

## Chaperone/Driver Job Description

In most cases Drivers will also serve as chaperones on the trip. The driving requirements refer to trips where the transportation is organized by Nakkertok, though similar actions should be taken on trips where parent organized travel takes place.

- i. Provide assistance for the duration of the trip unless otherwise arranged in advance with the Trip Coordinator.
- ii. Drivers provide: transportation of athletes from Ottawa/Gatineau to the race site; on site shuttling; and return transport. A schedule detailing when assistance is required and the athletes that will need transported, will be provided by the Trip Coordinator. Expect to make several shuttle trips per day, to the race site, meal locations etc. At times additional trips for groceries etc. may also be required.
- iii. The driver/chaperone will assist with other aspects of the trip as requested by the Trip Organizer, such as: assistance with meal preparation/cleanup; athlete supervision; monitoring of quiet times.....
- iv. You are not there to look after your child; you are there to look after the needs of team; athletes are responsible to ensure they are prepared as directed at team meetings.
- v. In general, do not expect to have free time, and skiing time and do not make plans outside of trip support – support resources are planned to minimize costs, so there is no contingency for when you may not be available.
- vi. As a chaperone/driver you will be supervising the athletes in your group and they are to follow the Nakkertok Athlete Codes of Conduct.

[Nakkertok Athlete Code of Conduct – U18](#)  
[Nakkertok Athlete Code of Conduct – 18 and Over](#)

You should be familiar with the Code of Conduct and require the athletes to adhere to the code. If an issue arises you should bring it to the attention of the Trip Coordinator and/or Lead Coach.

The disciplining of athletes will be dealt with by the Lead Coach and Trip Coordinator, in consultation with the Nakkertok Race

Committee Director as necessary. Serious infringements could result in an athlete's removal from the trip.

- vii. Volunteers need to follow CCC guidelines regarding alcohol consumption. Coaches should refrain from the consumption of alcohol when working with athletes, and drivers should have a zero blood alcohol level value while transporting skiers. Alcohol use should be limited in the presence of athletes and at all times any alcohol use must be undertaken responsibly and within legal requirements.
- viii. Be calm and positive.
- ix. Submit any relevant receipts to the Trip Coordinator within 1 week of the end of the trip to claim reimbursement.

**Drivers must be aware of and follow the Nakkertok Requirements regarding transportation on trips as outlined below. In addition they must read and follow the directives in the Nakkertok, [Transportation Acknowledgement and Consent form](#).**

- i) Private vehicles used for the purpose of transporting athletes, coaches and volunteers on team trips must be equipped with winter tires (for travel after November 15th), must be insured, and must be in good working order suitable for winter driving conditions. It is the responsibility of parents who are providing their vehicle, for the use of team trips, to ensure their vehicle meets these safety and insurance requirements. It is recommended that parents using their private vehicles to transport athletes carry \$2,000,000 liability coverage for their own protection.
- ii) If a private vehicle belonging to parents who are not accompanying the athletes on the trip is used for the trip and driven by a volunteer adult accompanying the group, both the parent lending the vehicle and the volunteer driving the vehicle must understand and agree that this is an entirely private arrangement between them. Nakkertok will not be responsible for any damages caused to the vehicle borrowed for use during a Nakkertok trip, and that they will not involve the club in any related disputes between them. The Trip-Coordinator will not request or suggest vehicle exchange.
- iii) Nakkertok will not pay for the cost of repairs to private vehicles used on trips.
- iv) If rental vehicles are used, only the insured driver(s) designated in the rental contract may drive the vehicle, and a copy of driver's licence and proof of insurance coverage is required from the rental vehicle driver. Trip Coordinator must obtain verbal confirmation from parents driving rental

vehicles that they are properly licensed and insured, and obtain verbal confirmation from rental agency that vehicles are equipped with winter tires after Nov. 15th. If rental vehicles are not available with winter tires, all season tires may be used, but the parents of athletes on the trip must be informed that this is the case prior to the trip.

- v) Athletes must not transport other athletes during race trips unless all athletes in the vehicle are over the age of 18. In the case where all athletes are over the age of 18, parents should be made aware of who the athlete is travelling with.
- vi) These transport safety requirements must be followed during trip travel:
  - (a) seat belts must be worn
  - (b) frequent breaks (every 2 -3 hours) should be taken to prevent fatigue
  - (c) no use of cellular phones when driving
  - (d) respect speed limits and reduce speed in snowy/difficult conditions
  - (e) have 1 or 2 spare adult drivers available on each trip to take over the driving if required
  - (f) be aware of hazardous road conditions and be willing to change plans and routes as required.
  - (g) the driver is to have a zero blood alcohol percentage while driving
- vii) All parent and private vehicles should be filled with gas at the beginning of the trip, and should be filled up immediately on return from the trip. All gas expenses should be provided to the trip coordinator within one week of the trip's conclusion.
- viii) The owner of any vehicle used on a trip significantly out of the National Capital Region, where the club organizes the transportation, will be reimbursed \$100 for the wear and tear on the vehicle resulting from use of the vehicle on a trip and refunded for gas expenses. Where parent organized travel takes place, official Nakkertok coaches/chaperones will be reimbursed for car travel expenses at the Cross Country Ontario kilometre rate.
- ix) All receipts (van rental, fuel etc.) should be submitted to Trip Coordinator within one week of return.
- x) In the case that poor weather is being forecast during travel times, the driver should liaise with the Trip Coordinator to determine what effect this may have

on travel plans. Travel SHOULD be postponed if there are severe warnings in effect. Trip Coordinators will check with the highway safety divisions of the OPP and SQ to determine if there are road closures. If there are road closures, the trip coordinator MUST postpone the trip and/or consider cancellation and will direct the drivers accordingly.

- xi) All adults within the group will be given a list of each other's cell phone numbers in order to communicate, in case of breakdown.

The Trip Coordinator will prepare transportation rosters, for the travel to and from the event site. This is based on an understanding of how many passengers each vehicle can hold.