



# Fort Collins Area Swim Team

*World Class Character through Excellence in Swimming*

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## FAST Chaperones

On FAST travel meets, the chaperone is a critical component to the success and safety of FAST's swimmers. Chaperones will provide assistance throughout the day, each and every day of the meet. Every possible effort will be made to ensure that chaperones have the opportunity to watch their swimmer compete in their races.

As there are significant expectations of the chaperone, FAST will cover a portion of the chaperone's travel expenses. The remainder of this document outlines the chaperone duties, the chaperone selection process, and the chaperone compensation details.

**Duration of Duties:** Assuming air travel is required, the chaperone's duties will begin at FAST's home airport and end when the team safely returns back to the home airport. If no air travel is required, the chaperone's duties will begin on the day assigned by the head coach and finish when notified by the coach.

**Consumption of Alcohol or Drugs:** As a chaperone, you will have the responsibility to transport swimmers to and from the pool and hotel multiple times throughout the day. In addition, you may encounter situations where you are responsible for a swimmer's health and wellbeing during their stay at the team hotel or the pool. While performing your duties, your assistance may be required with no advance notice at any hour of the day. Therefore a chaperone shall not consume any alcoholic beverage, recreational drug or medications that could impair their judgment. This restriction shall begin 8 hours prior to the trip and end either when the team arrives back to their home airport or in the case of ground travel when the head coach officially notifies the chaperone their duties have been completed.

### **Prior to the trip, the chaperone must:**

- Complete the USA Swimming safety training and background check. FAST will pay for this training directly or reimburse the potential chaperon.
- Communicate any driving infractions including all DUIs, DWIs or injury accidents to the head coach prior to applying for the chaperone position.
- Immediately update the head coach on any changes to their driving record prior to the trip.

## **During the trip, the Chaperone is expected to perform the following:**

### **Assist swimmers and coaches during air travel:**

- Chaperones are expected to ensure all swimmers are accounted for at airports and are at their departure gates well before the boarding time.
- The chaperone will travel with the team to assure there are no delays or other issues that would prevent them from arriving at the destination at the same time as the swim team. If exceptions for outbound or return travel are desired by the chaperone, approval must be granted by the head coach. If the chaperone's logistics present too much risk to the safe and punctual travel of the team, the potential chaperone may be replaced by another candidate.

### **Driving of swimmers:**

- Several times a day the chaperone may be asked to transport swimmers in a rental Car, SUV or Minivan between the pool and the team hotel. This is done to provide the swimmers with the opportunity to rest and enable them to have their meals at reasonable times if possible. At outdoor meets with high temperatures, swimmers are often transported during long breaks to cooler locations such as the team hotel.
- The chaperone may be required to safely transport swimmers between the airport and the hotel via rental Car, SUV or Minivan. These trips may be three to four hours long and may occur in areas of high traffic volume.
- If only ground travel is required to attend the meet, the chaperone may or may not be asked to drive a car, SUV or minivan to transport swimmers. No travel reimbursement shall be made for ground travel to the meet by the chaperone in their personal vehicle if such travel is not officially requested by FAST.

### **During the swim meet the chaperone will:**

- Have their lodging in the team hotel.
- Coordinate, order, pickup meals (typically lunch and dinner each day).
- Keep track of individual swimmer expenses centrally billed to FAST. These typically include food orders purchased with the FAST credit card that will be added to the swimmers monthly bill upon return from the swim meet.
- Purchase drinks/snacks to keep the FAST cooler stocked as necessary.
- Be available at team hotel during evening or afternoon "rest" times and ensure all swimmers are in their assigned rooms and monitor curfew/lights out.
- Perform errands as necessary for coaches (fuel rental cars, pick up supplies, etc.)
- Be available for emergency or medical situations.

### **After the swim meet**

- Provide individual swimmer expense summaries to the FAST book keeper.
- Provide receipts for gas, supplies or other items to the FAST book keeper.

### **Chaperone Selection Process:**

Based on the number of swimmers attending a meet and the location of the meet, the FAST Head Coach will determine the number of chaperones needed at the meet. Typically, one chaperone is needed for every 10 to 12 swimmers. FAST parents of swimmers attending the meet who have completed the USA Swimming Safety Training and background check are eligible to chaperone. Requests to chaperone should be emailed to the FAST Head Coach. All requests to chaperone will be evaluated by the Head Coach and the Team Manager.

### **Chaperone Compensation:**

Chaperones will be billed for a percentage of the cost of their airfare, hotel and rental car expenses. The billing will be calculated as shown in the following table:

| <b>Expense Item</b>       | <b>% billed to Chaperone</b>                                        |
|---------------------------|---------------------------------------------------------------------|
| Airfare                   | 50% of actual                                                       |
| Lodging in the team hotel | 50% of actual                                                       |
| Rental Car                | 50% of the amount billed to the swimmer                             |
| Chaperone's food & drink  | All food and drink expenses are the responsibility of the chaperone |

Chaperones will not share rooms at the team hotel with swimmers or coaches. However at their discretion they may share a room at the team hotel with other chaperones. If two or more chaperones choose to share a room, they will be charged equal portions of an amount equal to 50% of the lodging cost. For example if two chaperones share a room, each will be billed an amount equal to 25% of the lodging cost. If the chaperone desires an upgraded room, they will be responsible for the entire cost of the upgrade.

Receipts for airline tickets and hotel accommodations must be submitted to the Team Manager no later than 30 days after the trip to be eligible for reimbursement.

| <b>Policy Revision History</b> |                    |                                      |
|--------------------------------|--------------------|--------------------------------------|
| <b><u>Revision #</u></b>       | <b><u>Date</u></b> | <b><u>Description of Changes</u></b> |
| <u>1.0</u>                     | <u>10/10/2013</u>  | <u>Initial Draft of Document</u>     |
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|                                |                    |                                      |