

**Chaperone Duties**

 ***General requirements regarding the Chaperone:***

* There must be at least one chaperone per team traveling on each overnight trip.
* The Chaperone(s) are generally a family/family member of a player traveling with the team (over the age of 25).
* The Chaperone(s) must be willing to perform the duties as outlined below.
* The Chaperone(s) will communicate with Coaches to make a plan for their teams before and throughout the weekend and it is ultimately the Coaches responsibility to set curfews and meal choices.

***Duties of the chaperone(s):***

* Coordinate with coaches & assistant director regarding vehicle(s) for pickup and return to airports.
* Assist the coaches with the check in and check out of the team at hotels and airports.
* Collect and keep the airline tickets of all team members in their possession.
* Drive team to & from playing sites & other locations as needed.
* Ensure that players are in rooms at the time prescribed by the coaches.
* Monitor player rooms after curfew to ensure players get the rest they need.
* Wake the team & send them to breakfast at time determined by the coaches.
* Coordinates team meals as follows: (work with your food parents. The “out of hotel” food can be coordinated by other parents) Please talk with coaches on food choices before making reservations.
	+ Collects money for food from players before trip. (generally, $100-200)
	+ Purchases groceries o Prepares meals (if needed)
	+ Makes reservations for team meals at reasonably priced restaurants
* Coordinates the washing of uniforms (if needed/for longer tournaments)
* Transports injured players to receive medical attention if necessary.
* Monitor player behavior outside of the playing arena and implement disciplinary action if needed. *​In all cases, questionable player behavior must be reported to the coaches before disciplinary action is taken.*
* Keep and submit receipts for all trip related expenses to the club.
	+ Receipts must be submitted within **2 days after** the tournament to be reimbursed.
	+ You **must** have receipts to be reimbursed.
* Make sure someone (other parents) checks rooms prior to check out and makes sure they are in perfect shape and that all personal items have been removed.
* Anyone responsible for driving should **NOT** drink alcohol while “on duty”.
* Other duties as needed and/or assigned by the club/team/coaches.
* As a standard, all team chaperones will collect cell phones every night before bed and given them back at team breakfast the next morning.

***Chaperone helpful hints​:***

* Be sure to have all cell phone numbers of coaches/players/parents.
* During the long tournament days the players will need lots of energy. You will arrange for “cooler food” for the players and coaches. Healthy snacks and plenty of water/sports drinks are a must. This may include: vegetables, fruit, cheese, crackers, hard boiled eggs, bagels and lunch meat. Ensure the players have water bottles with them during matches. Assign another parent to monitor the water bottles and make sure they are kept full.
* Remind players to bring homework, playing cards, etc. for time in between games at tournaments.
* Make time for athletes needing to study (particularly around finals) and help secure study room if possible.
* Plan in advance of travel tournaments by locating local restaurants, laundry services, shopping malls, movie theaters, etc.
* Depending on age decide how you want to handle player “cash” for travel. You can collect specified amount and store in a Ziploc with an index card to document expenses throughout the tournament. o Most players will have cell phones. Your coaches will decide what your rules are concerning use during team time and in the hotel room. *​Cell phones must be collected at curfew by the chaperones.* ​ Some chaperones bring a power strip to help with charging phones during the night.
* Enlist help from other parents who may be attending the tournament, it’s a team effort.

***Please note, the following is a list of expenses that ​are covered ​or reimbursed by ITVC for chaperones:***

* One hotel room. If there is two chaperones, they will split the room.
* Trip related expenses (if using ITVC arranged vehicle) please reimburse this through the funds collected from the players for the trip.
	+ Gas
	+ Parking
* One chaperone flight (if a team takes 2 chaperones, each chaperone will have half their flight paid for).

***Chaperone expenses NOT covered by ITVC:***

* Parking/moving violations (if using ITVC arranged vehicle)
* Gas/other for personal vehicles
* Miscellaneous personal expenses

*Please submit reimbursement receipts to director within 2 days after tournament. If the receipts are not received by the second day by 5pm,* ***you will not be reimbursed.***