



**Policy Name:** Chaperone Policy  
**Policy Number:** NCSA-004-06.17.2024  
**Policy Approver:** NCSA Board of Directors  
**Approval Date:** June 17, 2024

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## **POLICY STATEMENT AND OBJECTIVES**

This policy is intended to outline the role, responsibilities and expectations of individuals volunteering to chaperone an Event held outside of the normal operating conditions of the Nose Creek Swim Association (NCSA ) (e.g. away swim meets).

### **1 DEFINITIONS**

#### **1.1 Chaperone**

An NCSA 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**

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 NCSA. When the Head Coach is not able to attend the event, the Head Coach or President of NCSA will appoint an alternate NCSA coach to act as the Head Coach.

#### **1.5 Participants**

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

### **2 RESPONSIBILITIES**

#### **2.1 Chaperone**

- The Head Coach 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 NCSA Executive Board of Directors.

- Chaperones are required to abide by the NCSA Code of Ethics and Conduct Policy NCSA-009 and all applicable policies while fulfilling their chaperone duties.
- Chaperones will ensure the safety and well-being of the participants while traveling to and from an event. To that end, the use of any and all hand-held equipment (including cell phones and GPS) by the driver is prohibited, unless the vehicle is out of traffic, at a complete stop, and in "Park".
- Being a chaperone is a 24 hour a day responsibility. 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, chaperones 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 available to the swimmers and provide guidance when necessary.
- Chaperones will maintain indirect supervision and be available, but not interfere with the swimmers or coaches during the competition.
- Chaperones will not be permitted to officiate at a meet if it will interfere with the chaperoning duties.
- Chaperones will purchase, prepare and/or serve food on behalf of and to the Participants.
- Chaperones will not enter the room of the Participants except when the room is vacant or in the company of another adult.
- Chaperones are to familiarize themselves with the Chaperone Procedures document.

## **2.2 Lead Chaperone**

In addition to all of the chaperone responsibilities, the Lead Chaperone will have the following responsibilities:

- Work with the Head Coach, NCSA Board of Directors President and/or the Team Manager to ensure that all Medical Forms are retained in the chaperone binder.
- 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.
- As per the Medical Forms, safeguard and administer and/or direct the administration of medication through the Chaperones.
- In consultation with the Head Coach, deal with deliberate disobedience through the NCSA Complaint Procedure & Disciplinary Policy NCSA-001 and Code of Ethics and Conduct Policy NCSA-009.

### 3 ELIGIBILITY

- Must have a valid driver's license.
- Must be nineteen (19) years of age or older, a member of NCSA, but not acting as part of the NCSA coaching staff.
- Will have read and will adhere to the terms and conditions of all NCSA Policies including but not limited to this Chaperone Policy and Code of Conducts and Ethics Policy NCSA-009.
- Must have had a clear criminal background check (Police Information Check with Vulnerable Sector Verification - PIC-VSV). A copy of said check needs to be submitted to the Head Coach, President or Director of Competition prior to attending the Event.
- If the PIC-VSV should come back with a records match (i.e., a criminal record exists), and if the individual still wants to become a Chaperone, the PIC-VSV will be passed onto the Screening Committee for review (See Policy NCSA-005- NCSA – Competitive Coach Requirements/Screening Policy).

### 4 GENERAL GUIDELINES

- The Chaperone ratio will generally be one (1) chaperone for every ten (10) participants. However, the NCSA Board of Directors President, 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.
- When more than one Chaperone is required, every effort will be made to ensure an even male and female chaperone split, but this split cannot be guaranteed. The NCSA Board of Directors President, Head Coach and/or the Director of Competition will designate at least one individual to be the Lead Chaperone.
- Reasonable and customary transportation, accommodation costs and other costs (ie meals, when a part of the team meals only), for purposes of chaperoning an event and when pre-approved by the NCSA Board of Directors President, Head Coach and/or Director of Competition will be borne by NCSA.
- All chaperones are prohibited from consuming, possessing or distributing any alcohol, Cannabis or otherwise 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.
- A chaperone must be physically and mentally in good health and condition to carry out chaperone duties for the duration of the chaperoned event
- The chaperone is responsible to ensure they possess, in advance, all appropriate documentation, insurance and valid government documentation (passport, proper class drivers license) to be able to properly act as a chaperone.