



FRASER VALLEY WATER POLO CLUB

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Name:	Chaperone Policy	Date Approved:	APPROVED
Authority:	Board of Directors	Date Revised:	22 October 2021

19:0 CHAPERONE POLICY

Responsibilities of a Chaperone:

- Ensure the safety, well-being and proper care of all travelling FVWPC players, including but not exclusive to the specific team for which they are chaperoning.
- The Chaperone must treat all athletes the same and must not spend more time with their own child than the rest of the travellers.

Duties Prior to Travel:

- The chaperone works with the team coaches to create the overall schedule for the weekend. (meals, study time, meeting times, travel to and from games, the hotel, and airport, etc.)
- The chaperone sources options for places to eat and buys groceries, and - upon coach approval - makes any necessary reservations in advance. NOTE: If the schedule is tight, it's often easier to send a pre-order to restaurants or, schedule a delivery in advance.
- Within the week prior to leaving on the trip, the chaperone is required to send a letter to the team families outlining all important information pertaining to the trip. (see Sample Letter below)
- The chaperone works with the team manager on whatever communications are necessary for the team.

During Travel:

- Ensure the players behave in a responsible, respectful manner during the times they are not under the control of the team coach(es).
- Assist the team coaches as necessary in facilitating good behaviour at all times.
- The Chaperone sets the meeting time at the airport and ensures that all team members are accounted for before going through security and once at the gate.
- At the destination, the chaperone is required to put their rental vehicle and their team coach's vehicle on their personal credit card for reimbursement upon return. FVWPC has an account with Enterprise Car Rental which includes adequate insurance, so chaperones do not need to worry about personal liability.
- The Chaperone is responsible for ensuring that all athletes have water and healthy snacks available to them.



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- Typically, the group will stop at a grocery store upon arrival and each athlete purchases their own items. The chaperone supervises the shopping and ensures that healthy, snack foods are purchased. Often athletes who are rooming together will pool
- During the trip, the chaperone is responsible to maintain the schedule and arrange meeting times for the group and ensures that everyone stays together during team times. The chaperone provides the team with a daily itinerary and communicates any schedule changes that may arise throughout the day.

At the Hotel:

- The Chaperone is required to provide their personal credit card to the Hotel for potential incidental charges. NOTE: There should be no incidental charges incurred. Chaperones and team coaches must clearly define the rules to the athletes to avoid any such charges. In the event of incidental charges the Chaperone will be reimbursed.
- The rooming list is prepared by the coaches in advance and is provided to the Chaperones on the day of travel. The Chaperones ensure that athletes get settled in their proper rooms.
- The Chaperone enforces the curfew as set by the coaches. This process involves the collection of all athlete phones, which are to be kept and charged by the chaperones using the charging hubs provided by the club. Before turning in for the night, chaperones should check to ensure that lights are out, and no sound is coming from the athletes' rooms.
- Chaperones ensure that all athletes wake up on time and it's common practice to provide a "wake up knock" in the morning. Once all are awake, the chaperone ensures that the team is on schedule and ready to head to breakfast together.
- During down time at the hotel, chaperones should always have their door propped open to keep an eye and ear on things.
- If a Chaperone needs to enter one of the athlete hotel rooms, all players must move out of the room and into the hall before one chaperone goes in. One chaperone stays with the players while the other goes into the room.
- If a Chaperone is required to enter one of the athlete hotel rooms, but it's not possible for all athletes to move into the hall, then one chaperone stands at the door with it open, while the other goes in.
- In the unfortunate event that disciplinary action is required, the chaperone and team coach will determine what action or actions need to be taken. The chaperone will also detail in writing for the board exactly what transpired to require disciplinary action.



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At the Pool:

- The Chaperones assist the coaches and athletes as necessary to allow them to focus on the game or games ahead.
- Chaperones are usually asked to film the games, so the coaches can review with the players afterward. This is a crucial role as video footage is key to the coaching process. The Coaches will determine the best place to setup and will provide instructions on how they want the filming done.
- In the unfortunate event that a player is injured, the Chaperone may be asked to take the player to a medical clinic for examination.

Miscellaneous Notes:

- Athletes will, hopefully, bring their own Advil, Tylenol, eye drops, ear drops, personal hygiene items, etc., but the club will provide you with a bag of basics in the event that any of the above are needed. NOTE: In the event that you are required to pick items up for athletes, please collect money from them directly. The club does not reimburse for such items.
- The club budgets for chaperones to expense rental vehicles and gas.
- You will be provided a \$40 per day per diem for meals. Breakfast is included at the hotel. Chaperones work together and help each other as necessary during the trip.
- Whenever possible, Chaperones will share a hotel room to minimize travel costs.



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Sample Chaperone Letter

Hello Everyone,

This letter includes everything you need to know about the logistics of our upcoming trip to *[insert trip info here]*. It will be a very exciting weekend, but also the time to put our game faces on. Fraser Valley Water Polo is a competitive club in the NCL, so these trips are business first.

We are very happy to be the chaperones and look forward to helping Fraser Valley achieve its objective.

If your athlete has any dietary needs, restrictions, or allergies, please contact us directly before the trip. Our contact information is listed at the end of this letter.

FLIGHT DETAILS:

Departing Flight: *[Insert Departing Flight Details Here]*

Please be at the *[insert Airline]* check in counter no later than *[insert time]* so that we can check in and make our way to the security gate.

Parents, you can leave any time after your athlete has checked in with us.

Returning Flight: *[Insert Return details here]*

Please make sure to bring your passport/identification and e-ticket. There is no baggage allowance but passengers can bring a carry-on and a lightly packed swim bag at no charge. This should meet the requirements as laid out by the airline so make sure not to stuff it. Please do not plan on checking in any baggage, as this could cause an unnecessary delay upon arrival.

Athletes should be wearing their Fraser Valley team jackets on both flights. Please make sure that they bring their Valley swimsuit(s), nail clippers, and clothing appropriate for the weather in *[insert travel city here]*.

HOTEL DETAILS:

[Insert hotel name, address, phone number, etc...]

OTHER DETAILS:

The food schedule will be strict as the coaches want all athletes at their best. Healthy options are expected to be chosen.

We will be eating lunches and dinners out at restaurants, but the hotel provides a full breakfast every morning. Athletes should bring at least \$50 on average per day with them for food.

We will be going to the grocery store to get snacks for after games and at "snack times." They can also bring protein bars or other healthy snacks from home if they wish.

Please make sure your athlete has a refillable water bottle.



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Finally, please have a chat about appropriate conduct while on this trip. There is a “no electronics after curfew” rule. Chaperones will collect all athletes’ electronic devices at curfew. The devices will be charged overnight and returned to the players in the morning. We feel that this is one of the ways that we are able to encourage them to focus on the primary reason for this trip. We strongly caution against any attempts to circumvent this measure, for example, by bringing a second electronic device.

The athletes’ only focus should be on the games they will be playing. They need to free their mind from distractions, get as much sleep as possible, and eat and drink healthily.

The schedule is below:

[Insert game schedule below]

Please feel free to contact us at any time before or during the trip. Text is the best option, as we won’t always be able to answer the phone. Our contact information is below.

We are very excited to be chaperoning your athlete and look forward to an amazing trip! Go Valley Go!

Cheers,

Chaperone #1

[insert name and contact info]

Chaperone #2

[insert name and contact info]