Chaperone Guidelines

- Chaperones MUST be female.
- A Chaperone's main objective is to ensure the safety of each rower.
- Chaperones must have a current driver's license, charged and working cell phone and credit card for incidentals and in case of an emergency.
- Chaperones must follow the directions of the coaching staff.
- Chaperones MUST travel with the athletes to and from the regattas. When traveling by bus, the club covers the bus fare for the chaperones. **When traveling by air, the chaperones are responsible fore their own airfare.** The flight will be booked by the club and the chaperone will be billed for the price of the ticket.
- Chaperones will share a hotel room with another chaperone; two chaperones per room. The hotel is paid for by the club.
- Chaperones will attend ALL activities with the rowers.
- When a group meal is planned, the team pays for the Chaperone's meal.
- The Lead Chaperone will carry the emergency contact information and health information for the athletes and the First Aid/Travel bag.
- Chaperones are NOT permitted to drink alcoholic beverages at any time while on the trip.
- Two Chaperones for each group, Novice and Varsity, will travel with the athletes.
- An expense envelope will be provided to keep track of receipts. All expenses must be submitted within 15 days after the event for reimbursement. An expense report and receipts must be provided.
- Specific travel instructions will be provided prior to departure by the Travel Coordinator.

Race Host Guidelines

- Race Hosts can be male or female.
- There will be (2) Race Hosts for each event.
- The Race Hosts are responsible for providing the athletes with recovery food and meals at the race site. You will purchase and prepare the food based on the nutritional guidelines for the team.
- Race Hosts do not travel with the team. It is your responsibility to arrive at the regatta location early enough to fulfill the duties set forth by the Regatta Support Committee.
- Race Hosts must have access to a car for picking up food and for emergencies.
- Race Hosts are responsible for their own lodging and meals during the trip.
- You will receive volunteer hours for the number of hours worked. Keep track and submit your hours to the Regatta Support Committee Chair.
- All expenses must be submitted within 15 days after the event for reimbursement. An expense report and receipts must be provided.
- Specific instructions will be provided prior to departure by the Regatta Support Committee.