

CT Swimming
Zones Chaperone Guidelines
(updated January, 2015)

Objective

First and foremost, a chaperone is there to keep the swimmers safe and secure and to provide them with a sense of security and a level of temporary guardianship. You are not their parents, but you are required to look after them as if you were!

Chaperones should do their best to learn who their swimmers are on the bus trip down (if possible); the swimmers are your responsibility. You must constantly and continually know their whereabouts while on the bus, at the rest stop, in the hotel and at the pool.

Chaperones should do their best to provide an environment away from home that will enable the swimmers to perform to their best of ability. This means keeping them rested, fed and hydrated at all locations, including the bus, hotel and pool.

As a chaperone, you are first responsible for the welfare of your swimmers, and secondly a role model for them. As such, CSI Age Group Committee has instituted a “no alcohol” policy.

As chaperone, there are no “down times” from the moment you arrive at the bus to the arrival home. You are intricately intertwined in every part of the athlete’s experience. Chaperones who embrace their role in assisting our swimmers have a successful and enjoyable meet and an immensely satisfying and remarkable experience. The athletes truly appreciate, for years to come, the efforts you provide in making their experience truly wonderful.

Chaperone Duties and Responsibilities

General

- Do not allow swimmers to wander around hotel alone, they must either be with their room mate, team member or chaperone. Buddy system is encouraged. This will diminish possible mishaps in the hotel or pool. In general, swimmers should not be leaving the team room area in the hotel without the express permission of the chaperone. It is the chaperone’s responsibility to know where all swimmers are at all times.
- There will be 2 sets of hotel room card keys. Chaperones are to keep one set. This will definitely come in handy as room keys tend to get lost or left behind in the hotel

room.

- Boys may NOT enter into any of the girls rooms or vice versa! This must be enforced from the beginning of their trip. Swimmers may use the hospitality room and common areas provided they are not disruptive to other swimmers or hotel guests.
- Be aware of any swimmers that may have special needs to food or medication. A list of medical information for your charges will be provided in your chaperone binder.
- Advise swimmers not to exchange team apparel with other teams. Normally swim caps are exchanged only at the last evening of Finals at the meet. Swimmers are to keep a watchful eye on their own belongings! When at the meet, the chaperones are expected to assist in protecting the belongings of our swimmers. For example, chaperones often stay with the belongings while athletes are warming up or during competition.
- Sometimes, chaperones can be designated to be on pool deck to assist coaches, Zone Coordinator or swimmers during the meet. In most cases Chaperones will not be on the pool deck.

1. **Daily Routine**

- Before departure on the bus, Chaperone is responsible for taking attendance for their group. Must be done before leaving any venue (hotel, pool, rest stop, etc). Use the roster provided by the Zone Coordinator. We don't want to leave anyone behind! **CHECK AND DOUBLE CHECK!**
- Chaperones are responsible for making sure the coolers are filled with ice, and healthy snacks are packed for the pool. Chaperones are required to get the coolers and snacks onto the bus and off and onto the team area at the pool. There should be a designated chaperone room to have these supplies ready each time for loading on the bus.
- Ensure swimmers catch the correct bus. No switching of buses is permitted unless instructed by Zone Coordinator.
- For 11&over swimmers, after lunch (1-3 pm), this is designated as 'Quiet Time.' It is VERY important to strictly enforce quiet time for kids to rest. (Some swimmers will be going to finals). This is also a good time (if any) to encourage swimmers to do their school homework (Short Course) or summer reading (Long Course). So, as not to disturb swimmers going back to finals, encourage the use of the hospitality room, with minimal running around the hallways and back and forth to their rooms to

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disturb others.

- Wake up call - swimmers are woken up each morning ½ hour before breakfast. Chaperones are expected to assist in this process and ensure it is accomplished.
- Each morning swimmers must leave room ready with swim backpacks – ready to board buses after breakfast. There will be no time to return to rooms after breakfast. Chaperones should be aware that the kids are properly prepared with equipment to compete. Please ask and assist.
- Chaperones are required to monitor swimmers during quiet time and bedtime in the hallway, so bring your favorite book or novel to read! During this time also ensure that a towel is hung around the door handle of each swimmers room leaving it a little ajar. This is to ensure that it is really quiet time or bedtime with lights out!

Snack shall be made available to swimmers during afternoon break time. One suggestion is leaving variety of snacks at hospitality rooms.

2. At The Pool

In general, the time at the pool is not time off for the chaperones and their assistance is greatly needed to protect our swimmers and assist them in having a fun and successful swimming.

- Caution swimmers during the meet not to stray away from team area. Organize a buddy system whenever they leave the pool or hotel.
- Assist in bringing snacks and coolers to and from bus to designated team area. The kids will need these during the meet. At the end of the session, they need to get back to the bus.
- Assist swimmers and coaches with snacks and fluids. Shepard drinks and snacks to team area as circumstances allow.
- The younger swimmers attending the Short Course meet (10 yrs and under) who do not swim at finals, may be allowed to watch part of finals and then will depart early back to the hotel. In general, they will be seated in the bleachers with the spectators.
- Inform swimmers that team clothing tends to disappear. Clothes need to be marked with swimmers name.
- Saturday Finals is a special night and swimmers from different teams like to exchange caps. However, it also tends to be a night of heavy theft. Keep a close eye on the team area and make your presence and guarding felt and deter theft. Ensure swimmers pack all their belongings safely away before swimming. Traditionally,

swimmers may swap swim caps with other zone teams.

- As soon as the meet session is over or at the last event of the session, Chaperones are to make their way down to the swimmers designated waiting area.
- Inform swimmers where to meet to board the bus.
- Browse pool and warm up pool areas to ensure that swimmers are out at the end of the meet.
- Before boarding bus, browse pool team/change room areas to see that no suits, towels or other personal belongs are left behind. On the bus do a “head count” of your swimmers before leaving.

3. **Evening routine**

- Inform swimmers to have bags packed or everything (swim suite, caps, sweaters, dry towels, water, Gatorade, etc) they need for the next day. There is no time in the morning to pack backpacks.
- Ensure swimmers are in their rooms before lights out.
- Swimmers are not to lock doors, put a towel around safety lock/safety latch to keep doors ajar until your swimmers are asleep. The chaperones will close lock/shut doors when all swimmers are fast asleep.
- Use a hotel chair from your room and sit outside to monitor the swimmers in the hallway. Don't be afraid to tell other hotel guests to keep the noise level down. Call hotel front desk for assistance if necessary.

4. **Departure from the Hotel**

- Find out who may be picked up by parents at the hotel on Saturday evening or Sunday morning. Inform zone coordinator, so room change, if necessary, can be arranged. (A swimmer may NOT room alone if their roommate has departed Saturday night...rooms must be adjusted as necessary.)
- Swimmers picked up by parents are not released until parents sign the early release form. Form will be attached at the back of chaperone book.
- Before departure from the hotel, ensure all rooms are cleared of personal belongings. (Inform zone coordinator of any observed damage.)