



SPARE TIME AQUATICS

Rio Del Oro Racquet Club
119 Scripps Drive
Sacramento, CA – 95825
(916) 488-8127

Spare Time Aquatics Sacramento Team Coordinator Guidelines

Objective:

The duty of the chaperone is to keep the swimmers safe and secure and to provide them with a sense of security and a level of temporary guardianship.

Parents and family members of swimmers being supervised by a chaperone at a travel meet are not allowed, unless arranged prior to the trip with the Head Coach and communicated to the chaperone, to take their swimmers to other destinations or activities during the trip.

Chaperones should do their best to learn who their swimmers are; the swimmers are your responsibility. You must know their whereabouts while on the bus, at the rest stop, at the airport, in the hotel and at the pool.

Chaperones should do their best to provide an environment away from home that will enable the swimmers to perform to their best of ability. This means keeping them rested, fed and hydrated at all locations, including the bus, hotel and pool.

As a chaperone, you are first responsible for the welfare of your swimmers, and secondly a role model for them. As such, the STAS Parents Association has a “no alcohol” policy for chaperones on team trips.

Chaperone Duties and Responsibilities

General

- Swimmers are not allowed to wander around the hotel alone. Swimmers must either be with their roommate, another team member or the chaperone. Swimmers may not leave the team room area in the hotel without the permission of their coach or chaperone. It is the chaperone's responsibility to know where all swimmers are at all times.



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- Boys and girls may not be in the same room with the door closed. If boys and girls are in a room the door must be propped completely open.
- Be aware of any swimmers that may have special needs to food or medication. A list of medical information for each swimmer will be provided in your chaperone binder. In the event of an illness or injury it is the chaperones responsibility to assess/assist in the appropriate action needed. Refer to the swimmers medical waiver form for further information.
- Swimmers are to keep a watchful eye on their own belongings!

Daily

- Before departure on a bus or by car, Chaperone is responsible for taking attendance for their group; this must be done before leaving any venue (Hotel, Pool, Stop over, etc). Use the roster provided by the lead coach.

CHECK AND DOUBLE CHECK!

- After morning trials, this is designated as “Quiet Time”. It is important to strictly enforce quiet time for the swimmers to rest. (Some swimmers will be going to finals).

This is also a good time (if any) to encourage swimmers to do their school homework (Short Course) or summer reading (Long Course). So, as not to disturb swimmers going back to finals, encourage the use of the hospitality room, with minimal running around the hallways and back and forth to their rooms to disturb others.

- Wake up call - swimmers are responsible for their wake-up call each morning.
- Each morning swimmers must be prepared to leave the hotel at the designated time. The departure time will be designated by the lead coach at the meet.



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- Chaperones should be aware that the kids are properly prepared with equipment to compete. Please ask and assist.

At The Pool

In general, the time at the pool is not time off for the chaperones and their assistance is greatly needed to protect our swimmers and assist them in having a successful meet.

- Assist in bringing snacks and coolers to and from designated team area.
- Caution swimmers during the meet not to stray away from team area. Organize a buddy system depending on age appropriateness.
- Assist swimmers and coaches with snacks and fluids.
- Inform swimmers that team clothing tends to disappear. Clothes need to be marked with swimmers name.
- Keep a close eye on the team area and make your presence to help deter theft. Ensure swimmers pack all their belongings safely away before swimming.

Evening

- Inform swimmers to have bags packed or everything (swim suit, caps, sweaters, dry towels, water, Gatorade, etc) they need for the next day. There is no time in the morning to pack backpacks.
- Ensure swimmers are in their rooms before lights out.
- Provide swimmers friendly reminder to check in with parents (call home)
- On the last day of competition, make sure swimmers are fully packed as they will not be returning to the hotel typically after finals. Ensure all rooms are cleared of personal belongings. (Inform travel coordinator of any observed damage.)