

Chaperone Duties Overview

Thank you for volunteering to serve as a chaperone. Your role in our swimmers' travel trips is an invaluable one. While chaperoning a trip is hard work, you should find that being part of our travel team is a rewarding experience.

There are a few things that, as a chaperone, you need to be prepared for. In the most general terms, you are responsible for the care of our swimmers 24 hours per day for each day we are on the trip. You can expect to be the first one up in the morning and the last one to bed. You can expect emergency store runs and frequent trips from the pool to the hotel that may cause you to miss your child's event. You will also have to be able to enforce our rules and policies with all of our swimmers.

What chaperones may expect to create a smooth experience:

1. Before the trip, all new chaperones will meet with the lead coach to discuss the trip.
2. Chaperones will be helpful and flexible with the intent of helping our athletes to have a successful trip.
3. Driving vans to shuttle athletes to and from the pool is always needed.
4. Chaperones will be provided a rooming list sometime before our arrival at the hotel. Every attempt will be made to arrange all of the athlete rooms in a block.
5. Helping swimmers get organized and into their rooms in a quiet and timely manner upon arrival to hotel.
6. Chaperones will be responsible for:
 - Carrying basic first aid supplies and feminine needs.
 - Distributing key cards upon arrival at the hotel.
7. Chaperones will take the athletes grocery shopping (time permitting) to buy breakfast and snack items.
8. Helping swimmers with shaving needs, if needed (hopefully not first aid).
9. Organizing groups for breakfast at the hotel during the respective times.
10. Picking up and organizing lunch meals.- Subway/ Jimmy Johns/Chipotle/etc.
11. Chaperones will take orders for lunches at least a day ahead, arranging an eating place and picking up the food. Most meals will be catered or picked up so the athletes can eat at the hotel.
12. Supervising hallways and keeping all rooms quiet in hotel.
13. Chaperones are responsible for making sure all swimmers are accounted for at breakfast before driving to the pool at the time specified by the lead coach, as well as monitoring the age group you are assigned at the pool.

14. Keeping all other team parents off the floor.
15. Chaperones will ensure that the athletes are behaving according to the Eagle Swim Team travel code of conduct.
16. Supervising the room floor at night, ensuring swimmers are in their rooms at the time designated by the head coach, and keeping all swimmers inside and quiet.
17. Making sure the swimmers stay in their assigned rooms. Absolutely no boys or girls in each other's rooms. Phones collected and lights out by time designated by lead coach.
18. If team parents wish to give something to their swimmers they can use you to do so, we cannot let other parents into rooms because there are other swimmers in that room besides their own.
19. Minor issues (ex. noise) will be handled by the chaperones. Use the coaching staff as the heavy in anything other than minor discipline cases or when talking to another parent. Disciplinary action will ultimately be decided and enforced by the coach in charge.
20. Checking and inspecting all rooms at checkout to make sure rooms are clean and that no personal items are left behind.

Fee incurred by the chaperones (food, supplies, etc.) should be kept to a minimum by using a team card, but expenses that may be paid for on a chaperone's credit card will be reimbursed ASAP. Chaperones should keep track of all money spent while on the trip and provide receipts upon completion of the trip.

What a typical chaperone day during a senior division travel meet may look like with 20 or less athletes:

- 1) Morning: come down to lobby for breakfast at least 15 mins before lead coach would like to leave for the pool. Perform a head count as the athletes arrive to determine if all the athletes are awake and present.
 - a) You may be the second shuttle, taking some swimmers later.
 - b) Drop the kids off at the pool and if it's the first day, always drive around and figure out the best way to get to the pool, where things are and just get comfortable with the area.
 - c) When applicable, get a parking pass from the meet packet or pay for one. Keep the receipt to be reimbursed or for donation purposes.
 - d) Be available for whatever may happen. Sometimes one of the kids needs something from the store....or the coach does. We always get a couple of cases of water (or gallon jugs to refill water bottles) to have for the lunches and dinners.

- e) The coach will text you when he would like you to take a group of kids to the hotel, so be available by cell phone at all times during the day.
- f) Know the timeline and go pick up the subs or lunch orders with enough time to get back and pick up kids or enough time to be back at the hotel with the food so the kids come in, take their food and a water and go up to their rooms for the afternoon.
- g) Meet in lobby at coach designated time in the afternoon to leave for finals.
- h) Speak to hotel front desk to remind them that food will be delivered that has been paid for.
- I) If you haven't already done so, call the restaurant and 1) confirm they have our order. 2) let them know/confirm what time to deliver the food for dinner that night.
- j) Enjoy watching finals and take a group of kids back to the hotel at the end (usually there is a group who has already warmed down and is ready to go, just staying to cheer on their teammates, so you can leave right after the last final event that one of our kids is swimming)
- k) Get to hotel, send kids up to their rooms to drop off their bags, and meet the caterer or set up the food that has been left. Leave the lids on to keep the food warm.
- l) Once the coach arrives with the remaining swimmers, the team will eat, have team meeting, and you should pass around sub/lunch order sheet for next day.
- m) Meet with coach briefly after he sends up kids to discuss next day's schedule. Go over menu for dinner the next night..any changes etc? Take the orders up and order online and get ready for bed. Do room checks/ collect phones at coach designated time.

THANK YOU FOR CHAPERONING!!!! GO EAGLE SWIM TEAM!!!