

## SLRC CHAPERONE CHECKLIST

- Items to Bring: cell phone, rain gear, credit card & cash, jumper cables (leave in car), alarm clock, trash bags, ziplocs, sun screen, lawn chair, pen/pencil, Chaperone Duties document, itinerary and 2 copies of directions to hotel & race course
  
- Names & cell #'s of Chaperones & Coaches
  - Novice Bus: \_\_\_\_\_  
\_\_\_\_\_
  
  - Varsity Bus: \_\_\_\_\_  
\_\_\_\_\_
  
- Introduce yourself to the bus driver and give him/her a copy of directions (if s/he doesn't have one).
  - AC/heat working? \_\_\_\_\_
  - Any obvious safety problems with bus? \_\_\_\_\_
  
- Get Room List from coaches to use for calling roll. Make corrections as needed. Gather cell phone numbers of rowers.
  
- Be sure all cars parked at boathouse have placards indicating that car is parked by an SLRC Rower attending a regatta and will be parked overnight "on dates \_\_\_\_\_" (placards are available in boathouse).
  
- Just before leaving, have coach or team captain introduce you to the bus and then call roll.
  
- Read the list of bus rules from your Chaperone Duties document.
  
- Dinner/Restroom Stops: Before they leave the bus, set time for return. Upon return, call roll, ask everyone to check for wallets & purses.
  
- 2-3 hours before arrival: Start noting exit numbers with fast food like Subway. This will help for dinner on the return trip.
  - Exit #\_\_ Food: \_\_\_\_\_
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  - Exit #\_\_ Food: \_\_\_\_\_
  
- 45 Minutes before arrival, call hotel on cell phone and ask that room keys be ready upon arrival. (Phone # \_\_\_\_\_)

- 10 minutes before arrival, pass trash bag to clean up bus.
- At Hotel: Give out room keys on bus. Tell them when to be on bus: \_\_\_\_\_a.m. Get a copy of room assignments for wake up & room check.
- Get coolers off the bus and fill with ice.

**NEXT MORNING:**

- Wake up calls 30-40 min. before departure. Load coolers on bus. Fill water jugs.
- At Race Course: Get rowers to help unload and set up site: Shade tents, tarps, coolers. Make Gatorade.
- After Race: Get rowers to help clean up. Load bus. Take roll.
- Approximately 1 hour before arrival in St. Louis, have kids call parents and tell them arrival time.
- 15 minutes before arrival, wake everyone and clean up the bus.