

# State Meet Chaperone Duties

- 1) Report to the departure site 60 minutes prior to leaving time to help with collecting then “Code of Conduct” forms, “Emergency Medical Consent” form, and the “Intersectional Participation Certificate” from each athlete, and doctors slips for asthma medication. **NO SLIPS.....NO TRIP!**
- 2) Take attendance, know who is on your bus. If their name is not on the list you were sent then they should not be on the bus. **DO NOT LET PEOPLE ON THE BUS IF THEIR NAME IS NOT ON THE LIST.** If you are unsure then you can call either Lance or Kevin for verification.
- 3) Let the kids know who you are, and who their roommates will be. Switching roommates will not be allowed without first talking with Lance or Kevin.
- 4) Remind athletes of their curfews, and the penalty for not following it, meal times, and bus/check out procedures. Also, the jewelry rule, the uniform rule, and explain the “buddy system” for checking in to events.
- 5) Each chaperone will be assigned a group of athletes to be in charge of. This will be done by room, hopefully you will get kids from your league if we can arrange it. You will be responsible for getting these athletes to meals, to the buses, checking curfew, and having them check in with their coach or parent before they leave if not returning on the Section V buses.
- 6) Check your rooms at curfew to make sure all are where they are supposed to be. We may have to be aware of late night roamers.
- 7) Upon arrival at the hotel the head chaperone will pick up room keys and distribute them to you, then you to the kids. Once settled in girls chaperones can come to Lance’s room, boys chaperones to Kevin’s room, to pick up shirts, competition numbers, certificates, and your meet passes. Collect the room keys prior to leaving for the track on Saturday and turn them in to the front desk. If you get a chance check rooms and collect the keys at rooms before you go out to the buses.
- 8) Help the athletes at the meet if they need it as far as where to go for events, when events are coming up, answering questions that pop up if you can. If the athlete needs help coach him/her if their coach is not around. Have the athletes check in with you from time to time throughout the meet each day. You are the Section V Coaching Staff and this is your Section V team.

Chaperone Duties – cont.

- 9) Round athletes to return to the hotel Thursday and Friday nights, and to return to Rochester on Saturday.
- 10) Bang on doors in the morning to get kids up for breakfast and to leave for the track. Especially athletes who are in early events each day. They will need enough time for food to digest and to warm up before the meet starts.
- 11) We will have a team meeting to go over a few things either during dinner or right after dinner on Thursday night. We will also have a staff meeting in the hotel lobby one hour after curfew. Until then chaperones should be checking hallways.
- 12) Athletes are to ride the Section V bus home unless they have turned in a signed “Consent To Travel Home” form with **ALL** the required signatures to the Section V Coordinators.
- 13) Buses will leave on schedule for each leg of our journey each day. Make sure the athletes are on the buses – take attendance. Athletes leaving Friday night who did not have a chance to receive their medals please ensure them that we will pick up their awards and get those to them.
- 14) If you have any questions or concerns please be sure to call Lance or Kevin to make sure things are going along according to proper procedures.

# State Meet Chaperone Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

School: \_\_\_\_\_ Years coaching: \_\_\_\_\_

Present coaching level: Varsity J. V. Youth.....Head Coach Assistant Coach Volunteer

Have you attended the state track and field championships before? Yes No

Have you chaperoned the state track and field championships before? Yes No

Do you anticipate having an athlete qualify to compete in this years state meet? Yes No

If selected would you have any problems traveling with the Section V team on the bus? Yes No

If selected would you have any problem being assigned athletes from other schools to supervise? Yes No

If selected Section V will pay for your bus transportation, room, and meals at the state meet. You will be expected to travel and room with the Section V team. If selected you will be expected to fulfill the duties required as explained in the above duties list, even if you do not have an athlete qualify for the competition. If you do not fulfill your obligation your school will be held financially responsible for the cost of travel, housing, and meals.

Assignments will be made based on the needs for the boys and girls Section V teams. If we can accommodate chaperones with their requests which would you prefer to chaperone:

Boys D1      Boys D2      Girls D1      Girls D2      Does not matter

Coaches signature: \_\_\_\_\_

Principals signature: \_\_\_\_\_

Please forward this completed application with both signatures no later than May 22 to:

Mr. Kevin Rosko, Section V Boys Track Coordinator, 5137 Campbell-Savona Rd., Campbell, NY 14821

Or

Mr. Lance Bush, Section V Girls Track Coordinator, 9 Oatka St., Warsaw, NY 14569