



## **DRAGON BOAT CANADA**

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# CHAPERONE POLICY

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### **Our commitment**

Dragon Boat Canada is committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

We are committed to providing the best possible support for chaperones and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture, in fostering cooperation and team spirit.

### **Use of Chaperones**

DRAGON BOAT CANADA (DBC) may appoint and use chaperones for events hosted by DBC, tours and away trips when any of the athletes involved are under 18 years of age.

Chaperones will be appointed for all away trips that include at least one overnight stay.

### **Scope**

This policy applies to anyone, whether in a paid or voluntary capacity, who is appointed as a chaperone for DBC. This policy will continue to apply to a person even after they have stopped their association or employment with DBC if disciplinary action, related to their role as chaperone, has commenced.

### **General Requirements**

Chaperones must be over the age of 24

The minimum required ratio of athletes to chaperones is a minimum of 8:1

There must be chaperones of each gender

Chaperones will be responsible only for minor athletes of the same gender

Duties of the Chaperone are end to end, starting at the time of departure from Canada and ending upon return

Chaperones must be available to assist with athletes at all times during the trip



Chaperones will be required to have Supporter Accreditation in order to have access to athlete areas

Chaperones must maintain confidentiality at all times and complete a confidentiality agreement

No form of abuse, e.g. mental, physical, verbal on the part of chaperones or athletes will be tolerated.

Final approval of Chaperones lies with the Program Director(s)

## **Responsibilities**

The role of the Chaperone is to support, supervise and assist with Junior athletes. It is not the role of the Chaperone to act as Program Manager or to assist with management duties.

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by the DBC, and the Program Director, Coach or Manager, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

The chaperone will be expected to be familiar with all relevant DBC Policies and Procedures, including Travel Guidelines and Code of Conduct.

## **Expectations**

The needs of the team will take precedence over the needs of an individual

A chaperone accompanying a team or group of athletes will be expected to:

- work cooperatively with team officials, including Program Directors, Coaches and Managers;
- behave in a responsible manner;
- follow the Rule of Two, which states that there must be two chaperones or coaches with an athlete, particularly a minor, when in a potentially vulnerable situation. One of the chaperones or coaches must be of the same gender as the athlete;
- not consume any alcoholic beverages or smoke while on active chaperone duty;
- enforce the rules and report any infraction of the DBC's Code of Conduct or other policies;
- make sure other relevant club policies are adhered to, for example travel;
- handle any emergencies with common sense and according to our codes and guidelines;
- help supervise travel schedules and travel logistics;



- ensure the competition schedule is followed; for example, curfews, meal times, training sessions;
- make sure athletes have any clothing or equipment they need for competition or training, for example, the right uniform and relevant accreditations;
- if appropriate, organize and prepare any “in house” meals and supervise athlete involvement in meal preparation and clear up;
- accompany an injured or ill athlete who needs medical attention;
- safeguard the athletes’ tickets, keys, valuables and money when appropriate;
- maintain a contact list of key people, such as managers, coaches, parents, emergency.

## **Selection criteria**

Any person being considered for appointment to the role of Chaperone must:

- be over the age of 24
- have completed a Criminal and Vulnerable Sector Check;
- be a current member of DBC in good standing;
- possess a current driver’s license;
- provide a brief written overview of any relevant experience;
- have a current first aid certificate;
- provide details for two referees who can attest to the applicant’s suitability to the role.

## **Accommodation**

Chaperones must stay in the same accommodation as the athletes

Chaperones should stay on the same floor as the athletes for whom they are responsible.

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

A chaperone may share a room with their child or ward. Chaperones may not share a room with any child for whom they are not legal guardian.

## **Remuneration and reimbursement**

Chaperones are appointed on a voluntary or paid basis, depending on the circumstances.

A chaperone may be required to pay upfront for things like groceries, accommodation or gas. In this case, all receipts must be retained for reimbursement upon return.



If a chaperone uses a personal vehicle, mileage costs will be reimbursed based on current DBC rates. An accurate log of the journey must be kept.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts, to DBC (director@dragonboat.ca). Expense forms must be submitted within 30 days of the expense in order to be reimbursed.

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I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of Dragon Boat Canada.

Signature: