

## AAA CHAPERONE POLICY

Official chaperones will be appointed for all National events by the AAA Committee.

Potential chaperones must submit a letter of consideration. The AAA Committee will decide how many chaperone are needed and who they will be.

- One chaperone will be appointed for approximately every 8 athletes.
- Chaperones are expected to:
  - ensure athletes observe curfew
  - ensure athletes are present for all meals
  - will be responsible for getting groceries and organizing the cooking if “in house” meals are prepared; ensure athletes are on time for meals and that athletes help with meal prep & clean up
  - ensure athletes get to team eating area on time with the team if a meal plan is used
  - ensure athletes are present for training sessions
  - report, to the designated head coach, any disciplinary problems or infractions of the AAA Code of Conduct
  - accompany an injured or ill athlete to any required medical facilities
  - provide cursory monitoring of an athlete who is unable to participate in training sessions due to an unforeseen illness or injury (the Head Coach is responsible for notifying the parents of the athlete of any such illness or injury)
  - be available at all times during training sessions to handle any emergencies (at least one chaperone should be in this capacity)
  - Chaperones may perform other duties at their discretion.

Reimbursement of expenses:

- Groceries : When groceries are bought for the purpose of team meals, the chaperones are to be included but the chaperones will not be charged for the groceries.
- Gas: Chaperones will be reimbursed for gas costs only if the chaperone is using their vehicle or rental to transport athletes to and from the race destination. If the chaperone is the only occupant of the vehicle, reimbursement of cost will be at the discretion of the AAA Committee, and should be determined in advance of the trip.
- Accommodations. Chaperones may be required to share a room with another chaperone or coach. Receipts are required for reimbursement and there will be no reimbursement without a receipt.
- For meals and mileage please see the attached expense form. This form must be used to submit all expenses

## Budgeting for Chaperones

- Costs for chaperones will be shared by all athletes (including the chaperones own child) on an equal basis.

## Notes :

- Chaperones should be in separate room(s) or may share a room with coach(s).
- Chaperones of opposite gender may share a room at their discretion.
- A Chaperone may share a room with their son or daughter.
- Chaperones are encouraged to volunteer at the race venue, at least one chaperone should be in a position to replace the designated emergency chaperone (course crew or slip crew, not in a gate judge or other 'single' position).
- Other parents who may attend National events are responsible for all their own arrangements and will not be part of the arrangements made for the team

**ALPINE ATLANTIC  
EXPENSE REPORT**

**Name:**

**Signature:**

**Address:**

**Date submitted**

<b>Date</b>	<b>Purpose</b>	<b>KM</b>	<b>Meals</b>	<b>Accommodation (Receipts required)</b>	<b>Other (Receipts required)</b>	<b>TOTAL</b>
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**TOTAL:**

**Meals (no receipt is required)**

Breakfast	\$8.50
Lunch	\$11.50
Supper	\$20.50

**Mileage: .37c a kilometer.**