



## **Chaperone Guidelines/Expectations**

1. The Southern California Swimming Board of Directors will select a head chaperone, and any other Chaperones needed for the trip to accommodate the amount of athletes and their genders. Chaperones should report daily to the head chaperone (not coach) for assignments and responsibilities and are to assist the coaches with any of their needs.
2. There should be at least one male and one female coach or chaperone on the trip, in accordance with the gender of the athletes (i.e. female athlete, need a female coach, or chaperone, on trip). Coaches and chaperones need to ensure that swimmers are not left alone with adults unsupervised or unaccounted for behind closed doors.
3. As a requirement for team travel, all swimmers and their parents must sign the Code of Conduct annually. These documents are to be given to the Head Coach. All swimmers are expected to adhere to the Code of Conduct while traveling.
4. Chaperones must set the example of positive sportsmanship and behavior. Chaperones need to represent themselves in a professional manner at all times. Chaperones must abstain from any alcohol and drugs at all times. Tobacco may not be used in the presence of athletes. Chaperones must be available and accessible for the coach at all times in the event of an emergency.
5. Chaperones will be assigned a group of swimmers, and at all times must know where the swimmers are and what they are doing. The curfew (generally 10pm) must be maintained at all times.
  - a. Chaperones are responsible for the athletes that are traveling with the team. Swimmers are not permitted to leave with anyone unless it is their parent, and the head chaperone is informed prior to departure. Any non-parent relative or friend must have written permission from the swimmer's parent before being allowed to leave with a non-parent. The head chaperone has the discretion to alter this policy in the case of an emergency or hardship. Chaperones need to emphasize mutual represent the best from the athletes, both for their own safety and because they are representing Southern California Swimming, their own club and USA Swimming.
  - b. Chaperones must report any Code of Conduct violation to the Head Chaperone.
6. Chaperoning means monitoring activities and stepping in when the lines of unacceptability are being approached.
7. Curfews will be established for each night on the team travel – in their own rooms time and lights-out time. At lights-out time, all lights, TVs, and other electronic equipment must be turned off. Talking is not permitted. Cell phones should be set on silent or alarm mode

only so as not to disturb teammates who are rooming with you. Any complaint of disturbance during the night by a cell phone will result in the removal of cell phone privileges for the offending swimmer. Nightly room checks shall be completed by a two-team set of Chaperones. This check also includes a lights-out room check.

8. Chaperone assignments, whenever possible, will be made so that chaperones will be able to see their children swim, but chaperones must accept the fact that this may not always be possible.

9. Swimmers should be responsible for their own money. Chaperones may hold money poolside, for safety reasons, but chaperones are not to be used as a “personal banker” or money manager keeping track of how money is spent. That is the swimmer’s responsibility.

10. Chaperones are responsible for managing meals, making sure that there is adequate access to food and water. And, for providing access to healthy food as determined by coach and head chaperone.

a. It is the swimmer’s responsibility, in advance of the trip, to let the head chaperone know of any dietary restrictions or allergies. Every effort will be made to accommodate special needs, but the primary responsibility lies with the athlete/parent to make arrangements prior to leaving (i.e. if the swimmer needs a certain recovery drink, they will need to bring it themselves, or a powder to mix with water, etc.)

b. Chaperones will make sure that, at minimum, jugs of water, and a cooler (if it is warm) is available in the tent. Athletes should bring at least one non-disposable water bottle for their personal use during the meet.

11. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.

12. Chaperones must maintain a clean hotel area. At checkout, check rooms for anything left behind and for cleanliness and no damage. If any is noted, it must be reported in writing immediately to the Head Coach.

13. Chaperones must have completed and passed the USA Swimming background check and the APT requirement as part of Athlete Protection Policy and MAAPP 2.0, by USA Swimming, prior to departing for the event.

**By signing below, I understand and accept the responsibilities of chaperoning for Southern California Swimming (SCS).**

Chaperone Name (Printed)

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Chaperone Signature

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Date

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Head Coach Name (Printed)

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Head Coach Signature

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Date

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