



Chaperone Guide

Involved, active chaperones are essential to the success of your rental event. All visiting groups with youth under 18 years of age are required to have active chaperones present in all activity areas.

The role of the chaperone is to oversee the event participants and activities, and to assist and support the Office of Recreational Services staff with policy enforcement and discipline of the event participants.

Failure to fulfill the role you have accepted could result in the injury or even death of a participant(s) and/or Office of Recreational Services staff member(s).

POLICIES – All Policies can be found at www.UTRECCenter.com under Facility Rules and Regulations. Signs are posted throughout our facilities to assist with policy enforcement.

• If you need clarification on any policies, call the Office of Recreational Services 419.530.3700 in advance or check with the facility staff during your rental.

• Active adult chaperones are required in each activity area being used (including locker rooms, each pool and each court); we require a minimum of one chaperone per ten kids for groups under age 18. Large groups (30 or more kids) should have more chaperones in order to be able to supervise all areas that the kids are in.

• We have age limits in certain areas – visitors are wrist banded to reflect their age group. **DO NOT REMOVE THE ASSIGNED BAND OR ATTEMPT TO SWITCH THE WRIST BAND** – doing so places the participant and our staff at increased risk of injury. Participants who fail to comply with instructions or policies will have the wristband removed and will be instructed to leave the facility to wait in the corridor. Sparkly wristbands are for those age 12 and under, plain wrist bands are for those age 13 and over.

• All UTRec facilities are alcohol and tobacco free. If participants are found to be under the influence of drugs or alcohol, the minor's parents/guardian will be called to come and get them. This is a primary chaperone duty but staff may remove problem people bring them to your attention. Intoxicated individuals put themselves and others at greater risk of injury.

Other:

• Photography is allowed only with a photo pass from the main office. Be respectful of people's privacy and safety. Limit all photography to meeting room and activity areas only.

• All clothing and bags must be stored in LOCKED lockers – participants should bring a sturdy hasp or key lock or quarters to use coin operated lockers. No glass containers in the facilities. Groups using a room for food may choose to leave bags in the room but do not leave valuables unattended. The University of Toledo and its staff are not responsible for lost, stolen or damaged property.

• Food and beverage consumption is restricted to the room assigned for your event. Keep food in this area; no gum or candy. Please exit your room as scheduled. Dispose of trash before leaving.

• If an injury occurs, please contact UTREC staff immediately. The University of Toledo and its staff are not responsible for injuries. All participants are financially responsible for all expenses related to injuries and emergency care, including medical care, ambulance, and other expenses. Bring emergency contact list and keep it in your possession.



Chaperone Guide Continued

Appropriate exercise attire must be worn:

- Shoes must be worn in all areas of the facility except the locker rooms and pool deck. Open-toe shoes, flip flops, shoes that mark or damage floors are prohibited.
- Exercise attire must cover the entire torso to help prevent the spread of skin infections.
- Appropriate attire is required in all areas.
- Any patron wearing attire deemed inappropriate by Office of Recreational Services staff will be asked to change or leave the facility immediately.

Pool Attire:

- Only clean swim attire, designed for pool use may be worn in the pools and spa. A clean T-shirt may be worn over swim attire. Athletic shorts, spandex and undergarments are examples of inappropriate swim attire.
- When using the pool, children in diapers must wear protective plastic pants with secure leg closure or swim diapers.

Climb Wall Attire:

- Climbers must wear clean athletic shoes, running shoes or climbing shoes. Boots, sandals, hard-soled shoes or bare feet are not permitted.
- All hand jewelry or long necklaces must be removed. Hair must be tied back when necessary.
- All pockets must be free of items (e.g., coins, keys, knives, cell phones, etc.).
- No hats

Restrictions Youth under age 13 and Pre-High School Groups (those with sparkly wrist bands):

- Children, age 6-12 years are required to pass our swim test and wear a red pool bracelet to qualify for use of the diving board and lap lanes for lap swimming. Children under age 6 are prohibited use of these areas.
- Children must be at least 48" tall to use the water slide. No swim test is required.
- Use of the spa and sauna is prohibited for groups (birthday parties, field trips etc.)
- Use of exercise machines, track and weight rooms is prohibited for group usage
- Use of the racquetball courts is prohibited for group usage



Chaperone Guide Continued

Pool Chaperones:

- A chaperone from the rental group must be present on deck at each pool being used by the children. If there is no chaperone present, children will be asked to exit the pool area immediately.
- Be attentive to children under your supervision at all times. Roam the pool deck to make sure children are listening to the lifeguards
- Use the Rec Manager as a resource to answer questions and concerns. Lifeguards must watch the pool and are available for short, quick inquires only.
- Stay close to small children and non-swimmers. Children under 7 years of age are required to be directly supervised by an adult in the water with them. Any child wearing a flotation vest must also have an adult in the water with them, within arms' reach.
- Flotation devices and toys from outside our facility are prohibited without advance written approval of the Director.
- If someone in your group is hurt or injured while swimming be available to the pool staff to answer questions about the child (name, emergency number, etc.) Have this information on hand for each member of the group.
- Be available to deal with behavior problems of children in your group. Children receive an orientation and are warned and corrected before being removed from an activity or the facility. Assist UTREC Staff with enforcement of time-outs and removals to correct misbehavior.

Group: _____

Visit Date: _____

Print Chaperone Name: _____

I attest by my signature I have read the above policies and informed my chaperones and participants of the policies and the necessity to follow the policies and directions of SRC staff. Failure of my group to comply may result in immediate cancellations of the event (without refund), additional surcharges for future visits or rejection of future applications at the discretion of the SRC Management

Chaperone Signature: _____

Print SRC Staff Witness: _____

SRC Staff Signature: _____