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|  | **Northern Lights Swim Club Boosters**  **Team Travel Policy for Chaperones and Athletes**  **Chaperone Pre-Travel Checklist** |

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| **#** | **Item** | **Complete** |
| 1 | Create an athlete roster with emergency contact info and medical information and be sure to carry this with you during the trip. Consider sending out a survey to team parents to verify emergency contact information, allergies, or other medical concerns. Collect a copy of insurance cards. |  |
| 2 | Become certified as a non-athlete member with USA Swimming. Chaperones must be non-athlete members prior to the first day of the travel trip. This takes a bit of time to process so it is not recommended to wait until the last minute. Follow the NLSC Policy: [Click Here](https://www.teamunify.com/aznlsc/UserFiles/Image/QuickUpload/nlsc-booster-board-procedures---non-athlete-membership_039919.pdf) |  |
| 3 | Read the following Documents: Safe Sport Minor Athlete Abuse Prevention Policy: [MAAPP](https://www.teamunify.com/aznlsc/UserFiles/Image/QuickUpload/2021-maapp---nlscak_026345.pdf), NLSC Code of Conduct: [Click Here](https://www.teamunify.com/team/aznlsc/page/newsletter/code-of-conduct), NLSC Bullying Policy: [Click Here](https://www.teamunify.com/team/aznlsc/page/newsletter/nlsc-bullying-policy), NLSC Team Travel Policy for Chaperones and Athletes: [Click Here](https://www.teamunify.com/aznlsc/UserFiles/Image/QuickUpload/nlsc-booster-board-procedures---team-travel-policy-for-chaperones-and-athletes_076091.pdf) |  |
| 4 | Ensure all athletes and parents going on the trip (regardless if they are traveling with their parents) sign off on the Team Travel Policy for Chaperones and Athletes. |  |
| 5 | Communicate with the athletes and parents on the chaperone list to be sure the athletes are on the team flights and their parents are getting them to the departure starting point. If traveling to/from the airport, it is recommended to meet just outside the security check point 2-3 hours prior to the departure time. |  |
| 6 | To facilitate team communication, it is recommended to set up something like the Band App and have all athletes and parents on the link. Be sure you are up to speed on the communication requirements as listed in the team travel policy. Communication must be sent between 5 am and 9 pm, unless emergency or during team travel and no one on one communication is allowed. Parents must be included when communicating with an athlete. |  |
| 7 | Make hotel reservations for the chaperoned athletes and communicate room assignments to the athletes and parents. |  |
| 8 | Make arrangements for food and snacks for the chaperoned athletes. |  |
| 9 | Determine with Coach Cliff how the payment will be made for hotels, food and snacks for the chaperoned athletes. |  |