

# Swim Team Travel Chaperone - Volunteer Opportunity

We are looking for responsible, organized, and supportive volunteers to serve as travel chaperones for our upcoming swim meet trip to Baltimore.

## WHAT A SWIM TEAM TRAVEL CHAPERONE DOES

#### 1. SAFETY & SUPERVISION

- Ensure swimmers are accounted for at all times—during travel, meals, meetings, hotel stays, and pool sessions.
- Maintain non-intrusive supervision during competitions.

#### 2. LOGISTICS & COORDINATION

- Work closely with the coach/travel coordinator to manage:
  - Medical release and emergency documents
  - o Room assignments and hotel check-ins
  - Meal logistics (receiving deliveries, emergency grocery runs)

- Curfews and time checks
- Collect receipts from any deliveries or emergency purchases (food delivery, etc.)
- Daily reminders for swimmers to take medication (note: chaperones do not handle medications)

#### 3. FINANCIAL RESPONSIBILITIES

- All chaperone travel, lodging, and food expenses are covered by the team.
- Submit any receipts to the team bill keeper for reimbursement tracking.

#### 4. ADDITIONAL LEADERSHIP DUTIES

- Collaborate with other chaperones and liaise with coaching staff.
- Handle emergent needs (travel hiccups, minor first-aid, documents).
- Drive team vans to Baltimore (must have a valid license and be comfortable driving).

REQUIREMENTS (DUE BY OCTOBER 10, 2025)

Item

**P** Details

**USA Swimming** 

Includes Background Check, APT,

Non-Athlete

and USADA Training

Registration

Valid Driver's License	Required to drive team vans
Signed Forms	Must sign Code of Conduct and
	Travel Policies

### MANDATORY CHAPERONE MEETING

- October 15, 2025
- 7:00 PM
- Zoom (link will be sent in advance)
- Attendance is required for all confirmed chaperones.

## **VOLUNTEER TO CHAPERONE**

If you are interested in volunteering, please contact Coach McKenzie no later than September 20th.

The senior coaching staff will finalize the chaperone list by September 25th.