

Chaperone Responsibilities

General Duties and Responsibilities:

1. A chaperone's main objective is to ensure the safety of each rower.
2. Must have current drivers license, charged and working cell phone and credit card for incidentals and in case of emergency.
3. They will follow the directions of the Coach. They are to make sure the rowers are where they need to be at the right time.
4. All Chaperones will arrive at least 30 minutes prior to departure if traveling by bus.
5. Chaperones will ride on the bus with the rowers to and from the race. The team pays for bus fare.
6. Chaperones will travel with the rowers on the same flight when indicated. Chaperones are responsible for their own airfare.
7. Chaperones will share a room together; two chaperones per room. The team pays for lodging.
8. Chaperones will attend all activities with the rowers.
9. When a group meal is planned, the team pays for the chaperones' meal.
10. Chaperones are to take care of all rowers. They are the liaison between Coach and the rowers. One of the four Chaperones will be designated as Head Chaperone. That individual will be the one to communicate with Coach any change in schedule. The Head Chaperone is responsible to have in her possession the emergency contact information, the health information forms and the first aid kit. (This is provided for you in a binder).
11. Chaperones are not permitted to drink alcoholic beverages while on the trip.
12. There are always four designated Chaperones for every race. When both Varsity and Novice are attending the same race, there will be two parent chaperones from each group. It is the hope that a parent will not be needed to chaperone twice, unless we are short on volunteers. Board members and those heading committees will be considered last so others get the chance to earn hours.
13. An expense envelope will be provided to keep track of receipts. All expenses must be submitted within 15 days after the event for reimbursement.
14. When a group meal is planned, there will be an envelope in the Black Chaperone Notebook with a check or credit card to pay for the meal. If the amount of the meal differs from the

amount of the check the Head Chaperone should pay the difference on her on credit card and submit the receipt of re-imbusement or ask for a credit or cash back.

Departure from Phoenix:

1. Be at departure site (usually the Tempe Town Lake Marina) 30 minutes prior to departure if traveling by bus.
2. Bring Crew directory for phone numbers
3. Do head counts on girls, receive medication if necessary from parents.
4. Be at airport check-in area early 30 minutes prior to the arrival of the athletes if traveling by air.
5. Maintain order before, during and after flight.

At the Hotel:

1. Facilitate check in at hotel. Distribute room keys, keeping one key per room in chaperone folder. Give girls the chaperones room number and cell phone number.
2. Make copies of rooming list for Coach and the front desk.
3. Verify directions to race site.
4. Confirm evening plans with Coach and communicate departure times to girls.
5. Do room/bed check at appointed time. It is at the chaperones discretion if the room/bed check needs to earlier, depending on departure time the following morning.

During the Regatta:

1. Take direction from Coach; be accessible to both Coach and the girls.
2. Rowers come first, even before family members/friends who happen to be at race.
3. Travel from hotel to race venue with the rowers.
4. Depending on the length of the race, arrange times for the girls to check-in with chaperones.
5. Assist the race host in setting up food and drinks.
6. Maintain order in "tent" area with regards to backpacks, purses and personal items. Gather up "lost and found" items.

Returning to Phoenix:

1. When traveling by bus, have the girls call parents approximately 30 minutes prior to arrival at the boathouse. Head Chaperone to call travel coordinator at the same time so an email can be sent out to parents for arrival time.

2. Stay until all girls have been picked up at the boathouse.
3. Go through the bus to collect any items left on the bus.
4. There will be an envelope in the Black Chaperone Notebook with the bus driver's gratuity.
5. Gather any receipts from trip and submit to Travel coordinator for approval. .

Head Chaperone's Responsibilities

1. Main objective is to ensure the safety of each rower and to make sure the rowers are where they need to be when they need to be there.
2. She will assign each chaperone (including herself), the names of the rowers they need to be responsible for while at the race and hotel. She will make sure each rower knows who they are accountable to so each rower's location will be known at all times. This is helpful when room keys are handed out and during room/bed checks. Usually Varsity chaperones look after the Varsity girls and the Novice chaperones look after the Novice girls.
3. She will follow the directions of Coach, and be the liaison between the Coach and the girls and the Coach and the parents.
4. She will be responsible for the emergency contact info and health info (it's in a binder), and will have the emergency first aid kit accessible.
5. She will let the other chaperones know when the rowers will be eating so they can help set up the food for them.
6. She remains at the race site from the initial meeting time until the last rower is picked up from the Marina.
7. She will address any rower's concerns.
8. She will address any parent's concerns.