



## Chaperone Guidelines Overnight Trips

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### **Pinnacle Volleyball Academy**

Thank you for volunteering to be a chaperone for the overnight tournament. Chaperones are an integral part of the club and are truly appreciated

1. Parent chaperones are required for all Pinnacle trips that involve travel and an overnight stay.
2. Minimum 2 chaperones per team or group
3. A single room will be reserved for the chaperone's hotel stay. This cost is to be covered by the club. (Other expenses such as in-room movie rentals, in-room bar/snacks, etc. are not Pinnacle's responsibility)
4. Responsibilities of parent chaperones include (but are not limited to) the following:
  - a) Ensuring players are in their designated hotel rooms by assigned curfew time.
  - b) Ensuring players are up and ready to go by the designated time in the morning to leave for the match.
  - c) Gathering up players and ensure they are ready for outings (dinners, matches, etc.) by doing head count.
  - d) Coordinating breakfast, lunch and/or dinner set up
  - e) Ensuring players are adhering to club travel rules and code of conduct that pertain to off-court time.
  - f) Collecting money from each family for meal money for each girl during the tournament.
  - g) Create/maintain a list with all the parents and girls phone numbers.
5. Parent chaperones must be available:
  - a) To leave and travel with the team at all times.
  - b) To travel with/be responsible for their team without coaches in certain circumstances (often coaches have to be at coaches meetings for the tournament).
6. Parent chaperones are under the direction of the coaches. Decisions for travel arrangements are to be made with the coaches. Once coaches make decisions for travel arrangements, parent chaperones may be asked to:
  - a) Make restaurant reservations.
  - b) Arrange for travel/transportation to venue.
  - c) Other arrangements as requested by coaches.
7. This outline of chaperone responsibilities may be changed as necessary.
8. The team stays together the whole time. Parents cannot pull the girls from the team to do individual activities during down time. If a parent has an idea for a downtime activity they can take the whole team ☺

Your responsibility for overnight chaperoning begins when the team is expected to arrive at the hotel and ends after the team has finished its responsibilities with regard to the tournament, and all of players have informed you of their traveling arrangements. If a player is leaving with someone from another team, please be sure they find that person before you leave.

Being an overnight chaperone means you accept responsibility for the whole team for the entire weekend. This means down time and non-tournament time.

The coaches are responsible for the girls during tournament time.

Most hotels will accommodate a refrigerator request in the chaperone's room. Best to call the hotel for a refrigerator in advance so you know if you have one and it will be ready for you.

#### *Evening Routine:*

Attend any team meeting the coach has so you can facilitate whatever needs to be done. Girls should start showers at least 2 hours before bedtime. It is highly recommended that the girls prepare as much as they can in advance for the following day. Have the girls lay out the uniforms they plan on wearing the next day. All other uniforms and gear should be packed up and in their Pinnacle bag for the next day.

Have the girls prepare and pack their snack bags for the following day. If time allows, prepare and store all perishable items in the room refrigerator. If it is late, this can be done in the morning. Bottled drinks, such as Gatorade, can be distributed at night.

The girls are not allowed to switch their assigned rooms unless there is a very good reason (chaperone's digression) or without coaches approval. However, if there is a medical reason (i.e. fever, stomach flu etc) the player's parent can be called to pick up their daughter to sleep in their own room to avoid getting the rest of the team sick. In that case, the coach should be notified as early as possible the next morning to make them aware of the player's sickness.

#### *Phone use:*

Tournament time is Pinnacle time. The Chaperone will talk to the girls about the usage of the phone. At curfew time, confirm that all players are in their rooms and listen for them to double lock their door. The team gets two curfew times 1) when they must be in their individual rooms and 2) lights out. Go back and listen through their door about a half hour or hour later to be sure they are sleeping.

#### *Morning Routine:*

Knock on each room or Call each room to say good morning, provide a weather report so they know how to dress, and any other details. Remind them what time they need to be ready in the morning. If any room sounds too sleepy, call back 5 minutes later to be sure they are all up. You have to ask; otherwise the girl answering won't tell you that someone is still in bed.