

## **Guidelines and Best Practices for TIDE Team Travel and Chaperones**

1. Ratio of 14 (or fewer) athletes to every 1 chaperone (the ratio in a 15-passenger van). In the case where there are not enough designated chaperones to accomplish this ratio, the coaches who are part of the team travel will also act as chaperones, with the exception that a coach should not drive a van with no additional chaperone.
2. At least one female chaperone (or coach) should attend.
3. A coach should not be alone with an individual athlete (regardless of age) at any time.
4. Before each trip, all chaperones will meet with the coach in charge to discuss the trip.
5. Chaperones will be helpful and flexible with the intent of helping our athletes to have a successful trip.
6. Chaperones will be expected to carry the emergency forms for all athletes in attendance.
7. Chaperones will be responsible for carrying basic first aid supplies and feminine needs.
8. Chaperones will be provided with a rooming list before arrival at the hotel and will be responsible for distributing keys upon arrival at the hotel.
9. Chaperones are responsible for making sure all athletes are accounted for before driving to or from any destination.
10. If they are driving team vans, chaperones will take the athletes grocery shopping (if time allows). If the trip involves bus travel this will need to be arranged with the bus drivers by the team travel coordinator and be part of their schedule for the trip.
11. Chaperones will drive the athletes to and from the hotel with the exception of travel that includes chartered buses.
12. Meals will be planned and ordered by the team travel coordinator when required. Chaperones should be prepared to accept delivery of team meals as well as to set up or distribute meals to athletes.
13. For smaller trips without catered team meals, chaperones will make arrangements for lunch and dinner for the athletes. This typically involves identifying a restaurant where order pickup is available. Chaperones will facilitate ordering and pick up meals for distribution to athletes at the hotel.
14. Chaperones, with assistance from coaches, will ensure that the athletes are behaving according to the TIDE travel code of conduct.
15. Chaperones will make a bed check at time agreed upon with the coach in charge.
16. Chaperones will keep the coach in charge informed of any incidents that may occur. Disciplinary action will ultimately be decided and enforced by the coach in charge.
17. Chaperone travel (air or ground), lodging, and per diem will be paid by the athletes who are attending the team travel meet. Should a chaperone purchase team food or supplies with personal funds, a receipt for such expenses should be scanned and emailed to the team accountant for later reimbursement.
18. Same sex or married chaperones may share a room.