

# University of Toledo

## Student Recreation Center



### 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 RC 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 RC staff member(s).

**POLICIES** – Request or download the “**Recreation Resource Guide Short Notes**” from [www.utreccenter.com](http://www.utreccenter.com). Please review a copy and make yourself and all your chaperones and participants familiar with the policies.

If you need clarification on any policies, call the Director of Recreation in advance or check with the facility staff during your rental.

#### **BASICS**

- ☑ Active adult chaperones are **required in each activity area being used-including locker rooms**; we recommend more than one per area if the group is large (30+) or under high school age.
- ☑ We have age limits in our higher risk areas – visitors are wrist banded or hand stamped to reflect their age group. **DO NOT REMOVE THE ASSIGNED BAND OR ATTEMPT TO SWITCH THE WRIST BAND** – to do 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 evicted from the facility to wait in the entry hallway.
- ☑ **The RC is an alcohol and tobacco free facility.** If participants have been drinking before coming to an event, they are denied entry and minors parents are called to come and get them. This is a primary chaperone duty but SRC staff may remove problem people and bring them to your attention. Intoxicated individuals put themselves and others at greater risk of injury.
- ☑ **Appropriate exercise attire must be worn:** clean swim attire, full T-shirt, shorts, warm-ups, or sweat suits. Street clothing is not permitted as it can be dangerous and confining when exercising. Head coverings (including baseball caps) are prohibited on the courts and in the climb cave (for safety reasons).
- ☑ **Appropriate athletic foot wear must be worn** whenever using the facility. Any athletic shoe that marks or mars the court or floor is not permitted. Only bare feet, clean swim shoes or flip-flops are allowed on the pool deck. All street shoes are prohibited.
- ☑ Photography allowed only with a photo pass from the RC main office. Be respectful of people's privacy and safety. Limit all photography to meeting room and activity areas only. **ALL CELL PHONES PROHIBITED!**
- ☑ **All clothing, cell phones, 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 locker room or pool areas. Groups using a room for food may choose to leave bags in the room but do not leave valuables unattended. The University 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; do not allow participants to bring food out into activity areas. No gum and candy please. Please exit your room as scheduled and clean your room before leaving.
- ☑ **If an injury occurs**, please contact a member of the recreation staff immediately. The University 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 an emergency contact list and keep it in your possession.

**RESTRICTIONS YOUTH UNDER AGE 14 AND PRE-HIGH SCHOOL GROUPS**

Children, age 6-13 years are required to pass our swim test and wear a RC pool bracelet to qualify for use of the water slide, deep water and diving pool. Children under age 6 are prohibited use of these areas.

Prohibited, use of the spa and sauna in the pool area.

Prohibited, access to & use of exercise machines and free weight room .

Prohibited, access to & use of the track unless approved and under direct supervision of teacher or parent.

Prohibited, access to & use of Climb Cave, Walleyball and Racquetball. Walleyball and Bouldering in the climb cave may be approved with direct supervision of a teacher or parent in the court and adult spotting for Bouldering.

**POOL CHAPERONES**

- ☺ A chaperone from the rental group must be present on deck when children are in the pool area. 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 Crew Chief and Supervisor as a resource to answer questions and concerns. Lifeguards must watch the pool and are available for short, quick inquiries only.
- ☺ Stay close to small children and non-swimmers. Children under 6 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 telephone 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 RC 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 cancellation 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 _____