



Policies and Procedures – Volunteers

Name:	Approved:	Replaced:
Chaperone Guidelines	March 2018	

CKBC Acknowledges:

- This document is intended as a guideline with some compulsory requirements for our member-clubs.
- Our sport thrives due to member-club parent/guardian involvement and volunteerism.
- Unique circumstances and limitations impact each member-club.
- We and this document are respectful and inclusive of issues of gender-identity and gender-fluidity.

General Requirements:

1. All coaches, chaperones and parent/guardians are required to agree to and sign the applicable current CKBC Codes of Conduct found here: <http://www.canoekayakbc.ca/administration/governance>
2. **All coaches, chaperones and parent/guardians are expected to conduct themselves by the requirements of their relative Codes of Conduct and these guidelines.**
3. **Current Criminal Record Checks are mandatory for all coaches, chaperones, volunteers and parent-guardians involved in member-club/CKBC programming; FREE Criminal Record Check submission is found here: <http://www.canoekayakbc.ca/administration/governance>**
4. We encourage member-clubs to offer opportunities for education in Ethics Training for working with youth.
5. Non-legal age athletes from Canoe Kayak BC member-clubs must be supervised by coaches and/or chaperones of legal age when on away-trips in the absence of parents/legal guardians.
6. The ratio of coach/chaperone to non-legal age athlete should not exceed one to six; more than six non-legal age athletes requires a second coach/chaperone: this may require parent/guardian volunteerism.
7. Every effort should be made by the member-club to ensure there are male and female coaches and/or chaperones of multi-gender, multi-sex, teams; **this may require parent/guardian volunteerism.**
8. Coaches and chaperones must have all relevant parent/guardian contact information, emergency contact information and, when necessary, all life-threatening health information of the non-legal aged athlete.
9. Coaches and chaperones should ensure exchange of relevant contact information with the parent/guardian of the non-legal aged athlete and with their billeting host.
10. Chaperones, parent/guardians and in the case of coaches acting in the capacity of "chaperone", must stay at the same facility as their athletes, unless athletes are billeted.
11. Coach/chaperones must at no time become intimately and/or sexually involved with a child, youth or athlete under their care or tutelage.

Repercussions

Contravention by coaches or chaperones of their relevant Codes of Conduct or these guidelines will be met with one of two outcomes depending on the infractions:

1. Immediate suspension of duties; asked to leave and remain off event sites by the Canoe Kayak BC Executive Director and/or Provincial Coach and/or Board of Directors.
2. Review by a disciplinary committee consisting of the Canoe Kayak BC Executive Director, Provincial Coach, Athlete Representative and Performance Committee Board member. The Discipline Committee has the power to suspend a coach/chaperone from current and future Canoe Kayak BC events. The duration and breadth of the suspension is up to the discretion of the committee. The Discipline Committee will communicate the suspension to the coach/chaperone in writing.

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Appeals

A coach/chaperone may choose to appeal a suspension under paragraph 1 or 2 under the heading "Repercussions" by making a formal appeal in writing to the Appeals Committee consisting of the Canoe Kayak BC Board Chair and two members, one of which is a non-CKBC member. The appeal must be received within twenty-one (21) days of the suspension being communicated. Upon receipt of a formal appeal in writing the coach/chaperone will have thirty (30) days to make written submissions. During this period the Appeals Committee will accept submissions from involved parties, witnesses and complainants. The Appeals Committee will come to a determination within sixty (60) days after the submissions deadline at which time the coach/chaperone will be informed of their decision in writing.