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Chaperone & Coach: On-Trip Job Description & Responsibilities

Staffing & Reporting

- Coach-in-Charge (CiC): Leads training/performance, daily plan, safety authority, liaison with event/host—primary report for chaperone.
- Chaperone-on-Duty (CoD): Lodging supervision, headcounts, curfew checks, meals, logistics, and well-being. Reports to CiC; urgent safety may be escalated to the Executive Director (ED).
- Eligibility and pre-trip clearance: Coaches and chaperones must complete all role requirements before the club confirms a trip assignment.
- Volunteer membership: Purchase a current Freestyle BC volunteer membership through the Freestyle BC membership portal. Select "Whistler Blackcomb Freestyle Ski Club" as your club affiliation.
- Criminal record check: Complete the free criminal record check for work with children/vulnerable persons through the BC Criminal Records Review Program portal using the access code provided by club staff. Follow the club's submission instructions; do not email or store extra copies of the full result.
- Level 1 screening: Complete the club application and screening disclosure forms, provide one role-related reference, participate in required orientation/training, and provide a driver's abstract if requested.
- Driving record: If you may drive athletes or a club/rental vehicle, obtain your current driving record through ICBC's online driving-record service and submit it only through the club's approved process when requested.
- Safe Sport and conduct: Complete the training assigned by the club , review and follow the Freestyle Whistler Travel Policy - Performance Stream Programs, and sign the applicable Codes of Conduct before travel.
- Approval gate: A parent volunteer may not serve as a chaperone until the club confirms that membership, screening, training, and conduct requirements are complete.
- Rule of Two: Each trip must include at least two Persons in Authority. For mixed-gender teams, include one Person in Authority of each gender. Keep interactions open, observable, and justifiable; avoid one adult being alone or out of sight with one athlete. In an emergency, protect the athlete first, notify the other adult/CiC as soon as possible, and document the exception.

Sanctioning & Scope

- Activities must be club-sanctioned and included in the approved trip plan; private add-on sessions must not be presented as club or team activity.

Travel / Transit Phase

- Conduct headcounts at boarding/deboarding and at each stop.
- Seatbelts and conduct on all transport.

- Vehicle transport: Do not have one Person in Authority drive alone with one athlete unless the adult is that athlete's parent/guardian or circumstances make it necessary. Prefer two or more athletes or a second screened adult. If an exception is required, notify the CiC/other adult before departure when possible, seat the athlete in the rear, travel directly, notify the parent/guardian, and log the exception on arrival.
- Assist athletes with hydration, snacks, rest, and appropriate clothing.

Arrival & Accommodation

- Check in with the property/host; confirm exits, muster point, and nearest medical facilities.
- Room assignments must be pre-approved by the CiC. Minor roommates must be age-appropriate, within two years of age, and of the same gender identity, consistent with Freestyle BC policy.
- Room/curfew checks: Two Persons in Authority must conduct checks together. Knock and announce before entry, keep the door open, make only the minimum visual confirmation needed, and document the check. A Person in Authority must not share a room or be alone in a hotel room with an athlete except when they are the athlete's parent/guardian or an emergency requires entry.
- Monitor athlete presence in lodging areas; ensure essentials (snacks, toiletries) are available.

Medical & Medication Management

- Follow the Emergency Action Plan (EAP).
- Medications: Athletes should self-carry emergency medication such as an EpiPen or inhaler when appropriate. Any other storage or adult assistance must follow the athlete's signed parent/guardian authorization and medical plan. Store medication securely and record every assisted dose on the Medication Administration Record (dose/time/initials). Do not provide unapproved medication.
- Concussion: Recognize–Remove–Refer; CiC informs parents and logs; follow Return-to-Sport steps.

Communications & Privacy

- Use official team channels for updates; avoid side threads.
- Use group messages, group email, or official team pages. A necessary direct message to a minor must be professional, limited to team logistics, and copied to another adult (preferably the parent/guardian). Communicate between 6:00 a.m. and 11:00 p.m. in the recipient's time zone unless an urgent operational exception applies.
- Respect media consent. Do not take or post athlete images without approval, and never use a recording device in a hotel room, locker room, changing area, or restroom. Avoid posting real-time athlete locations.

- Keep medical, identity, rooming, and travel information access-controlled. Return records to authorized club storage and delete local/temporary copies within 30 days after the trip unless the ED directs retention for an incident, insurance claim, or legal requirement.

Daily Schedule & Events

- Ensure athletes are on time for training, meals, and transport.
- Monitor during free time and enforce the buddy system.
- Lead the planning and preparation of athlete meals.
- Monitor athlete well-being and report concerns promptly to the CiC. Chaperones must also advise the CiC/ED if they become unfit for duty or need relief.
- Accompany athletes to medical appointments if needed.
- Report conduct violations and safety concerns promptly to the CiC and Executive Director. Do not investigate, confront an alleged respondent, or promise confidentiality; record objective facts and preserve relevant messages or records.

Evening / Downtime

- Curfew checks as above (two adults, logged).
- Be available to address athlete concerns (homesickness/conflict) in visible, common areas; avoid 1:1s in bedrooms or closed spaces.
- Encourage positive, inclusive interactions; redirect conflicts early.

Emergency / Incident Response

- Before departure, review the trip Emergency Action Plan, emergency contacts, participant medical alerts, accommodation exits/muster point, and local medical facilities.
- Respond promptly to injuries and illnesses, and accompany the athlete to care.
- Document incidents factually and notify the CiC, Executive Director, and parent/guardian as required, while limiting personal information to those who need it.
- Child protection: If a child or youth under 19 may be abused, neglected, or otherwise in need of protection, report directly to BC Provincial Centralized Screening at 1-800-663-9122. If there is immediate danger, call 9-1-1 first. Inform the CiC/ED after reporting, but do not delay or delegate the legal duty to report.
- Safe Sport reporting: Report suspected maltreatment or other Safe Sport breaches through the Freestyle BC Safe Sport reporting information. Internal notification to the club does not replace an external report or any legal duty to report.

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Return & Post-Trip Duties

- Ensure safe return transport and luggage checks.
- Check accommodations for left items and cleanliness.
- **Receipts and expense records:** Chaperones and coaches must upload clear, itemized copies or photos of all trip-related receipts—including accommodation, rental vehicles, fuel, meals, supplies, and fees—to the Trip Receipts folder (access provided by club staff). Upload receipts as expenses are incurred and complete the folder before submitting the trip expense reconciliation. Label each file with the trip name, date, purchaser, and expense purpose; retain original receipts until reimbursement is approved. Do not upload unrelated personal information or full payment-card details.
- Assist in debrief, submit incident reports, and provide feedback.

Reference documents: Performance Stream Travel Policy; Chaperone Code of Conduct; Freestyle BC Safe Sport Policy Manual; Freestyle BC Screening Policy; and BC child-protection reporting guidance.