

Region I Olympic Development Program

Chaperone's Handbook (revised 07/07/2012)

Your Role As Chaperone:

The purpose of this booklet is to provide detailed information about regional camps, the purpose, procedures, and outcome. Part of the key to success is an excellent staff. Chaperones are a valued part of our camp, and important key to our success, so we want to make sure you are fully informed of your expected responsibilities. We greatly appreciate your efforts and encourage you to come to us with any comments or problems.

You are the person who will set the tone for the conduct of the players in the dorms and off the field. You are in charge at all times when the players are not on the field. Your state coach, your state ODP administrator and your regional staff are always available to assist and support you. An on-site chaperone briefing is held at the beginning of the camp.

In addition, you can serve an important role as an emotional support to the players. These are accomplished athletes, away from home, and in the midst of a selection process. It can be a stressful experience. If players seem to need or welcome a helping hand, please extend one. However, do not force it. If you face matters you feel are out of your control or expertise, please consult a staff member, who can offer help and advice.

Regional camp is an opportunity for players to experience personal growth, and to form a unique bond. Please encourage this in whatever way you see appropriate, and help the players to profit from, and enjoy the camp.

A Few Reminders:

Your first responsibility is the health and safety of your players. Please know their potential medical problems, e.g. asthma, allergies, etc. Younger players may have difficulties being away from home or relating to unfamiliar teammates.

Review camp rules with players in a meeting the first night.

Review fire and security procedures with all players upon arrival; note nearest exits; remind players not to use elevators in case of a fire; set a place outdoors to meet.

Remind players to keep their belongings in a safe and neat manner. You should check their rooms to assure this as well as make sure all rooms are free of trash prior to departure.

Only players and chaperones are permitted in the dorm.

Monitor the eating habits of your players; encourage them to drink water. Get players to meals on time. Walk to meals, training/classroom sessions together as a team.

Bring a trash bag to each game and training session. Players must pickup after each session, especially cups and tape. There are trash cans at the field as well. If there is trash left on the fields then the region is charged which will result in increased fees for the camp in the future.

Remind players to be careful and attentive to traffic as they go to and from the fields.

Get players to their rooms by curfew. Remind them that they need their rest. Players should not be on their cell phone after curfew.

Cell phones are not allowed at meals or on the fields. They may use them when they return to the dorms.

Please explain the difference to your girls between a public pay phone and the emergency phones strategically placed around the campus. Pushing the Panic Button on the Emergency Phone will bring the police and the player will be sent home if it is used inappropriately.

Communication Updating:

In the case of a schedule change or weather emergency a group text message will be sent to your phone. We will request your phone number when you register the team. Each state may supply one number and share the information as appropriate.

When Problems Arise:

Difficulties sometimes develop, even in the most carefully managed events. If something goes wrong, you are encouraged to report it to the regional administrative staff at the tent on the fields during the day. This can also help to alleviate future problems. We encourage you to communicate with us as we are available to help with problems.

Check-In:

At check-in, be patient, and be sure that you have the correct pinnie number for the players. If a player does not come to the camp their pinnie must be left at registration. All pinnies are to be returned on the last day of camp. Locate your dorm and have the bus driver pull as close to your building as possible. Most of you will receive combinations to use with your room (a few of the dorms may still have keys), and meal cards for you and each player. There will also be lanyards provided for their meal cards. Please make a copy of the players' combinations in the event they forget them. Remind players to lock the door whenever they are not in the room.

Meetings:

Please refer to the schedule provided to assure that players/you are in attendance at the meetings scheduled: Opening ceremony, Chaperone's meeting; State coaches meeting; education sessions; sports psychology sessions, etc.

Meal Service:

Hours:

Breakfast – 6:30 a.m.-9:00 a.m.

Lunch – 11:30 a.m. to 1:30 p.m.

Dinner – 4:00 p.m. to 6:30 p.m.

The Corner Store will be open from 6-9 each night so kids can purchase snacks and bottled beverages.

Chaperones must supervise their players in the dining hall. Players should eat, bus their tables (do not leave any trays or trash) and leave promptly to make room for others. **No food, drink or ice may leave the dining hall.** **Water bottles can ONLY be filled at the field or in the dorms.** No cleats are to be worn in the dining hall. Players

must display courtesy and good behavior and should be reported to the staff for any violations of cafeteria rules.

No cell phones at meals.

Meals Extras:

Players can benefit from sharing extra snacks and meals. Players should be instructed to bring snacks from home, but you can also help to arrange extra meals by inquiring about nearby food service and take-out restaurants (that deliver). You can pre-arrange evening pizza or other treats by collecting money from players and pre-ordering.

Make sure all players clean up properly on a daily basis. This prevents insects from invading their room.

Remember, players are not permitted to leave the campus at any time. However, the Emporium (shops and restaurants) is on campus and the team can walk there for drinks, ice cream, sandwiches, etc. On the last day of camp it ends prior to lunch. The dining hall is not open for lunch for the players on that day. You should plan ahead by ordering subs or some other item they can eat on their way home.

Medical Information:

Medical Release Forms should be with you at all times. Keep all phone numbers of administrators, coaches and other staff.

A Certified Athletic Trainer will be available 24 hours/day beginning at 5:00 p.m. the first day of camp until 11:00 a.m. the last day of camp.

During the Day: Certified Athletic Trainers will be available under the Main Medical Tent 60 minutes prior to each morning session, 30 minutes prior to each afternoon session and 1 hour prior to each evening session for first aid, taping and bracing. Certified Athletic Trainers will remain on the field until the end of each session.

Between each session, a Certified Athletic Trainer will be available, in case of emergency, by cell phone or walkie-talkie. Cell phone numbers will be available under the administration tent.

During the night: From 8:00 p.m. to 10:00 p.m. every night, two Athletic Trainers will be available in the lobby of a dorm (Eddy) for athletes in need of first aid, ice (for injuries only), an injury assessment, or a follow-up assessment.

From 10:00 p.m. until the beginning of the morning session, the same two Athletic Trainers who were on duty in the lobby from 8:00 p.m. to 10:00 p.m. the night before will be available in case of emergency. Due to poor phone reception in the dorm rooms, the room numbers of all will be posted under the administration tent.

If they decide a player needs to be taken to a medical facility, please have the Medical Release Form ready to go with the player and someone must accompany the player. If you have a sick/injured player, she may not remain alone in the dorms. A chaperone must remain in the building with an injured or ill player. If the player is able, she may come to the field and rest there. Contact an administrator in the event of any such injury. In the event of an emergency that requires hospitalization, check with an administrator for procedures.

Medical Emergencies

In the event of an emergency, a Certified Athletic Trainer is to be called to the location of the emergency, (walkie-talkies, cell phone numbers and dorm room numbers will be made available) for an initial assessment of the situation. If the situation is determined to be mild, non-life threatening, the injured athlete is to be transported to the Main Medical Tent for further evaluation. Upon further evaluation, if the Certified Athletic Trainer determines

that the injured athlete needs to seek medical attention at a hospital or medical facility, the athlete is to be transported by her chaperone or coach. Athletic Trainers will not provide transportation to a hospital or medical facility. Upon return, the injured athlete must check in with the Certified Athletic Trainer who evaluated her. The injured athlete will not be permitted to play without a physician's note stating medical clearance.

If the situation is initially assessed by a Certified Athletic Trainer as severe or life-threatening, the Certified Athletic trainer is to call 911 for ambulance transport to the nearest medical facility or hospital. Please have the Medical Release Form ready to go with the player and someone to accompany her.

If an injury happens in the dorms, please request the clerk at the desk in the lobby to contact the campus police (401-874-2121) and then contact the trainer and the regional administrator.

Evaluations and Selection Process:

At the end of these camps, we will have selected the regional pools – U19, 17, 16, 15, 14 and 13. Players will be evaluated during games. Players will be a pinnie with a number which they MUST wear the entire week. All players are to bring training gear (dark and light shirts and shorts) without their State Association identification.

Duties and Responsibilities:

Players should be chaperoned at any time, players are not permitted to leave the campus.

You should be with the team at all times except during training sessions. If both chaperones cannot be with the team, or if the team is divided, then at least one should be with each group or team. This means escorting the team to and from the fields for training and games as well as to and from the cafeteria for meals and classrooms for sessions. Players can walk in groups of four but should report to a chaperone when leaving and returning. While the players are in the dorms, at least one chaperone should be with them, unless the players are very active and/or restless, then both chaperones should be with the players.

Players must walk to and from the fields. If an injured player cannot walk, then their parent will be asked to come pick them up. Chaperone and parents may not drive the players to training. If you have a problem with a parent wanting to drive his/her daughter, please speak with a regional administrator.

Dorm Rules, Curfew and Quiet Time

Players should be sensitive to each other and maintain a reasonably quiet environment at all times. It is your job to instill and enforce this. Curfew is at 10:30 p.m. Outside doors will be locked at 11:00 p.m. Quiet time and lights out is at 11:00 p.m. Your state ODP administrator (or regional administrative staff) will handle problems if you need help. If you are having problems with another state team and curfew, please inform the regional administrator.

For safety reasons, bunk beds are not to be placed in such a way that they will be in front of the windows. Players should sleep one to a bed, and remain in the original rooms to which they were assigned. Dorm rooms should be locked when the players leave their rooms and at night when they sleep. However, you should make a bed check prior to having the doors locked.

Out of respect and privacy of our young women, parents and coaches are not permitted in the dorms. If coaches must speak to the team, it should be in the outside areas. Players must remain with their group and all times, and may not go off with parents.

Checkout:

Return keys and meal cards to the front desk at Browning Hall at the conclusion of the event after all of the players' rooms have been cleaned and trash has been properly disposed of. Chaperones should do a final check in each room to ensure rooms are clean and that no items have been left behind. Please check with the administrative staff for messages and lost items. Pick up the code of conduct and medical release forms for your team at the end of camp from the regional staff at the tent.

Basic Guidelines and Rules:

Your guidance and assistance to the players will help them get the most out of regional camp.

1. Please make sure the players are eating three meals a day and not skipping meals. If you find they are not eating, it is important to speak up. Seek out one of the trainers. Active young people need a lot of calories and fluids. You should encourage hydration and refueling from the intense physical activity of camp.
2. Please make sure the players are taking in plenty of fluids during the day, including before and after playing.
3. As the camp goes on, players may not think they are doing well and may become emotionally distressed or disruptive.
4. While it is your responsibility to make sure the players have clean uniforms for their games, it is not your job to do personal laundry.
5. Make plans to meet with your coaches several times during the camp to exchange information. If you and your team staff knows what is going on at all time, it will help things run smoothly.
6. Everyone appreciates the tremendous job you are doing, and it is expected that players be respectful to you and everyone else. Please make the regional administrative staff know if there are any disrespectful behaviors.
7. Absolutely no ball playing of any kind in the dorms.

Disciplinary Actions:

All players signed a Code of Conduct Form. That form states that violation of the USYSA and/or hosting facility's rules and regulations shall result in their immediate ejection from the program. Please help players remain within the guidelines of the program. If disciplinary action must be taken against a player for breaking rules or endangering herself or other players, the ODP Committee will decide what that action will be. If you have a player who is disruptive, has an attitude problem or is constantly difficult to handle, please mention it to the regional administrative staff. Such a player can negatively impact herself and others and needs to be made aware of her behavior.

Changes to Regional Identification players:

The daily, current list of regional id players in each age group will be posted each day in the lobby of the dorm. Please check this posting each day, and if you have players added to the pool, make sure they are notified in enough time to have breakfast and get to the training session. Players also check this list, so be aware that this is a time to be prepared to help those who may "ride the emotional roller coaster" created by the selection process.

Schedules

Each team will have a training session, afternoon session, and a game each day (weather permitting). The players and state coach must attend each training session. Each of the camps is a scrambled camp (players are randomly selected for teams). Players will be placed on teams the first night. State coaches will also be assigned to fields to

work with the regional staff. The state coach is also responsible for bringing pinnies and cones to training sessions. Be aware that each player must play one-half game during each game. There can be no exceptions to this rule. Re-entry of players is permitted.

The length of games is:

U15, 16, 17 and U19 play two 35-minute halves

U14 and U13 two 30-minute halves

Note: At regional camp, the regional head coach may change the length of games.

We may have outside teams coming into camp to play our regional pools. Everyone is invited to watch these games.

Weather Conditions:

A certified Athletic Trainer will determine the need to suspend all outdoor activity. An air horn will be blown three times to suspend play. At this time play is to stop immediately and all athletes and staff should meet in an indoor meeting space that was assigned by the chaperones on the first day of camp. The state coach and the team will meet for the remainder of the cancelled session.

Dress Code:

Players will be given a pinnie with a number that they must use for the entire week. Players must wear the same number during regional camp games for evaluation purposes. All players are to bring training gear (dark and light shorts) without their State Association identification. Training clothes should be sufficient for the entire week. Jerseys must be tucked in and socks pulled up. Shin guards must be worn at all games and training sessions. Players may not wear slide pants or tights under their uniform that extend more than two inches below their shorts, and they must be the same color as the shorts. The last two items are USYSA rules.

*Do not write names inside or on the pinnie.

*Hang dry or very low heat if the pinnie is washed.