



COAST GUARD BLUE DOLPHINS SWIM TEAM

CHAPERONE GUIDELINES FOR TEAM TRAVEL

Lead Chaperone

- There will be a lead chaperone named for each trip.
- This person will coordinate with the coaches and other chaperones during the planning and execution of the trip.

Travel duties and responsibilities include:

- Chaperones may either ride the van/bus/plane or provide their own transportation.
- If asked to provide own transportation the team will reimburse miles or gas.
- Meet at location about 15-30 minutes before departure to go over any last minute details with lead coach.
- Coaches will determine if intermediate trips (i.e., Distance event sessions) needed to be made and who will stay or go. This is accomplished the day prior to any intermediate trips.
- Coaches will make sure all swimmers are picked up at end of trip.

Hotel duties and responsibilities include:

- Chaperones will do room checks at night, coaches will do wake up calls in the morning.
- Room checks should be done at lights out and then a couple more times to make sure rooms are quiet and lights are out.
- Once swimmers are released from a meal or team meeting and sent to rooms there should be at least one chaperone going with them.
- Chaperones should note if any rooms are not clean when doing room checks. If room is excessively dirty or messy, then swimmers should straighten-up and clean the room.
- Chaperones should make sure rooms are not excessively dirty or messy on check-out.
- If there is an incident in which a swimmer is hurt the lead chaperone or lead coach will immediately notify the parents or guardian. Contact will be continued until someone is reached or if several attempts fail to reach a parent or guardian, a message will be left.
- Any gathering must be approved by the chaperones and/or coaches if it exceeds the number of people assigned to that room. The door must remain open. Large groups are discouraged.
- No male swimmers in female swimmer rooms and no female swimmers in male swimmer rooms. If in the case of a combined meeting room or waiting room more than three swimmers must be present with a coach or chaperone.
- The coaches will make the chaperones aware of where the medical forms are and how to obtain access to them.

Meal duties and responsibilities include:

- Coordinate team meals. Much of this can be done before the trip or on the first day of trip.
- Usually the only meal to coordinate is the evening meal. There are some hotels that do not have a breakfast. This will need to be addressed on an individual meet basis.

- Dinner usually consists of Pasta (meat, no-meat, white sauce if available), Pizza (cheese and pepperoni, only. Usually 1 pizza per room depending on size of pizza and # in room), salad, dessert, drinks, bread.
- While cleaning up from the meal at least 1 chaperone must supervise the athletes returning to their rooms. If they are on multiple floors then one chaperone per floor is needed.
- Swimmers will be asked to throw away trash but need to be sent to rooms quickly to get rest. Coaches and chaperones that are not supervising swimmers in rooms will clean up after the meal.
- Lunch is usually at a food court. The swimmers are given 45-60 minutes.
- Some meets will have a distance session that swimmers will need to travel separately. Usually the coaches will stay with these kids for their lunch. Sometimes the coaches will be unable to leave the deck. A chaperone will need to take these kids to lunch in this case.
- Snacks and Drinks: Chaperones need to have these ready for transport to meet for each session.

Pre-Meet duties and responsibilities include:

- Coaches will pre-buy food and supplies, after working with chaperones to determine what is needed. (Chaperones make a list, please)
- Chaperones can work with hotel to find restaurants to help with meal planning. (For some trips we will have info already)
- Coaches will provide team roster and any other relevant info

Post- Meet duties and responsibilities include:

- Fill out provided form for any reimbursement. Make sure you include receipts.
- Write down any information that may help future trips to this venue or any trips in general.
- Write down any problems that need to be addressed from trip.

Expectations for all chaperones' conduct for each team travel trip are as follows:

- Adhere to professional standards of conduct.
- Will not consume alcohol or illegal substances while traveling with CGBD.
- Will maintain confidentiality on all issues regarding swimmers, parents and other staff members.