



## Far West Chaperone Check List

Thank you for taking on the position of a Far West Chaperone for the U16 JR Championships. The Far West Board of Directors and the Far West Office thank you for taking the time help insure the safety and quality of the trip for all athletes.

**Attached you will find the:**

- rooming list
- chaperone list
- coaching roster
- code of conduct and Chaperone Policy and Procedures
- general itinerary for the trip

Upon arrival at the hotel location you will need to check in with NAME OF HEADCHAPERONE HERE, the Head Chaperone for this trip. Please introduce yourself, and obtain any specific information regarding team meetings and morning departures/afternoon/evening activities that you need to be aware of.

**Responsibility of a Chaperone:**

- Receive your list of assigned athletes from the Head Chaperone
- Attend all team meetings
- Do bed checks and monitor athletes in the evening (approx. 4-11pm)
- Check in with the Head Chaperone after each evening bed checks
- Report any problems with athletes to the Head Chaperone

All chaperones are to be available from 4-11pm for assistance with athletes and supervision. Other hours maybe requested by the Head/Assistant Head Coach for this trip, especially in cases of cancelled races or weather holds.

Thank you,

Lucy Schram  
Far West Administrator  
530.477.0462  
lucy@fwskiing.org





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