

UVPCS Events Pick up and Drop off Policy

This policy is intended to assure that all children 12 years and younger are dropped off and picked up by the appropriate adults at club events such as but not limited to:

- Sunday Stroke Series events
- Sunday Race days
- LFSS Competitions
- Swim with Vikes
- Invitational events on the island

In advance of all events a sign up and pick up deadline will be established.

IN advance of all events the event coordinator will

- Remind all parents via email that they must fill in the online Drop off and Pick up form
- Remind all parents via email that the deadline is approaching, and that beyond the deadline children whose forms are not filled in may be subject to being removed from the event and not allowed to participate
- Communicate to the event staff and the parents who will be designated as a "point person"
- Remind staff to have a printed form on site to check in and check off of all 12 and younger participants on arrival and before departure
- Publish the names and contacts for the lead staff persons for the event to be contacted in case of changes or questions

The lead event staff member will

- Check in with all event staff to assure who, if any, children are not participating on the day.
- Designate a 'muster point' for the end of the event.
- Communicate clearly to each staff member to remind their athletes to muster and to check in with their designated pick up adult, with the sign off person, before departing the event
- Either act as the check off person or clearly designate another staff member to be the check off person

The Check off person will

- Be aware of children's body language regarding a pick up person
- Have the physical list to check off with names of the potential pick up person
- Ask for identification if there is any doubt that the pick up person is one of the designated pick up persons on the list

In case of a missing person: In case of a missing child who has not been checked off but is not present the lead staff member will

- Contact the designated pick up persons. If the child cannot be accounted for immediately the lead staff member will designate the staff to sweep the premises, and/or notify building security and/or notify police. As well as updating the family/contact person(s)

Protocol for staff

- All event staff cannot leave until the lead event coordinator has signed off that their duties are complete.