

XIV. TRAVEL POLICIES

Pioneer Rowing Club Chaperone Information Sheet

Thank you for volunteering to chaperone an event with the Pioneer Rowing Club. Without your support and help, your rower could not travel to competitions and participate in these more challenging events.

These guidelines represent the actions which chaperones should undertake, nonetheless, PRC is not responsible for monitoring chaperone adherence to such protocol nor for the behavior of the team while at regattas.”

Please note the following chaperone guidelines.

- Arrive at the departure point at least 30 minutes prior to the scheduled departure time.
- The coaching staff, team manager, or travel coordinator will provide information about travel arrangements, room assignments, and overall schedule of events. Please adhere to this schedule. Verify the time that the team needs to be to the regatta with the coaches prior to the date of departure.

Car and Van Pools

Check in with the car pool coordinator for instructions, maps and rower lists.

Students are not permitted to drive under any circumstances.

Be sure that you have provided the car pool coordinator with the list of rowers in your car and your cell phone number.

Drivers are expected to drive both ways for the car pool volunteers. If a driver feels unable to safely drive (due to fatigue, or other reason) either, or both ways to and from the regatta, it is their responsibility to find another parent driver capable of assuming that duty.

Drivers are provided with the coach’s cell phone number in case of emergency.

Rowers who have arrived after the last car has left Pioneer High School are responsible for their parents driving them to the regatta site.

The driver and all passengers are expected to wear seatbelts at all times.

Pick up and drop off rowers at Pioneer High School, flag pole entrance. Drivers are not expected to transport individual rowers to their homes.

Chaperones are expected to remain at Pioneer High School until all students under their supervision have been picked up.

Bus Transportation

Planning Activities Prior to the Event:

- 1) The travel coordinator identifies a lead chaperone for each overnight event. (Ideally a parent who has chaperoned before). (all chaperone volunteers are organized by the volunteer coordinator at the beginning of each season.)

- 2) Prior to the event, the travel coordinator emails the chaperone responsibilities to each chaperone parent. (chaperone information sheet containing the chaperone guidelines from the handbook, specific guidelines for the Lead Chaperone, and any other relevant information such as when to show up for the buses, who has the kids medical records, etc., and contact info if they have questions). Also include a disclaimer statement that says: “ The handbook guidelines represent the actions which chaperones should undertake, nonetheless, PRC is not responsible for monitoring chaperone adherence to such protocol nor for the behavior of the team while at regattas.”

All chaperones are expected to ride the bus with the team to and from the motel and regatta site. If there are extenuating circumstances which prevent this, the travel coordinator and/or coaches must be notified prior to the departure date.

Specific LEAD Chaperone Duties:

A Lead Chaperone will be identified for all bus / overnight events; their special duties, in addition to the general chaperone responsibilities, includes:

- Coordinate with the other chaperones to make sure all chaperone duties are covered.
- Provide a tip to each bus driver upon return to Pioneer High School. Tip money is provided by the Travel Coordinator or Treasurer.
- Check to be sure the bus drivers have directions to the motel.
- At arrival at the motel, get the keys from the front desk and return to the buses.
- Prepare and hand out to kids while boarding the buses, your cell phone number, the coaches cell phone number, or one of the other chaperones number in case of an emergency. For multiple buses, have the other chaperones assist with distribution.

Chaperone Duties (All):

Be sure that you have an attendance list from the coaches at least 3 days prior to the trip.

Be sure that the travel coordinator has your cell phone number in case of emergency.

Take attendance as the rowers enter the bus.

Be sure that you have the health forms for all rowers on the bus. Forms are to be returned to the coach at the end of the trip. Health forms will be provided by the coaches.

Be responsible for your assigned group of students at all times, both on and off of the bus, during rest breaks and stops for meals.

Every time the bus stops to allow the rowers to get off (i.e. food stops), provide a specific time at which students must return to the bus.

Rowers are expected to clean up the bus upon arrival at the regatta site and upon returning to Pioneer High School.

Rowers are requested to respect teammates who may wish to sleep or study. Excessive noise, as determined by the chaperones, will not be tolerated.

Rowers are expected to comply with chaperones' requests and instructions. Arguing and/or ignoring a chaperone will not be tolerated.

Chaperones are asked to obtain the names of non-compliant rowers on the bus and notify the coaches upon arrival. If a rower situation persists on the bus, the chaperone should call the coach on his/her cell phone for further information.

Report any unsafe bus driver behavior immediately to the Travel coordinator, Board President, or other PRC board member that is present.

At the Motel

Arrival at the motel:

- Rowers remain on the bus with a chaperone.
- A chaperone reminds the rowers of: 1) room check and lights out time, 2) rules for behavior, 3) wake up and departure time, 4) where to leave keys upon check-out.
- Lead Chaperone obtains the room keys from the motel management, and returns to the bus(s)- room assignments are called out, keys are distributed, and each rower group proceeds into the motel in an orderly fashion to avoid a rush, and disruption for the motel.

Chaperones are expected to remain at the team hotel or regatta site, during the periods of time when the rowers are also required to be on site at the team motel and regatta site, unless they get permission from the Lead Chaperone.

Chaperones are required to do a "bed check" after the "lights out" time designated by the coaches. Rowers are expected to remain in their rooms after "lights out" time, and will be subject to disciplinary action, including being asked to return home with their parents if they do not. Rowers are expected to be quiet and respectful of their fellow rowers and other patrons at all times.

Curfew time and "lights out" are determined by the coaches and enforced by parent chaperones.

Male and female rowers are not permitted to socialize in each other's rooms at any time.

Rowers are not permitted to switch rooms once room assignments have been provided to the chaperones.

No rower is permitted to leave the designated area without prior permission, and only when accompanied by another rower.

Chaperones are required to participate in morning check out activities.

On-site responsibilities

On-site, chaperones and other parents...

- assist with site set-up,
- participate in on-going food set-up and preparation
- supervise rowers on-site,
- supervise site clean-up, food storage, and
- participate in loading of equipment at the end of the day.
- Enjoy yourself!