

TRI THLON

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Chaperone Policy

Adopted by Board of Directors December 10, 2018

1. Purpose

Triathlon Manitoba requires that any adult volunteering in close proximity to young athletes shall meet specific requirements that will help ensure the protection of the athletes.

2. Practice

At least one male and one female chaperone will accompany a team of male and female athletes on any overnight trip where a majority of the athletes not accompanied by their parents. Except on an exception basis approved by the Executive Director of Triathlon Manitoba, the Manitoba Triathlon Centre Head Coach is not considered a chaperone.

3. Selection

Chaperones are chosen on a trip by trip basis.

Individuals volunteering to be a chaperone must make application to Triathlon Manitoba using the form prescribed by the Executive Director.

Chaperones are selected by the Executive Director plus one member of Triathlon Manitoba's Board of Directors who does not have a conflict selected by the Executive Director. In doing so, they may seek input from the Head Coach and others. They may also interview applicants and contact references.

4. Qualifications

Chaperones must be a full member of Triathlon Manitoba and age 25 or older.

Chaperones must submit the following documentation to Triathlon Manitoba before they will be allowed to volunteer as such:

- a) Valid Manitoba driver's licence
- b) Appropriate identification (e.g., passport for international trips)
- c) Criminal Record Check (issued within three years of the year selected to be a chaperone)
- d) Child Abuse Registry Check (issued within three years of the year selected to be a chaperone).

5. Compliance with Policies

Chaperones are bound by Triathlon Manitoba's policies and must agree to the content, requirements, and clauses therein. The applicable policies include, but are not necessarily limited to the following:

- a) *Code of Conduct and Ethics Policy*

- b) *Discipline and Complaints Policy*
- c) *Confidentiality Policy*
- d) *Screening Policy*

6. Responsibilities

Responsibilities of chaperones shall be set by the Executive Director with input from the Head Coach and others at the discretion of the Executive Director.

7. Discipline and Complaints

Any problems or concerns with chaperones shall be addressed under Triathlon Manitoba's *Discipline and Complaints Policy*.

Triathlon Manitoba reserves the right to remove a chaperone should the chaperone not submit the required documentation, decline to comply with Triathlon Manitoba's policies, or for any other reason as determined by the Executive Director.

8. Costs

Triathlon Manitoba will cover the cost of anyone selected to be a chaperone in obtaining a Criminal Record Check and a Child Abuse Registry Check. It will cover the cost of anyone selected to be a chaperone who is not a Triathlon Manitoba member obtaining a Triathlon Manitoba membership less the Triathlon Canada portion of the cost.

9. References

- a) *Code of Conduct and Ethics Policy*
- b) *Discipline and Complaints Policy*
- c) *Confidentiality Policy* (not in place as of December 10, 2018)
- d) *Screening Policy* (not in place as of December 10, 2018)

10. History

The history of Triathlon Manitoba's *Chaperone Policy* beginning May 2017 is as follows:

1. Policy approved on May 8, 2017
2. Policy revised on February 12, 2018 to allow for Criminal Record Checks and Child Abuse Registry Checks issued within three years to be used.

Policy revised on December 10, 2018 based on Sport Manitoba's October 2016 template *Team Manager and Chaperone Policy*.