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## OVERNIGHT CHAPERONE POLICY

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**Category:** Travel Programs  
**Policy Number:** 700.2

**Date Approved:** 12/15/15  
**Date Last Revised:**

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### PURPOSE

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To provide guidelines for the use of overnight chaperones and procedures that must be in place for the care of all overnight ITS youth participants.

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### POLICY

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These guidelines will help ensure that all ITS youth participants are provided with safe, comfortable environments; one that ITS staff and participant families can be confident that policies and procedures are being followed at all times and that the safety and wellbeing of everyone is of paramount importance.

This policy will provide clear expectations and defining roles of the Overnight Chaperone, steps for applying for the Overnight Chaperone position, and guidelines to ensure communication among ITS Staff, Coaches and Chaperones is consistent. This policy will also ensure that all interested participants are provided equal opportunity to apply.

#### **Promotion of the Overnight Chaperone Positions**

ITS shall make an earnest effort to inform ITS Travel Ball participant families of the need for volunteer Overnight Chaperones. Postings will be included in the ITS Rattle, on the ITS website, as well as emailed to all ITS Board Members and ITS Travel Ball Coaches. Information is to include an overview of the Overnight Chaperone Volunteer job description, game schedule, key dates, registration processes, eligibility guidelines, background check application, and projected costs.

#### **Role of the Overnight Chaperone**

Chaperones are responsible for ensuring that ITS participants are provided with a safe, comfortable environment; one that ITS staff and participant families can be confident that policies and procedures are being followed at all times and that the safety and wellbeing of everyone is of paramount importance.

Overnight Chaperones will be responsible for the supervision of ITS youth during overnight events. Each chaperone will be responsible for 3- 6 youth during the duration of the event. Each chaperone may or may not be responsible for projected costs.

#### **Role of the Coaches**

Coaches will serve as liaisons to chaperones/team parents/family to communicate all pertinent Overnight Chaperone information within a timely matter and no less than 1 month prior to the overnight event. Coaches will enforce eligibility submissions are completed within deadline.

With the support of ITS staff, coaches will manage and oversee all Overnight Chaperones to ensure that the roles and duties are carried out as defined in this policy. Any Overnight Chaperone violations will be

documented and reported by the coach and submitted to ITS staff within 24 hours of the incident. Coaches are responsible for the management of all team paperwork, identification or other documentation necessary for the participation in the overnight event.

### **Role of ITS Administrative Staff**

ITS Administrative Staff is responsible for confirming all eligibility paperwork has been received by deadline, including background checks and signed agreements. All hardcopies of Overnight Chaperone documents will be housed at the ITS office. ITS Staff will provide resources to both coaches and staff to ensure that policies and procedures are well understood and practiced at all overnight events. Should an incident or complaint arise, the Program Manager will be on call to provide assistance with any emergency concerns that may arise.

ITS shall make an earnest effort to inform ITS Travel Ball participant families of the need for volunteer Overnight Chaperones. Overnight Chaperone Information will be included in the ITS Rattle, on the ITS website, as well as emailed to all ITS Board Members and ITS Travel Ball Coaches. Information is to include an overview of the Overnight Chaperone Volunteer job description, game schedule, key dates, registration processes, eligibility guidelines, background check application, and projected costs.

### **Timeline/Deadlines**

- 2 months prior to overnight games - ITS to post Overnight Chaperone positions on ITS website, social media and email the Information Packet to board members and coaches.
- 1 month prior to overnight games - Overnight Chaperone Applications to be submitted to the ITS office. Allow 1-2 weeks to process background check.
- 2 weeks prior to overnight games - Overnight Chaperone Official Registration Deadline. It is the responsibility of each coach to submit all required roster and individual registration forms for all coaches, participants, and overnight chaperones by the Registration Deadline

### **Overnight Chaperone Eligibility**

- *Age Requirements:* All Overnight Chaperones must be at least 21 years of age.
- *Driver's License:* All Overnight Chaperones must have a valid Driver's License.
- *Background Check:* All Overnight Chaperones must have a completed and cleared background check.
- *Chaperone Agreement:* All Overnight Chaperones must have a signed and dated Overnight Chaperone Agreement on file.

### **Code of Conduct**

Inter Tribal Sports (ITS) strives to provide a positive environment for its participants. The following code of conduct has been developed to protect and promote the interests of the game, the player, the coach and the chaperone.

1. Demonstrate respect at all times. Do not indulge in conduct that would incite players or spectators against the officials, program coordinators, coaches or teams. Public criticism of officials, players, ITS staff, coaches or chaperones is unacceptable.
2. Treat all players, coaches, chaperones, officials, ITS Staff and fans with respect regardless of race, gender, creed or ability.
3. Use appropriate language. Do not use profanity or aggressive language that could set a negative example for our athletes.
4. Encourage good sportsmanship by demonstrating positive support for all players, coaches, chaperones, officials, and ITS Staff at every game.
5. Maintain open line of communication with coaches, parents and players.

6. Place the emotional and physical well-being of our youth athletes above all else.
7. Set the development of both individual and team skills for all players as a top priority.
8. Pledge to remain clean and sober at all times will in the presence of ITS youth. Provide an environment for my team that is free of drugs, tobacco, and alcohol.
9. Provide a safe playing situation for my players.
10. Respect and adhere to the policies and procedures of ITS.
11. Understand that ITS has the right to immediately remove any chaperone whose actions are detrimental to the team and/or the ITS mission. Removal will be at the expense of the individual being terminated from their volunteer chaperone role.

**Code of Conduct Agreement**

Chaperones shall acknowledge and agree to demonstrate behavior that is consistent with ITS organizational philosophy. Furthermore, chaperones shall abide by both the letter and spirit of the Code of Conduct. Failure to do so shall result in corrective disciplinary action.

**Conduct Violations**

In an effort to promote a positive experience for youth, chaperones shall respect the policies laid forth by ITS. Inappropriate behavior shall not be tolerated and will be subject to the following:

<b>Violation (1 year timeframe)</b>	<b>Penalty</b>
First Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Board to determine length of suspension on a case by case basis. Eligible to appeal and re-apply to Volunteer Chaperone position.
Second Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Eligible to appeal. 1 month or longer suspension from re-applying to Volunteer Chaperone position at the Board of Directors' discretion.
Third Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Eligible to appeal. 6 month or longer suspension from re-applying to Volunteer Chaperone position at the Board of Directors' discretion.
Forth Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Eligible to appeal. Not eligible to re-apply.

**Board of Directors Review**

A chaperone may request a review by the Board of Directors for any violation and subsequent imposed penalty. The chaperone will be expected to serve the suspension until the Board of Directors meets to review the circumstances of the situation.