



Team Manager and Chaperone Policy

"Organization" refers to: SWIMMING ROCKERS CLUB

Purpose

1. Team managers and chaperones fulfill a different role than coaches but, like coaches, they are in close contact with young people. The Organization requires that any adult volunteering in close proximity to young athletes shall complete specific requirements that will help ensure the protection of the athletes.

Compliance with Policies

2. Team managers and chaperones are bound by the Organization's policies and must agree to the content, requirements, and clauses therein. Team managers and chaperones should familiarize themselves with the following policies, which have the most direct impact on their role:
 - a) *Code of Conduct and Ethics*
 - b) *Discipline and Complaints Policy*
 - c) *Confidentiality Policy*
 - d) *Screening Policy*

Submissions

3. In addition to complying with the Organization's policies, team managers and chaperones must submit the following documentation to the Organization before they will be allowed to volunteer in their role as team manager or chaperone:
 - a) Driving abstract (if the team manager or chaperone will be driving athletes)
 - b) Criminal Record Check (described in detail in the Organization's *Screening Policy*)
4. The team manager or chaperone must also be recommended by a member club or a coach from an affiliated organization or be generally known to the organization.

Discipline and Complaints

5. Any problems or concerns with team managers and chaperones shall be addressed under the Organization's *Discipline and Complaints Policy*.
6. The Organization reserves the right to remove a team manager or chaperone should the team manager or chaperone not submit the required documentation (in the Submissions section of this Policy), refuse to comply with the Organization's policies, or for any other reason as determined by the Organization's Board of Directors.