



CHAPERONING FOR THE CANADIAN DOLPHIN SWIM CLUB

The Head Coach, in consultation with the President, has control over the chaperone selection for all away meets as well as rooming arrangements for the swimmers.

Chaperones will be assigned as the number of traveling swimmers warrants. Chaperoning provides parents with an opportunity to assist the team, get to know the other swimmers on the team and to better understand swim meet procedures and events. CDSC provides chaperones with transportation and lodging. It is an important job that must be undertaken by CDSC parents. The chaperone's primary job is to be responsible for each member of his/her group of swimmers. If you are interested, contact the Head Coach.

Chaperone Guidelines

At each out of town swim meet that the swim team travels and stays overnight at a hotel, the club requires a team of one to three chaperones. ***Chaperones must have a Vulnerable Sector Security Check completed.***

Chaperones will be provided with a list of all swimmers participating, including swimmers' Health Card Numbers (in strictest confidence), medications (if any, including type, frequency and dosage) and known allergies. Additionally, parents' names and telephone numbers where they can be reached during the day and evening and emergency medical information and known allergies will be provided to the chaperones.

The Coach is responsible for the swimmers on the Pool Deck during the Swim Meet and turns the responsibility over to the chaperone for all other times. The chaperone works with the Coach and honours the coaches' requests for off-deck behaviour. Remember that you are acting as a parent to all our swimmers at the meet, and all swimmers need compassion and guidance to perform at their best.

Chaperone Responsibilities

General:

- in consultation with the Head Coach, work out travel, rooming, eating and travel logistics.
- (if required) arrive one day early to help with the team arrival or to stay one day extra to ensure everyone returns home safely.
- obtain and hold medical releases, profile forms, passports, airline tickets, code of conduct agreements, contingency funds, rooming list etc.
- Under no circumstances consume any alcoholic beverages while chaperoning an out of town meet.
- Be polite, courteous and helpful to the swimmers.
- Do not officiate at a meet.
- **The chaperones' swimmer(s) shall not stay with the chaperones in their room, but will be deemed to be team travelling with the other swimmers.**

Travel:

- travel with the club and you may be required to pick up/drop off/drive a Club rental vehicle. To rent a vehicle, the chaperone must be over 25 years of age and carry a major credit card, as well as carry car rental insurance coverage through ICBC, credit card, or similar. The chaperone will receive reimbursement for the rental expense upon return.
- pick up and deliver swimmers to the designated departure/arrival locations as requested by the Coach.
- Take regular attendance before the bus or vehicle gets underway or assign someone on the bus to make sure that this has been done.
- When the bus/van/car is offloaded, check the vehicle for trash or forgotten items.
- Ensure the safety and well-being of the swimmers while traveling to and from a swim meet.

Meals:

- organize meal locations, including confirming hotel kitchen facilities and equipment*.
- Be aware of the food budget for the trip and remain within the budget.
- Note any swimmer's allergies, food sensitivities (eg dairy) and restrictions (eg vegetarianism), and be aware of any foods that may affect their performance – too spicy, etc.
- In order to cut down on swimmer costs and ensure that the swimmers are getting enough rest, it is suggested that **the chaperones prepare food at meal times for all swimmers as much as possible**. The club has some food preparation equipment to take along on "away meets".
- Be aware of the meet session time outs and when the swimmers will be returning to the hotel for their meals, and have meals ready as soon as possible after they return. Consult with the Coach to establish if any swimmers will be staying late at the pool over lunch time (for example, for overflow or distance events), and in such cases, prepare sandwiches or other portable meals for those swimmers to eat at the pool.
- Prepare plentiful healthy snacks for the swimmers to take to the pool for heats and for finals, either in coolers or made available to the swimmers and packed by them individually.

- Remind the swimmers to fill their water bottles before leaving for the pool. Drinks such as Gatorade usually are not provided by the chaperones, but left to the swimmers to purchase on their own.

**swimmers are required to bring and to wash their own dishes (bowl, plate and cup) and cutlery (fork, spoon and knife).*

Hotel:

- Coordinate with the hotel to ensure that long distance and pay per view facilities are disconnected in the swimmers' rooms.
- ensure that swimmers are resting when they are not swimming (between heats and finals, and in the evenings).
- be aware of swimmers at all times (i.e. their whereabouts and return times and ensuring that they are in groups of two or three). Ensure that each swimmer has the chaperones' hotel name, room numbers, and cell phone numbers.
- monitor swimmers when they are in their rooms and enforce bedtime curfews (as per Coaches' instructions) – curfew room checks and lights out room checks shall be carried out by the chaperones every evening.
- be the first one awake in the morning and the last one in bed at night.
- Prior to checkout, perform a check of each swimmer's room for damage and forgotten items.
- Remind swimmers to make sure to turn off their cell phones while sleeping as to not interfere with the sleep of others in the room (all cell phones must be turned off at lights out time). As well if the swimmers have games, etc. these should be turned off or in another room as soon as lights out happens. Sitting in front of either a computer or phone before going to sleep sometimes affects their ability to fall asleep, so most of these electronic devices should be off about 30 – 40 minute prior to lights out.

Discipline:

- observe the code of conduct and ensure the swimmers behave and act responsibly and are respectful of others.
- on disciplinary matters, consult with the coaching staff and upon direction from Head Coach, carry out any reasonable action deemed necessary.
- act as witness if Head Coach is required to take disciplinary action.

Sick or Injured swimmers:

- Medical attention shall be sought for sick or injured swimmers as required.
- **Sick swimmers who are unable to compete shall be isolated from the competing swimmers. In such cases a sick or injured swimmer requiring observation for medical purposes, will sleep in a separate bed in the room of a same gender**

chaperone if the CDSC coaching staff deem it necessary. In such cases, all reasonable attempts will be made to notify the swimmer's parents.

- In exceptional or extreme cases, a sick or injured swimmer may be sent home early from the competition. In such cases, it will be at the swimmer's expense.
- CDSC does not require chaperones to administer medication of any kind whether it be over the counter or prescription medication. In agreeing to administer medication, the chaperone shall personally assume all risks.
- Communication with parents, whether they are present or at home, in regards to swimmer illness or injury during team travel events, is the responsibility of the CDSC coaching staff and/or chaperone.

Parent Responsibilities/Guidelines (not chaperoning)

The purpose of these guidelines is to foster and develop independence in our swimmers so they learn to be responsible for themselves.

- parents must respect and accept that the team stays together at all times on away travel. This includes at the pool, during competition, at mealtimes and at hotels (during overnight trips)
- the team eats together, swimmers do not eat meals with their parents. Parents may be offered the opportunity to eat with the team (at discretion of coach and chaperone)
- the team travels together to and from all **overnight** swim meets. The swimmers are not permitted to travel separately from the team unless the coach feels that extenuating circumstances dictate otherwise. Please do not have the swimmers ask if they are able to go with someone for lunch or dinner unless it has been arranged prior to the meet. When swimmers come in at different times following a meal, it may disrupt the swimmers' roommates who may be resting. Remember that swimmers are there to compete and do their best – it is not a holiday; sometimes, the coach will plan some extracurricular activities before or after the meet when it does not interfere with the competition.
- parents are asked to identify homework or other schoolwork that needs to be completed at away meets and the chaperones will assist in creating a homework environment to meet this need.

Chaperone Meal Ideas

Breakfast

Pancakes, french toast, sausages, cereal, toast, fruits, yogurt, fruit salad, bagels, croissants, jams, honey (do not use peanut or other nut butters if ANY swimmers are allergic).

Lunch/Dinner

Pasta with or without sauce/cheese, cold cuts/tuna sandwiches, salad, cut up vegetables with dip, fruit, rice and meat dishes. Get to know what swimmers want on their sandwiches/pasta

etc, and understand that some are not comfortable with certain sauces, so where possible, sauce should be served separately. For sandwiches, have the ingredients there but let them put on the sandwich what they want unless they have already told you. That way, less food is wasted if they will not eat it if there is something that does not agree with their stomach or they are not used to it.

It is important that swimmers get a lot of fruits and vegetables during competitions. They tend to eat fruit salad and cut-up fruits and veggies rather than just an apple or an orange. It is a little more work but it is worth it and you know they have eaten! Non-fruit desserts are not appropriate during competition and if served at all, should be reserved for the return trip.

Away meets are strenuous for the swimmers, coaches and chaperones. It is important to not waste time in restaurants, waiting for food to be ordered and served.

Snacks

Healthy snacks are important for the often long days spent by the swimmers at the pool. Examples are bagels, crackers, cut up fruit and vegetables (with or without dip), sandwiches.