

## State Meet Chaperone Duties and Expectations

- Apply to chaperone by cut-off date (intent to chaperone)
- Arrive at athlete pick up area 15-30 minutes prior to athletes
- Take attendance and confirm arrival of all athletes and bus assignments (head chaperone or assistant coordinator)
- Receive list of athletes to be responsible for (names, hotel room numbers, emergency contact information)
- Coordinate efforts to reinforce appropriate behavior with team coaches also chaperoning
- Help distribute bib numbers, pins, and any race day packets/info
- Bedcheck/Lights Out
- Evaluate hotel room prior to final check-out and heading to the course
- Collect all room keys and deliver to the assistant coordinator/front desk
- Explain how to sign out with a parent/guardian
- Sign out athletes as they prepare to leave the course with a parent
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