



St. Louis Rowing Club

CHAPERONE PROCEDURES

The Club appreciates the level of involvement and dedicated support of parents or guardians (collectively “Parents” or “Chaperones”) who are willing to devote their time and energy to chaperoning our SLRC Juniors at out-of-town regattas. This document is a general outline of duties for chaperoning and is based on the following principles:

1. We ask two (2) parents to chaperone on each bus for out-of-town regattas. A van driver (if not a coach) will also act as a chaperone.
2. Depending on the number of Junior Rowers attending a regatta, we sometimes will reserve one (1) bus and one (1) hotel for Junior Boys and Girls, or we will reserve two (2) buses and two (2) hotels (one for the Junior Boys and one for the Junior Girls). Possibly 1-2 vans as well.
3. At all times, chaperones need to have the emergency contact and medical information of all Junior Rowers in their possession, in case there are injuries, medical conditions, injuries or other matters involving Junior Rowers for which contacts with parents or medical personnel may be necessary.
4. Chaperones will be familiar with the Code of Conduct for Rowers and with the Conduct Pledge that each Junior Rower has signed, and to the extent that a chaperone witnesses or hears about a matter of Rower conduct for which the Coach is not present, chaperones may take immediate action (for example, telling a Junior Rower caught drinking alcohol to stop and taking it away) and/or will present and discuss such matters to the Coach of that Junior Rower or Rowers.
5. Chaperones will be present at regatta hotels and regatta venues to observe general and specific Rower behaviors, and chaperones will be responsible for nightly room checks and enforcing “lights out” policies established by the Coaches for that regatta.
6. The coaches will assign the times for when (1) all Junior Rowers must be in their assigned rooms for the night and (2) “lights out”. Once time (1) has passed, chaperones will conduct a room check making sure all Junior Rowers are in their assigned rooms. Once time (2) has passed, chaperones will check all SLRC rooms for excess noise which indicates Junior Rowers are not trying to sleep. If chaperones hear such activity, they will knock on those doors and remind Junior Rowers that it’s time for “lights out”.
7. Chaperones work closely with bus drivers to assure that Rowers arrive at the race venue on time and as directed by the Coaches, by ensuring that bus drivers know the expected schedule.
8. In an emergency where unexpected needs arise and funds are needed, and SLRC funding is not readily available (e.g., no one is present with an SLRC credit card and the vendor will not accept the SLRC credit card over the phone), we ask that Chaperones have a credit card to temporarily fund the emergency event with the expectation that they will get reimbursed as soon as possible. All receipts must be kept and turned in to the SLRC Treasurer for reimbursement to occur.

Serving as a chaperone is a lot of fun but also a lot of work. Chaperones should wear comfortable shoes and clothes, and dress in layers, as chaperones (and the Junior Rowers) will be outside at

the racing venue all day each day of the regatta. There is not a lot of free time, but always time to watch a son or daughter race.

This document is not intended to be all-inclusive. Chaperones should communicate regularly with and follow the direction of the Coaches. The Coaches will communicate with chaperones as to all scheduling matters, regarding the bus or buses, hotel or hotels and the regatta venue, as well as any changes that occur due to weather or other events.

Prior to Departure in St. Louis

Chaperones will receive a listing of coaches, other chaperones, Junior Rower roll call sheets, emergency contacts, directions to the regatta venue and to the hotel or hotels, restaurants and perhaps stores for special supply runs that are near the hotel or regatta venue, and other information prior to departure. Chaperones should ask bus drivers for their names and cell phone numbers, and should provide their information to the driver as well. Hotel room assignments are created by the Coaches and forwarded to the hotel in advance. Chaperones will be provided with rooming lists in advance, but not necessarily room numbers until you arrive at the hotel. As the Coaches may change room assignments, please consult with Coaches prior to sharing assignments provided in advance or at the hotel. Coaches typically pass out room keys to Junior Rowers. The hotel will typically provide the Coaches and Chaperones with a list of Rowers and room numbers, which will aid in room checks.

Departure Procedures

Buses arrive at the Boathouse one (1) hour prior to departure typically. Either the Travel Coordinator or another member of the Booster Committee will be at the Boathouse to greet you, answer any questions, and help with the departure process.

- Food and equipment must be loaded onto the bus – the Junior Rowers are responsible for loading the buses; Chaperones supervise the process.
 - The food, food service equipment, and other supplies needed for the regatta will be near the boat bay doors.
 - Tents, tarps, grills and propane will travel on the boat trailer or in the bed of the Coaches' trucks.
 - Water jugs and Gatorade containers should be filled and loaded onto the buses (if there are two (2) buses, put at least one (1) water and one (1) Gatorade container onto each bus for the lunch stop).
 - Sandwiches and snacks for lunch on the departure day will be provided and should be loaded onto the buses (if there are two (2) buses, the Food Coordinator will provide instruction as to what should be loaded onto each bus).
- Rowers check in and give their regatta fee to a designated person who will check off their attendance and payment. Attendance sheets and payments must be placed in the black box on the wall of the Head Coach's office in the Boathouse prior to departure. If a Junior Rower pays cash, an envelope must be provided so the Junior Rower's name can be placed with the cash received. If a Junior Rower forgets payment, please flag that rower on the attendance sheet.
- Once everything is loaded onto the bus or buses, but prior to departure from the Boathouse,
 - A roll call should be taken prior to departure.
 - Make a few general announcements – tell the Rowers your name, that the bus will stop for lunch, not to stand, sit or sleep in the aisles, appropriate music volume and movies they can watch on the bus ride (G and PG movies only – no R or un-rated movies). And that the Rowers are responsible for cleaning up on the bus and

throwing away their trash, and that they should not use the bathrooms on the bus except in an emergency.

Arriving at the Regatta Venue and the Regatta City

- Most of the time, the bus will drive directly to the regatta venue. Communicate with the Coaches before arrival and ask where the trailer is or will be and where the tents should be set up.
 - Rowers will unload the buses and bring everything to the tent site. Then, Rowers will go to the boat trailers where they will be divided up as to help unload boats, oars and other equipment and follow the directions of their Coaches and coxswains about rigging boats for the races and others who will be sent to the tent area to set up the tents and help prepare the “kitchen” and food area.
 - Chaperones will supervise the set-up of tents and equipment; Coaches will supervise the unloading of boats, oars and other equipment and the rigging of the boats.
 - Confer with other Chaperones about where the team will be eating dinner. Calling the restaurant in advance is helpful to let them know when the team will arrive and confirm the number that will be present.
- Prior to arriving at the hotel
 - Typically, the team will stop for dinner prior to arriving at the hotel. Chaperones should remain with the Rowers at all times. Chaperones should confirm schedules and hotel arrival time with Coaches while at dinner, unless the Coaches have gone on ahead or are having dinner somewhere else.
 - Chaperones should call the hotel 45 minutes prior to arrival, in order that the hotel knows what time to expect the bus or buses.
- At the hotel
 - Keep the Rowers on the bus until you or the Coaches have the room keys and are prepared to hand them out. A roll call can be useful prior to departure.
 - Assist the Coaches with the distribution of keys, if requested. The Coaches will determine who will stay in which rooms. Ask for a copy of the room assignments for all Rowers.
 - Check the coolers and have Rowers re-ice anything that needs it. The coolers can be stored in a hotel room or under the bus (depending on weather).
 - Find out if the Coaches plan on having a meeting in the hotel prior to releasing the Rowers for the night or otherwise find out from the Coaches what the plans are for the night and what time (1) Rowers should need to be in their assigned rooms and (2) “lights out” is to occur and how room checks are to be divided up (see above), as well as the times Rowers are to be awake in the morning and in the lobby for breakfast and departure to the regatta venue.
 - Partner with other Chaperones to conduct room checks of Rowers.
 - Conduct a roll call of Rowers on the bus each morning, prior to departure from the hotel to the regatta venue.

Race Days

- Rowers should load and unload any of the food or drink items that were taken into the hotel and/or stored under the bus.
- If the regatta is a two-day regatta, most items will be left at the regatta venue, but some things may need to be refilled or re-iced.
- Assist the food team with food preparation, cleaning up and breaking down of the “kitchen” area on the last day of the regatta.
- Watch the Junior Rowers to see that they are behaving properly. Speak with those who may need some guidance.

- On the final day of the regatta, Junior Rowers will follow the Coaches to the trailers to assist with the de-rigging of the boats and loading them, oars and other equipment onto the trailers.
- The Coaches will assign some Rowers to return to the tent site to help take down the tents and other equipment and load the buses.
- Help the Rowers proactively to get the work done, the equipment loaded onto the buses and trailers and to get themselves back on the buses for the return home.

Return to the Boathouse

- Chaperones will decide a schedule for the return home, including whether bathroom stops or a dinner stop will occur and where that will be. Make an announcement on the bus of the plans and what time the bus will be expected to arrive back at the Boathouse.
- Conduct a roll call on the bus prior to departure to make sure everyone is on board, or whether there may be a Rower or Rowers who is returning with their parents for some special reason.
- On the way home, encourage the Rowers to turn off movies and sleep.
- Wake Rowers about 30 minutes before arriving at the Boathouse, in order for those that need rides to contact their parents to be picked up, with the expected time of arrival.
- Supervise the Rowers cleaning and emptying the bus, with equipment returned to the Boathouse bays.
- Place any unclaimed property from the bus in the Lost and Found area of the Boathouse.
- Make sure all Rowers that need rides home are picked up by their parent/guardian before you leave.
- Make sure the Boathouse lights are out and all entrances to the Boathouse are locked.

General Matters

- In order to comply with US Rowing regulations, **all Chaperones** are required to complete a background check through US Rowing SafeSport (or other SLRC approved vendor). Details will be provided prior to each regatta and such background checks are valid for two (2) years.
- Junior Rowers are not permitted to trade room assignments at regatta hotels or to wander off to different restaurants, stores or other “points of interest”. Each Rower is to remain with the group and under Chaperone supervision.
- If a Junior Rower is injured or becomes ill enough to warrant medical attention, see the medic at the regatta venue or have the Rower or his/her Coach contact the parents, if possible. Please **do not panic – remain calm**. There are always plenty of parents and Coaches available to help.
- Discipline is ultimately the responsibility of the Coaches. Feel free to correct the Rower or Rowers if you witness behavior that is inappropriate, but please inform the Coaches of behavioral concerns or misconduct while in transit, at the regatta venue, at the hotel or a restaurant (at any time during the trip).
- Please set positive examples of good conduct for the Junior Rowers – toward the Coaches, toward the bus drivers, toward restaurant and hotel employees, toward Regatta officials and volunteers, toward other rowers and rowing clubs, and in your communications with SLRC Rowers.
- No alcohol or other impairing or illegal drugs shall be used while chaperoning – this includes directly prior to boarding the buses in St. Louis through when the buses return to the Boathouse after the regatta. This also includes at the hotel, and

dinner while traveling/chaperoning. Chaperones should have a 'sound mind' 100% of the time they are chaperoning in order to effectively deal with any situations that arise as part of being a Chaperone.

- o Chaperones should not leave the hotel or regatta site except for regatta-related business (buying extra supplies, transporting kids, etc).

SLRC appreciates your volunteering your time to help on these regatta trips. The Club welcomes your verbal or written comments or suggestions to help make the regatta trip experience a fun, rewarding and valuable life experience for our Junior Rowers are always welcome.

You may send any comments to SLRC.juniors.email@gmail.com.