

# **CHAPERONE GUIDELINES AND PROCEDURES**

## **All Games**

- When you arrive, sign in and put on your chaperone tag.
- When you leave, sign out. Make sure you add your time correctly. Return your chaperone tag.
- One person will be assigned our First Aid Kit. If a student needs medical attention, see this person that was assigned for that particular date or event.
- If a girls needs a personal hygiene product, the Chaperone Coordinators will have some available.
- Personal displays of affection (PDA) among students are not allowed. If you see any, tell the students to stop immediately. If they continue, tell a Chaperone Coordinator, supervisor, or director right away.

## **Home Games**

- Chaperones will go to the stadium before the students or band arrives and reserve the area.
- If the seats are wet, please wipe them down. We have towels available.
- Chaperones may be asked to help in the concession stand at halftime.
- Students may go to the restroom, in pairs, unescorted at home games. They should let a chaperone know before they go. Watch for them to return.
- Following the game: walk back to the practice field with the students. Mr. Obado will talk with the students on their performance and dismiss them.
- Please make sure you sign out with the Chaperone Coordinators before leaving. This way we will have an accurate document of volunteer hours.

## Away Games

- Each bus will have one chaperone bag. It will be given to a chaperone assigned to that bus for each event. Inside the bag is a clipboard with a pen and sign in sheet, a flashlight, a bus number, and a walkie talkie. When you arrive at your destination, please leave the bag in the bus. You do not have to carry it to the stands.
- One chaperone on each bus will be responsible for the walkie talkie. This is to communicate with the other buses.
- When you get to the bus, reserve some seats for the adults assigned to your bus in the front and back.
- Some adults must sit in the back of the bus with a flashlight.
- Place your bus number at the window, close to the front side door of the bus.
- As the students board the bus, write down their names on the clipboard and tell them their number. Forms and pens are on the clipboard. Chaperone names must also be on this form.
- When we arrive at the school, some of you will be sent ahead to secure the band area. The others will follow with the band.
- All students must be escorted to the restrooms by chaperones at away games.
- When you return to the bus at the end of the event, check off the students and adult names on the list as they board the bus.
- When we return to the school, remind students to clean up any trash. Remain on the bus until all students are off.
- Remove the bus number from the window and inspect the bus for any missed items or trash.
- Have the bus driver sign the driver's trip report. Keep the yellow copy and turn it in to the Chaperone Coordinators.
- Sign out with the Chaperone Coordinators.

## Stand Procedures – Home and Away Games

- Before the band arrives in the stands, please carry the coolers up to the designated areas of the stands. (Coolers will be delivered to the bottom of the stands area by the pit crew.) Supply each cooler with a tray, cups and pitcher. Begin pouring water into the cups. **Do not pass out any water until the director tells us to!**
- Non-band members are not allowed to be in the band section of the stands.
- The band will leave the stands during the second quarter. Please remove any trash and place all remaining items (hat boxes, cases etc.) on the seats. Please bring all coolers, trays and pitchers to the bottom of the stands.
- Some chaperones must remain in the band area of the stands at all times to watch over the items left there.
- At halftime, the band performs. After the performance, Mr. Obado will dismiss the students from the stands. All chaperones will help distribute clear soda and water to the students as they leave the stands area.
- Band members are not permitted to eat or drink anything else while in uniform.
- At the end of the game, check all the stands for any trash or items left behind.