



Olympia
Community
Sailing

Chaperone Policies and Guidelines

Chaperone Definition:

1. All drivers to regattas are designated as parent chaperones (hereafter Chaperones).
2. Chaperones are considered designated volunteers of Supporters of Olympia Community Sailing, operating under the name Olympia Community Sailing (OCS), in order to conform to the conditions of our liability and insurance coverage. All Chaperones are under the oversight of OCS at all times between departure for regatta travel and return.

Chaperone Conduct and Expectations:

1. Chaperones will refrain from personal alcohol and drug use at all times between departure for regatta travel and return.
2. Chaperones assist the Coach(es) with responsibility for the safety, well-being, and accountability of the sailors when they are not engaged in on-water competition. All Chaperones will do their best to adhere to the guidelines provided below.
3. Chaperones will immediately bring problems with injury, illness, or behavior to the attention of the Coach(es) for resolution. Under no circumstances is a Chaperone to supply a sailor with ANY drug, including over-the-counter medication, without the prior permission of the Parent.
4. In general, primary medical insurance coverage is the responsibility of the individual. In general, liability insurance coverage while chaperones and sailors are engaged in regatta travel or regatta functions is provided by OCS.
5. Any Chaperone found not to adhere to these guidelines set by OCS and/or Parent Liaison Committee may have the privilege to Chaperone and/or attend team events revoked permanently.

Chaperone Responsibilities and Guidelines:

General Responsibilities and Guidelines

1. Chaperones will retain the same sailors in their vehicles on all legs of travel during a regatta weekend. If a change is needed, the Chaperone must coordinate with the other Chaperones.
2. Chaperones will conduct a head count of sailor occupants in their vehicle at the commencement of each leg of travel in coordination with other Chaperones.

Chaperones will not depart without the concurrence of the other Chaperones and/or Coach(es).

3. During a regatta competition, at least one Chaperone with a vehicle will be present at the venue at all times and will remain in contact with the Coach(es). This Chaperone will provide logistical assistance to the Coach(es) as necessary and be available to assist with medical/other contingencies. It is the responsibility of the Chaperones to coordinate among each other.
4. During a weekend regatta Chaperones must be present at all times between the conclusion of sailing at day's end and the commencement of sailing the following day to supervise Sailors. If you need to be absent during this period, coordinate with the other Chaperones and Coach(es).
5. Chaperones must listen to and comply with decisions regarding the team's performance, participation, organization, and all things that pertain to the Coach(es)'s general responsibilities for any given event. Chaperones must not attempt to "coach" Sailors during the event - this is the Coach(es)'s domain; events may have further rules about parent participation designated in the NOR.
**the exception being for safety concerns that a coach may or may not be aware of*
6. Chaperones must never touch any Sailor other than a "high five" or "shoulder hug" one might use while taking a team picture. Be mindful that some Sailors for various reasons may not be receptive to any contact including an encouraging "high five."
7. Chaperones will use civil language and adhere to the Code of Conduct when interacting with Coaches, other Chaperones, hosts, etc. even when not in the presence of Sailors.

Billeting

1. If the team is billeting in multiple locations Sailors will be divided by the cars and Chaperones they have been traveling with.
2. The Coach(es) may or may not stay with the Team. Since the Coach(es) is(are) paid staff of OCS ideally they are not staying with the team in a manner that has them working overtime. However, if a Coach(es) is present in a billeting situation all rules that apply to Chaperones apply to them.
3. Chaperones are not to let Sailors leave the billeting location alone or without supervision.
4. Chaperones should never be alone with a Sailor that is not their child out of the line of sight of other Chaperones and/or Sailors.

- a. Chaperones are to use the "buddy system" with Sailors (i.e. if a Sailor needs to get something from a car, one Chaperone and at least one additional Sailor would go as a unit).
5. Sailors are not allowed to sleep in rooms or spaces closed off from Chaperone supervision.
 - a. Reasonable separation between male and female sleeping quarters should be made (i.e. "girls sleep on one side of the room, boys on the other," "boys sleep in this room, girls in this room, doors open")
 - b. If possible designate one bathroom for each gender. During times with only one bathroom, designate times each gender can use the bathroom.
 - c. Reasonable separation should be made between Chaperone and Sailor sleeping areas.
6. Chaperones should confirm with Team Captains to establish and ensure enforcement of a "lights out" time at weekend regattas.
7. Head counts should be performed by Chaperones regularly.
 - a. Chaperones should perform a head count at "lights out" time.
8. Chaperones should confer with the Coach(es) and set a time for the Team to be ready to travel to the regatta venue in the morning.
9. Chaperones serve as a resource of ideas for recreational activities during non-competition times!

Discipline

1. Sailors compete under the auspices of their respective High Schools and are subject at *all times* to their respective school's policies applicable to students and athletes, including *all* policies prohibiting alcohol, tobacco, and drug use.
 - a. OCS reserves the right to inform schools of any breach of conduct.
2. Chaperones should only use calm, "PG" verbal warnings if a Sailor in their care is misbehaving in a manner that is not in violation of the Code of Conduct (i.e. being too loud, rough housing, taking a joke too far, etc.). Chaperones should use sound judgment when assessing a behavior issue.
 - a. Chaperones can use the "three strikes" method:
 - i. 1st Strike: is between the Chaperone and the Sailor(s) only. This is given after multiple verbal warnings, and no warnings will be

given after the 1st Strike. (Note: this is giving the Sailor(s) a chance to change course and have a positive resolution, which is ideal for everyone).

- ii. 2nd Strike: is when the Parent(s) and/or Coach(es) are notified. This is given after a 1st Strike.
 - iii. 3rd Strike: is when the Chaperone no longer feels they can manage the Sailor(s) and the Coach(es) and Parents of the sailor will be notified immediately. As per the Code of Conduct, said Sailor(s) may need to be picked up by their Parent(s) as soon as possible regardless of time or location.
3. If a Sailor breaches any stipulation in the Code of Conduct while in a Chaperone's care (i.e. substance abuse) the Coach(es) will be notified immediately. The Coach will require the Parents of said Sailor to immediately retrieve their Sailor regardless of time or location.
- a. Chaperone will need to assist in filling out one or more Incident Report Forms to be filed as soon as possible.
 - b. Additionally, (1) and (1.a) will be reviewed and likely enacted.

I, _____ have read and understood the Chaperone Responsibilities and Guidelines, and I agree to comply with all of its stipulations.

Parent/Chaperone Signature

Date