



CHAPERONE POLICY

September 2024

PURPOSE AND SCOPE

The purpose of the Chaperone Policy (the “Policy”) is to define when chaperones are required to travel with a Potential Volleyball Club (“PVC” or the “Club”) team, clarify expectations and duties of chaperones, should chaperones be required to travel with a PVC team outside of Yellowknife to participate in tournaments. The policy applies to all chaperones who volunteer/are selected to travel with the PVC.

CHAPERONE REQUIREMENTS

Determination of whether chaperones are required to travel with a PVC team is dependent on the age group of the team(s) travelling, as follows:

Athletes 13U

- One chaperone per athlete room is required i.e. if 12 athletes are travelling for a tournament, one chaperone will stay with three athletes; total of 4 chaperones required.
- If an athlete’s parent/guardian is not a chaperone for the team, PVC requires written permission from the athlete’s parent/guardian for the athlete to travel/room with another adult chaperone.

Athletes 14+

- One chaperone is recommended per tournament travel.
- Should only one chaperone be travelling with the team, they will not be in shared accommodations* and will have a room to themselves.
- Should more than one chaperone be travelling, chaperones will share accommodations whenever possible.
- A chaperone is **required** if no member of the travelling coaching staff is the same gender as the team that they are coaching.

**When possible, chaperone(s) for 14+ athletes will be in a separate room not shared with athletes. PVC requires written permission from any athletes to share a room with a chaperone, unless the chaperone is their parent.*

Team chaperones must be of the same gender as the athletes that they are travelling/sharing accommodations with and must be 25 years of age or older. The selection of team chaperone(s) is at the discretion of the coaching staff.

Once chaperone(s) have been selected:

- They will be required to provide to the Club (via the coaching staff), a clear Vulnerable Sector Check (VSC) and Criminal Record Check (CRC) prior to travelling with the team. VSC’s and CRC’s must be dated within 6 months of the tournament travel date.



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- They will be told whether they will be expected to do any driving throughout the tournament. Should that be a requirement, a recent driver's abstract (dated within 6 months of the tournament travel date), will be required to be submitted to the coaching staff.

Coaches

Coaches will be present at all tournaments, will not share accommodations with any athletes, and will assist in chaperone duties when possible.

CHAPERONE DUTIES/EXPECTATIONS

Chaperones are expected to:

- travel to the tournament and back, with the team.
- stay with the team at all times.
- travel with the team in rental vehicles.
- ensure athletes remain in groups of three or more when in public (airport, hotel, shopping mall, etc.).
- perform random room checks (athlete rooms) to ensure they are clean and free from any damage; inspect rooms at checkout.
- ensure athletes are in their assigned room at curfew (no visiting).
- collect cell phones, iPads, tablets, laptops and other electronic devices at "lights-out" time.
- return electronic devices to the players after breakfast the following morning.
- ensure athletes are awake early enough to allow for enough time to get ready, as to not delay the team's scheduled departure time(s).
- assist with any sick/injured players, which may include transporting to a first aid station or hospital.
- immediately let the coach know about any behavioral issues.
- assist with coordinating meals.
- wash uniforms as needed.
- score-keep during games as needed.
- be ball-tossers at triple ball tournaments as needed
- adhere to and apply this policy.

The consumption of alcohol/legal drugs (i.e. THC) by chaperones is strongly discouraged during tournament travel. Should a chaperone choose to consume alcohol/legal drugs, responsible consumption is the expectation as at given time a chaperone may be required to operate a vehicle/transport someone in an emergency. PVC anticipates that chaperones are demonstrating healthy behaviors in the presence of athletes. We encourage chaperones to use their discretion/distance themselves from athletes when consuming tobacco/vape products.

EXPENSES

The Club will cover:

- half of the chaperone's airline ticket (ground travel is not);
- the entire hotel room cost through third-party authorization* (room charges and tax only);



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- the entire vehicle rental cost, including insurance through third-party authorization*; and
- the chaperone's tournament entry fee (when required).

The chaperone will cover:

- half of their own airline ticket;
- rental vehicle fuel (to be reimbursed);
- their own meals.

*Should third-party authorization not be available for any given hotel or vehicle rental, chaperones may be requested to have hotel and/or vehicle rental charges, charged to their own personal credit cards, to be reimbursed by PVC. If this is the case, it will be communicated to chaperones in advance of travel. Options will be available for any chaperones that are unable to or wish not to use their personal credit cards for possible charges. Note that should a chaperone choose to not use their personal credit cards, this will not impact their opportunity to remain a chaperone.

Personal expenses incurred will be reimbursed within five business days after submission of all receipts. Reimbursable expenses include:

- rental vehicle charges and fuel; and
- hotel charges (room and tax only).

ACKNOWLEDGEMENT & AGREEMENT

Chaperone Name

Date