



# EDMONTON ROWING CLUB

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## Junior Athlete Chaperone Policy

<b>Policy Title</b>	<b>Junior Athlete Chaperone Policy</b>
<b>Effective date</b>	<b>July 20, 2020</b>
<b>Date last reviewed</b>	<b>August 18, 2018</b>
<b>Scheduled review date</b>	<b>April 1, 2023</b>
<b>Replaces and/or amends</b>	<b>ERC Chaperone Roles and Responsibilities</b>
<b>Approved by and date</b>	<b>ERC Board July 20, 2020</b>
<b>Appendix(-ces) to this policy</b>	<b>Appendix A – Junior Athlete Chaperone Policy Acknowledgement</b>

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## Purpose

1. The purpose of this policy is to outline the roles and responsibilities of adult chaperones who support the Junior athletes and the Junior team coach(es) during travel and while attending regattas or other events away from the ERC home location.

## Application

2. This policy applies to Junior team athletes, adult volunteers, ERC Coaches, and the ERC Club Manager.

## Policy Statement

3. Chaperones play a critical role in ensuring that junior athletes have a safe and rewarding experience when travelling with the ERC to regattas, training camps, or other events.
4. In most cases, parents or guardians of participating athletes volunteer as chaperones. However, any adult over the age of 21 may be approved as a chaperone.
5. At all away events, 1 chaperone is required for every 4 athletes.
6. Generally, males and females will have separate chaperones, however exceptions may be made when there are odd numbers of males/females or when there is a mixed group of 4 athletes or fewer.

## Definitions

7. For the purpose of this policy, a chaperone is a positive adult role model who has passed a background check and supervises Junior athletes throughout regattas, travel, and all associated activities.

## Responsibilities

8. The ERC Executive will approve chaperones.
9. Potential chaperones will provide the ERC Executive with an appropriate background check, as outlined in the ERC Screening Policy.
10. The cost-sharing of chaperone expenses (travel, accommodation, meals and transportation) is to be arranged in advance with the parents of participating athletes. The ERC does not cover travel expenses for athletes or chaperones; athletes travelling with chaperones must contribute to chaperoning expenses associated. Chaperoning expenses may include mileage, car rental/gas, airfare if required, accommodation and per diem expenses for food.
11. Chaperones will report any incidents to the coach and Club Manager and complete incident reports as required. Chaperones will respect confidentiality and privacy in regard to any incidents that occur while chaperoning.
12. For every membership year, chaperones will sign the Chaperone Travel Agreement Form and hand it in to the Club Manager.

13. The Coach is responsible for all athletes while at the regatta or training site and turns the responsibility over to the chaperones at all other times (including travel, meals, overnight, down time).
14. Athletes are required to respect Coach and chaperone requests for behaviour, including curfew.
15. Athletes are responsible for checking in with the Coach upon arrival at the regatta or training site and must check out with the Coach when leaving the site for any reason.

## References

16. This policy is read in conjunction with the ERC Code of Conduct, ERC Safe Sport Policy, ERC Screening Policy, and Chaperone Travel Agreement.

## Questions

17. Questions about this policy should be directed to the Club Manager, Junior Coach and/or the Full-Time Programs Director.

## Chaperone Roles and Responsibilities

18. Ensure the safety of all athletes in their group throughout the duration of a regatta.
19. Encourage all athletes to be part of the team.
20. Enforce zero tolerance for negative behaviours toward other team members, other athletes, parents, officials. This includes excluding anyone from group activities, harassment, abusive language, abusive behaviour or discrimination.
21. Address any safety, behaviour or misconduct concerns in cooperation with the Coach.
22. Communicate with the Coach, athletes and parent committee before, during and after the regatta as needed. Communication may include in person interactions, phone/text or email communication.
23. Follow the “Rule of Two” as outlined in the ERC Safe Sport Policy.
24. Do not use foul or abusive language or allow it from the athletes or coach(es).
25. Attend the pre-regatta meeting with coach, athletes and all parents of youth.
26. Travel with the team and/or provide transportation. Any chaperones driving vehicles must have valid class 5 driver's license, and insurance. Chaperones ensure that anyone in the vehicle adheres to all safety laws. The chaperone will safely pull over and stop driving if anyone in the vehicle is not adhering to safety laws or instructions.
27. Ensure that athletes travelling with the chaperone(s) stay at the arranged team accommodation.
28. Ensure that youth are not driving themselves or others to a regatta.
29. Arrange transportation for athletes to/from their accommodations to the regatta sites, and other locations as required at prescribed times.

30. Arrange visits to grocery stores, restaurants, or other venues where the athletes can purchase their own meals.
31. Be aware of where athletes are when not at the regatta site.
32. Supervise athletes at the accommodation location. Ensure athletes are following curfews and are prepared to depart their rooms at appropriate times. Athletes may only socialize with their team in public spaces, not in other athletes' rooms. Only the athletes staying in the room can enter the room.
33. Hold medical, personal contact and emergency contact information for all athletes in their group.
34. Email a brief post-regatta report to the coach and Club Manager (indicating what went well, any incidents, recommendations).
35. Act as an ambassador for the ERC.
36. Refrain from using illegal drugs, cannabis products, and alcohol.

## Appendix A

### Edmonton Rowing Club Junior Athlete Chaperone Policy Acknowledgment

For the membership Year April 1, 202\_ – March 31, 202\_

I have read and understand the Edmonton Rowing Club Junior Athlete Chaperone Policy and agree to conduct myself in a manner that demonstrates the Standards established.

As an Edmonton Rowing Club Junior Athlete chaperone, I pledge to adhere to this Junior Athlete Chaperone Policy.

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Name

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Date

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Signature

