms will be available to chaperones that will also include swimmers' OHIP numbers and emergency contacts.



- Respect all privacy and confidentiality around issues/information provided regarding swimmers.
- Generate a “check in” or “sign up” list for swimmers as they arrive prior to departures.
- procure a first aid kit, and ensure that the kit is stocked properly.

ANTICIPATED CHAPERONE RESPONSIBILITIES DURING TRAVEL/TRAINING

- Act under the direction of the Lead Coach until the swimmers have been returned to parents/guardians
 - One chaperone will act as Lead chaperone and be the liaison with the Lead Coach. This streamlines communication and decision making, and ensures the chaperone team are all acting on the same information.
- Chaperones are responsible for the athletes at all times including all excursions. The only exception occurs when the swimmers are on deck at which time they are the coach's responsibility. This is the only 'flexible' time available to chaperones – dependent on other duties.
- Check that all swimmers have fully applied sunscreen PRIOR to leaving the accommodation (even on days where there is no sun) for all outdoor excursions.
- Each chaperone should have with them at all times a copy of every swimmer's health form.
 - If a parent of a young swimmer has requested that the chaperone be in charge of medication, please ensure that medication is well marked and properly stored.
 - When an athlete is ill, the lead chaperone should notify the lead coach and contact parent and/or guardian as soon as possible.
 - If not already requested by a parent, medication should only be dispensed after direct contact with a parent, and the swimmer should administer the medication themselves when appropriate. Preferably, when medication is dispensed, a second chaperone should be present or at least notified.
 - If it becomes necessary to provide some medical attention to a swimmer, please provide a written detail that clearly states the following:
 - Swimmer's name
 - Date/Time
 - Nature of the Injury/Medical Attention
 - Detail of Attention Provided and by Whom
 - Follow-up Required



- A chaperone will stay with a swimmer who is unwell or requires supervision.
- Supervise all meals and/or preparation (meals ordered, catered to, eating out, grocery shopping if self-prepared) for the athletes
 - It is important that chaperones are early to meal times to:
 - Serve meals where necessary
 - Ensure swimmers are all present (room list check)
 - Ensure tables are cleared (swimmers do this)
- Ensure swimmers are aware of the daily schedule and post the daily itinerary on their door so that swimmers know what is expected of them.
- Ensure all swimmers are ready, and use the “check in” or “sign up” list before all departures.
- At night and during afternoon rest periods, chaperones are on duty to ensure that the coaches routine is being followed and that rooms are quiet and that lights out time is being respected (it is expected that when they are not at the pool, they are back at their accommodation eating or resting).
- Communicate homework schedules to athletes and ensure active participation. If they have no work, they may read quietly.
- Advise the lead chaperone/coach of warnings given to swimmers for poor behaviour and of any breach of Code of Conduct by the swimmer.
- The lead Chaperone will be responsible for staying on budget, tracking expenses, keeping receipts to be able to provide the lead coach with a full accounting following the travel meet.

CHAPERONE RESPONSIBILITIES AFTER TRAVEL/TRAINING

- Chaperones should be encouraged to share their experience and compare notes after the travel meet. Formal or informal submission through oral or written communications should be submitted to the travel committee, such as
 - What worked well – share successes and tips, repeats and progress
 - What can be improved – missed opportunities and betterment of processes
 - What should be avoided for future – omit and avoid pitfalls, learned from experiences
- Chaperones in charge of the first aid kit should return it to the office, and inform the travel committee of any items that need to be replenished.
- Lead Chaperone submits receipts for all activities, accommodations, and travel.