

# Arizona Aqua Stars

## Chaperone Handbook



**...Everything You Wanted  
to Know About  
Chaperoning, But Were  
Afraid to Ask!**

# CHAPERONE RESPONSIBILITIES

## Main Objective:

To ensure the safety and well being of each swimmer!  
Our goal is to have one chaperone for every 5 swimmers (1:5 ratio)

*The Chaperone(s) and Coach will work closely together before and during the meet to coordinate the times the swimmers are required to land drill, practice, compete, eat and sleep!*

The Travel Manager will make all travel reservations. Once you have been designated as a chaperone by the coach(es), you will need to begin making detailed plans for chaperoning. Included are responsibilities that must be followed as well as helpful tips given by seasoned chaperones.

*Please remember that as a chaperone you are **NOT guaranteed** you will be able to see your daughter swim. In the event of an emergency or tight scheduling, you may be busy with chaperone duties or not at the pool.*

## Chaperones are required to:

- 1) Travel **with** the swimmers both **to** and **from** the meet!
  - Swimmers **MUST** be chaperoned at all times. In the past we have had to deal with cancelled flights due to weather. A chaperone is needed to make new travel/hotel plans if needed.
  - Do **NOT** volunteer to chaperone if you are making this trip part of a family vacation and can not commit to travel both ways.
- 2) **Drive rental vehicles** with coaches and swimmers to/from airport, hotel, and on an "as needed" basis.
  - Car rental companies require leaving a credit card number for the designated driver. **You will NEED to furnish a credit card at the time of rental.**
  - Chaperones must carry minimum personal insurance coverage of the following:
    - BIPD – 100/300/100
    - UM/UIM – 100/300
    - ❖ Comprehensive and Collision deductibles must be placed on your car if you are using your own insurance.
    - ❖ It is recommended since you are taking other people's children that you carry \$1,000,000 in coverage.

❖ The chaperone is responsible for all insurance on the rented vehicle as well as the well being of the swimmers in the car they are driving.

- Additional car insurance is **suggested** for your own protection as the Aqua Stars will **NOT** reimburse any expenses due to accidents, towing, parking tickets, etc.
- However, Aqua Stars **WILL** reimburse chaperones for these car rental expenses (**PARKING, GAS, RENTAL CHARGES...KEEP ALL RECEIPTS!**)

**3) Coordinate meals and shop** for snacks/water/food to have available at the pool and hotel during meets.

- Get feedback from coaches (on acceptable/banned foods) and swimmers (on snacks).
- Create a menu for meals (breakfast, lunch, and dinners). Some hotels will have a complimentary breakfast, so that may not be needed. Check with hotel or Travel Manager.
- Collect money from **swimmers** and **chaperones** before meet. Usually \$10 per full day unless the swimmers are attending a meet dinner (West Zones, US Opens).
- Make sure swimmers keep hydrated at all times.

**4) Stay at hotel or pool and be available to swimmers and coaches “as needed.”**

- Meet with swimmers daily and “as needed” to explain ongoing plans/schedule, expectations, and safety rules.
- Remind swimmers they **MUST** always travel with a partner.
- Know where fire escapes are in hotel-make sure swimmers know.
- Find a location outside of hotel to meet in the event of an evacuation.

**5) Share a room** with another **chaperone or swimmer** (usually when they are sick).

- Chaperones should make a master room/phone list once swimmers have been assigned hotel rooms. Swimmers should also have chaperones room/phone numbers.
- Girls should put chaperones' cell phone numbers in their personal phones for emergency contact.

**6) Carry swimmer **MEDICAL RELEASE FORMS**** at all times.

- Chaperones should be prepared to take sick/injured swimmer(s) for emergency care if necessary.

**7) Transport the TEAM BANNER, COOLER(S)** with snacks/food/water to and from the meet. This **requires heavy lifting at times**, sometimes up and down stairs.

- Set up a team area at pool for swimmers to eat and rest.
- Collect team banner at end of meet (if hung by meet host).

**8) Collect TEAM routine suits and headpieces** prior to travel and maintain them throughout meet.

- Rinse suits and headpieces in cold water after competition

- 9) Collect and be responsible for swimmers'/coaches' airline tickets while traveling.
- 10) Before hotel check out, make sure all swimmers have collected personal items, routine suits, headpieces, electronic devices, etc.
- 11) Once chaperones have made their arrangements, an **email** should go out to **or** have a **travel meeting** with parents of all traveling swimmers. Try to do this about 2 weeks before departure so you have time to adjust any necessary plans.
- Include information about money collection (groceries, luggage fees, etc.) Also, discuss extra money swimmers will want to bring for food/snacks in the airport, souvenirs, dinners at restaurants).
  - Ask if anyone has food allergies or is on any medication (meds must be in original bottle and labeled), etc.
  - Send out a weather update so swimmers know what to pack for.
  - Send out swimmer packing list (also found on team web site).

Chaperones **WILL** receive **compensation** for:

- Hotel Room (to be shared with swimmers, coach and/or additional chaperones depending on need).
- Rental vehicle
- **\*\*\*AIRFARE\*\*\***

\*\*\*The team will cover the cost of your airfare if funds are available; otherwise, each girl will be assessed an amount to cover chaperones' costs. However, ***if you commit to chaperoning a travel meet and must cancel, you are financially responsible for your airline ticket.***

*If you are planning to travel to the meet to see your daughter and team members compete, volunteering to be a chaperone is an excellent opportunity to make a valuable contribution to the team. **PLEASE do not commit to chaperone responsibilities** if the trip is a planned family vacation or an opportunity to visit with friends. The girls who are traveling without their parents require your support and availability close to 100% of the time! In addition, do not volunteer if you feel you are unable to commit to all of the requirements listed above.*

## SAMPLE MENU CHOICES

Breakfast Choices	Yogurt Parfaits Bagels and Cream Cheese/Peanut Butter Cereal (low in sugar) Hot Oatmeal Toast with butter/jelly Fruit Milk/Juice Frozen Waffles/Syrup
Lunch Choices	Sandwiches (Turkey/Ham/Chicken) Peanut Butter and Jelly Peanut Butter, Banana, and Honey Tossed Salad/Chicken Caesar Salad/Oriental Chicken Salad Pasta Salads Baked Potatoes with condiments Fruit Water/Gatorade/Crystal Light packets
Dinner Choices	Chicken in Crock-pot Chicken Tacos Burritos Spaghetti and Sauce Cooked chicken from stores Soup, Salad, and Bread Baked Potatoes with condiments Water/Gatorade/Crystal Light packets

# FAVORITE RECIPES

## **Chicken Burritos**

4 boneless/skinless chicken breasts (can use frozen)  
1 – 15oz can black beans, drained  
1 – 15oz can pinto beans, drained  
1 pkg. burrito seasoning  
1 sm. can diced green chilies

Put all ingredients in Crock-pot and cook on low for 6 hours. Shred chicken. Serve with tortillas and condiments (salsa, sour cream, refried beans, guacamole, shredded cheese).

Serves 8-10

## **BBQ Chicken** for BBQ sandwiches.

6 boneless/skinless chicken breasts  
2-3 bottles of BBQ sauce

Place chicken and 1 bottle of sauce in Crock-pot and cook on low for 6 hours. Shred chicken. If there is a lot of liquid that hasn't be absorbed by shredding pour that off. Pour 2nd bottle of BBQ sauce over shredded chicken. If it still looks dry add more sauce from the 3rd bottle until desired sauciness.

Serve over buns.

Serves 12

In a separate Crock-pot, dump 2-3 large cans of BBQ baked beans. Warm for 6 hours.

You can also have another side like cole slaw, fruit, or salad.

## **Quick and Easy Pasta Salad**

1 pound of cooked pasta (any type of pasta)  
8 oz bottle of Italian salad dressing  
4 Tbsp of salad supreme  
Variety of chopped vegetables

Toss with an assortment of chopped vegetables (Cherry tomatoes, cucumbers, green or red peppers, and black olives are a good choices to use)

Refrigerate.

Serves 20

## **Chicken and Dumplings**

1 ½ lbs. boneless/skinless chicken breast, cut into 1-inch pieces  
2 med. Baking potatoes, cut into 1-in pieces  
2 cups whole baby carrots  
2 stalks celery, sliced  
2 cans Campbell's Condensed Cream of Chicken Soup  
1 cup water  
1 tsp. dried crushed thyme leaves  
¼ tsp. ground black pepper  
2 cups Bisquick  
2/3 cup milk

Place the chicken, potatoes, carrots and celery into slow cooker. Stir the soup, water, thyme and black pepper in a small bowl. Pour the soup mixture over the chicken and vegetables. Cover and cook on LOW for 7-8 hours or until chicken is cooked through. Stir the Bisquick and milk in a medium bowl. Spoon the batter over the chicken mixture. Turn the heat to HIGH. Tilt the lid to vent and cook 30 minutes or until the dumplings are cooked in the center.

Serve with tossed salad.  
Serves 8.

## **Recipe for Nationals Chicken**

4-6 frozen chicken breasts  
Family size can of cream of chicken soup or 2 small cans  
1 8oz cream cheese  
1 package of dry Italian seasoning

Place all ingredients in a Crock-pot on low heat and let cook for the day. Serve over egg noodles, rice or mashed potatoes.

## **Oriental Chicken Salad**

Make the dressing first to allow flavors to blend. Make sure sugar is completely dissolved before pouring over salad.

1 cup sugar  
½ cup oil  
2/3 cup vinegar  
Seasoning from 2 Noodle packets (Oriental flavor)

Toss the ingredients below together in large bowl to make the salad.

2 bags coleslaw veggies  
1 bunch green onions (finely chopped)  
2 packages oriental ramen- noodles (uncooked, crumbled)  
1 cup slivered almonds  
1 cup sunflower seeds

Pour dressing over the salad and serve. This makes enough to bring for a dish to pass. If it is just us at home, I usually make half this amount.

**Arizona Aqua Stars  
West Zones**

**SAMPLE Meal/Menu Plan**

**March 4-8**

**PLEASE NOTE:** You will need to check with Travel Manager or hotel to find out what accommodations (kitchenette, refrigerators, microwaves, etc.) are available. This will help you decide what to pack and menu items.

Meals may be reversed due to schedules if necessary.

<b>Wednesday, March 4</b>	Jill and solos leave	<b>Lunch/Snacks-</b> in airport (bring money) <b>Dinner-</b> Rotisserie Chicken, mashed potatoes, Veggies and dip, bread
<b>Thursday, March 5</b>	Solos competition Rest of team leaves	<b>Breakfast-</b> Complementary at hotel Bagel/Cream Cheese/Peanut Butter/ Fruit for those who must leave early <b>Lunch-</b> Turkey/Ham sandwiches, peanut butter and jelly, veggies and dip, fruit <b>Traveling Swimmers--</b> in airport (bring money) <b>Dinner-</b> Chicken tacos, salad, rice/beans
<b>Friday, March 6</b>	Figure competition Trio competition	<b>Breakfast-</b> Complementary at hotel Bagel/Cream Cheese/Peanut Butter/ Fruit for those who must leave early <b>Lunch-</b> Pasta Salad, sandwiches, fruit <b>Dinner-</b> BBQ Sandwiches, beans, salad, chips(?)
<b>Saturday, March 7</b>	Duet Competition Awards	<b>Breakfast-</b> Complementary at hotel Bagel/Cream Cheese/Peanut Butter/ Fruit for those who must leave early <b>Lunch-</b> Baked potatoes with toppings, salads, Fruit <b>Dinner-</b> West Zone Dinner (paid)
<b>Sunday, March 8</b>	Team Competition Awards Travel home-arrive 6:10 pm!	<b>Breakfast-</b> Complementary at hotel <b>Lunch-</b> Leftovers/ something at airport

## SAMPLE EMAIL TO PARENTS

Good Afternoon Everyone,

Becky and I wanted to send you some information on the upcoming meet and make sure you all have information that you need.

### **ATA Airlines**

We are flying ATA and your SW frequent flyer numbers can be used. Call them prior to leaving and they will add it. There will NOT be food served on that flight but you can purchase snack boxes (no sandwiches). You can take a sandwich through security, but not drinks (according to the ATA dude). Headsets to watch the in flight movies are \$3 each (**Are We Done Yet** and **Bridge to Terabithia**).

### **Phone numbers:**

1. L]bXU's cell (602) )))!%&%&
2. AG\Y`m's cell (480) )))!%&%&

Please call us anytime and leave a message.

### **Hotel Information:**

Resort Quest Waikiki Sunset

Direct line: (808) 922-0511

Web link: <http://resortquesthawaii.com/hawaii/propertyOverview.do?propertyGroupId=25556>

### **Medical information:**

Please email us with any updates or changes on your insurance information prior to leaving and if anyone is currently injured and/or medicated, please email us with the specifics.

### **CARS:**

There are 21 people in 3 vans that hold 7 people each. We will **NOT** have a lot of space for luggage and back packs. The pool is 30 minutes away and we will be tight on space in the vans. Please keep this in mind when you are packing luggage and use small suitcases. How much room do you need for bikinis?

### **MONEY:**

We really have no clue how expensive food is in Hawaii, so we are asking everyone to send **\$100** for groceries. If there is money left over we will divide it amongst the girls on or before the plane ride home.

They will need extra money for food in the airport on both Fridays and we will probably eat out on the following days:

Saturday – lunch and dinner

Thursday – dinner

Friday – lunch and dinner

We are going to try to let the girls shop for souvenirs one of those days as well if they would like. I have never been to the islands, but I have heard that it is expensive. If at any time your daughters run out of money, please ask them to come to us and we will print some.

### **CELEBRATIONS**

Jessica Webb and Jaime Flannery have birthdays while we are in Hawaii and we are going to do something special for them while we are there. If there are any other birthdays or celebrations let us know.

**Lastly**, we are going to attempt to set up a group text list on my cell phone so we can just text everyone at the same time and let you know what the standings are during the competition. We will take pictures and video so you can all see it when we come back. (This may be a Christmas gift since we are known by all for our timeliness.)

**Thank you for trusting us with your daughters. We will take good care of them!**

G\Y`mUbX`@bXU

## **PACKING and HELPFUL HINTS**

- 1) Take coolers WITH WHEELS!
- 2) Pack one crock pot per cooler. Pad with vinyl table cloths. Include serving utensils and knives for chopping/paring. If possible, pack a few plastic storage containers, serving bowls, and gallon/quart size Zip-lock bags. Also, pack seasoning spices in cooler. Take your own bottles or you can premeasure and put in labeled baggies.
- 3) Use at least two bungee cords to secure cooler shut. Don't use tape as the airlines may remove it to look inside and then it won't stay as well.
- 4) When using crock-pots, make sure you cook with the crock-pot liners. It makes clean up a breeze!
- 5) Make sure you have collected the chaperone/first aid bag. This should include items such as extra nose clips and caps, Tylenol, Motrin, Band-Aids, Sun Screen, Eye Drops, etc.
- 6) All chaperones should travel with a team roster for emergency situations. Not every swimmer has a cell phone.
- 7) The travel manager will Mapquest directions from airport to hotel to pool; however, it is a good idea for the chaperones to Mapquest directions for local **Costco** stores, **grocery stores**, **drug stores**, and **restaurants** (for celebration dinner). Look up weather information to send out to parents.
- 8) It is very important to Mapquest **Urgent Care** (preferable) and **Emergency Room** facilities before you travel.

## **PACKING AND TRAVEL CHECK-LIST**

**THINK...EVERYTHING YOU NEED  
TO BE SUCCESSFUL AT COMPETITION!**

### **AIRLINE CARRY ON**

- \_\_\_ Black figure suit
- \_\_\_ White Cap (name on inside)
- \_\_\_ Goggles
- \_\_\_ Nose Clip(s)
- \_\_\_ Solo, Duet, Trio Suits & Headpieces (Team Suit/Headpieces carried)
- \_\_\_ Practice music, cd player, ipod, mp3 player
- \_\_\_ AAS Team Warm Up Swim Suit and "Aqua Star" Cap
- \_\_\_ AAS Team Warm Ups/ Sweat Suit/Black Shorts/T-shirts/Tanks
- \_\_\_ Knox/hairpins/donut/comb/brush/ponytail holders/hairnet/ "knoxing" towel
- \_\_\_ Waterproof makeup, lip gloss, no liquids sized above 3 ounces, put in clear zip baggie
- \_\_\_ Sanitary napkins/tampons
- \_\_\_ Prescribed Medications (with written instructions), glasses
- \_\_\_ Pool Towels (1)
- \_\_\_ Underwear (1) (Socks and gloves a good idea if it is cold!)
- \_\_\_ Shoes and/or Flip Flops
- \_\_\_ Plastic Bags (wet suit, dirty clothes)
- \_\_\_ School Homework/Writing/Reading materials
- \_\_\_ Parka (can wear on plane)
- \_\_\_ Wallet with money for meals, snacks, water, souvenirs, Airline Frequent Flyer Card
- \_\_\_ Camera/film
- \_\_\_ PHOTO IDENTIFICATION
- \_\_\_ GOOD ATTITUDE & A SMILE!!

### **ONE SUITCASE (TO BE CHECKED)**

- \_\_\_ P.J.'s
- \_\_\_ Toiletries (Toothbrush, toothpaste, retainers, makeup remover, polish remover, shampoo/conditioner, razor, lotion, deodorant, hairdryer)
- \_\_\_ Pool Towels (2)
- \_\_\_ Shirt/Sweatshirt (3)
- \_\_\_ shorts/pants/jeans (2)
- \_\_\_ socks (2-3 pair)
- \_\_\_ underwear (however many days you will be gone!)
- \_\_\_ Umbrella/poncho/rainproof jacket if rainy weather is possible
- \_\_\_ Outfit for "Swimmers Social" (if planned)

Please make sure outside of suitcase is labeled with your name and home phone number!!

***PLEASE LABEL EVERYTHING WITH YOUR NAME!***

# EMERGENCY SITUATIONS

## **Flight Cancelled-**

- reclaim luggage immediately so it doesn't get lost in the chaos
- try to rebook flight
- make hotel reservations if you need to stay overnight
- notify parents of swimmers

\*\* parents of swimmers whose flight was cancelled are responsible for extra costs associated with the delay. **KEEP ALL RECEIPTS!** The Aqua Stars will bill parents and reimburse your cost.

## **Sick Girl-**

- In the event of a sick or injured swimmer, one chaperone will need to stay with remaining swimmers while the other takes care of sick/injured swimmer's needs. This may take some juggling of scheduling, help from the swimmers or parents there to watch, or even the coaches. Flexibility is key.
- If parents of sick/injured swimmer are present, they may take care of swimmer's needs.
- For illness swimmer should be removed from team rooms and placed with chaperones to prevent further spread of illness, especially when vomiting, fever, or severe coughing are involved.