



CHAPERONES DUTIES/RESPONSIBILITIES

Upon arrival and until departure all members of a provincial team are under the authority of the Dominion Sports Chairman. When not available the Sports Chairman will delegate this authority to the Sports Secretary. For daily on-site issues relating to quarters or dining all participants including athletes, Provincial Chaperones and Coaches will report exclusively and take direction from the Head Chaperones. The following direction is provided under the authority of the Dominion Sports Chairman

1. Please read the Rules and Regulations for Athletes – a copy will be provided upon arrival. These should be thoroughly understood and adhered to. Please ensure that these are relayed to your contingent once on the ground in a group setting. Make sure you give the information and forms from your package to your head coach. If you have any questions, please speak to the Dominion Command Head Chaperones who are there to assist you.
2. All chaperones are required to live on campus for the duration of the event. Chaperones are responsible for the general behaviour and whereabouts of their athletes at all times 24/7. They must ensure that the athletes are at all required functions as outlined in the schedule of events and on time. They should remind their athletes at the track to check in often at the tent during the competition.
3. All chaperones must be present at the track during competition days and 50% of the team chaperones must be present at the track during the clinic days.

Chaperones are required to accompany their athletes at meal times. If your team has 36 athletes and 4 chaperones each chaperone should look after 9 athletes. It is easier to control 9 athletes for one chaperone than 36. If required athletes are to be advised to clean up after themselves and to ensure food is not being wasted.

4. All teams must participate in all events organized by the Local Arrangement Committee during the Championships. There is **no exception to this rule**.
5. Chaperones must pick two athletes from their team (preferably a male and female) to give a 1.5 minute talk at the closing banquet. One in English and one in French.
6. All chaperones are required to use the buddy system and are to never be alone with an athlete in a one-on-one situation.



7. Chaperones are not allowed to take athletes outside the campus ground or competition area without prior authorization from the Head Chaperones.
8. A representative from each provincial team must attend the daily Head Chaperones briefing. You are expected to arrive 5 minutes before the scheduled start time. Only one chaperone per team is expected as this is not an open meeting. If you would like your provincial representative to attend they may do so as an observer only and permission to attend must be granted by the Head Chaperones at least 30 minutes prior to the meeting. Information from the Head Chaperones meeting must be passed on to everyone on your team (Chaperones, Coaches and Athletes) **as soon as possible** after the meeting.
9. Absentees or disciplinary actions must be reported to the Head Chaperones who, if necessary, will contact the Dominion Command Sports Committee Chairman or Secretary. Report incidents as soon as possible. Disruptive behavior or failure to adhere to the rules could result in the immediate removal from the program.
10. Upon arrival chaperones are to do a check of their team assigned rooms and area for any damages - this includes individual and common rooms, bathrooms and surrounding areas. Any damages must be recorded on the damage report form distributed at registration and returned to the Head Chaperones. If not recorded it is possible that charges will be billed to your Provincial Command.
11. Prior to departure return all assigned keys and reports (including keys from your coaches) to the Dominion Command Head Chaperones.
12. Curfew is at 2300 pm every night. Athletes should be on their floor for 22:30 pm and in their rooms by 22:45 pm. Curfew must be adhered to. There are no exceptions and curfew means: lights out, doors closed, sound systems off.
13. Proper dress must be displayed at all times. Shirts must be worn at all times including in residence.
14. For medical problems a taxi will be used to get to the clinic/hospital. 911 will be used for emergencies. One chaperone of the same sex will accompany the athlete and remain with him/her until they return to the quarters. The Head Chaperones need to be notified immediately and provided an update on the athlete's condition as soon as reasonably possible. Ensure that you have the Medical Consent form in your possession and the athlete has their health card. Retain taxi receipts for reimbursement.



15. The use of, or possession of any alcoholic beverages (with the exception of planned receptions), or the use or possession of illegal drugs is prohibited. Any infraction of this rule will result in an immediate dismissal from the camp.
16. As a chaperone, you have the right and privilege to restrict any visitors, athletes or anyone in your area at any time. This includes the assigned living areas and the team area at the competition venue. As a chaperone in the residence you have the right and privilege to discipline any athlete at any time. You do not have the right to circumvent the rules as stated without the Head Chaperones prior authorization. If you have difficulties, please report to the Head Chaperones.
17. Provincial chaperones should be aware of the following occasions requiring appropriate attire: Opening Ceremony - Legion dress with medals or dressy attire for non-Legion members – team uniform is also an option; Chaperone's reception - casual attire; Coach's reception - casual attire; Closing Dinner - Legion dress with medals or dressy attire for non-Legion members.
18. Walking is the primary mode of transportation for this event. Where travel by other modes is required the LAC or Dominion Command will provide. Chaperones are not permitted to have or bring "wheels" on the facility, nor can they be rented, i.e. skateboards, roller blades, bicycles, cars, etc.
19. Individual privacy is of the utmost importance and will be respected at all times. As such behaviour which infringes on an individual's privacy is considered a major infraction with corresponding results. This includes the improper and unethical use of picture taking devices and the transmission of such images during and after the event.
20. All Legion team members are responsible for their own personal items at all times and must ensure valuables are secured. This includes (but not limited to) the quarters, at the clinics and while competing. The Legion is not responsible for lost or stolen property and reimbursement for such losses is the responsibility of each individual's personal insurance coverage.
21. Chaperones and coaches should be working together. (Cooperation)