

## **Rooming List Procedures**

In the fall rooming lists are decided by the team captains based on the roster given to them by the travel person.

Team captains will talk to each team, Varsity, Junior Varsity and Freshman, individually of each other. The captains will ask for each rowers input and/or preference and will do their best to accommodate everyone on the team. The list is then given back to the travel coordinator, who uses this to send to the hotels. Once the rooming lists are decided for safety reasons the travel person leaves it the same for the duration of the year.

We know things change and if one of the rowers is not comfortable or is unhappy with her roommate(s) she needs to follow this procedure. She needs to speak with one of the team captains, and explain why she would like to be moved. The captains will pass the information onto the travel coordinator who will make the change on the rooming list. Or if the rower is not comfortable talking to the team captain, the parent can contact the travel coordinator and explain the situation.

When the team is traveling, under no circumstances can a rower change rooms. The rooming list is extremely important to the chaperones and is to remain the same for safety reasons. If there is an emergency, whether personal or hotel, it is of the UTMOST importance the chaperones know precisely where each rower is located.

If a parent is staying at the same hotel and the rower wants to stay with the parent, the rower needs to stay in her team assigned room. Again, the chaperones always need to know exactly where the rower is located, and when the team travels together, they stay together.

If you have any questions please do not hesitate to contact the travel person.