

CHAPERONE DUTIES – LOCAL COMPETITIONS

We always need chaperones to ride the buses; however, chaperones who ride the buses may not bring other children with them. If you wish to bring other children and still want to chaperone, you can drive separately and meet at the destination, or you're welcome to follow the buses (but there is no guarantee you will be able to park by the buses). Either way, please make sure you are there when the buses arrive. Room for chaperones on the buses is limited, so turns will be "rotated".

Please note that being a chaperone does not mean that you will get in to the competition for free. It depends on how many passes, if any, each competition's officials distribute to us. You can check with VP's if wristbands are available upon arrival at the competition. Any time a student is not in uniform, blue polo shirts **MUST** be worn—no exceptions!

Check in:

- ✓ Check in with Co-VPs of Marching Band. If you are riding the bus, check in at least 30 minutes prior to scheduled departure. If you are meeting at the comp, please check in as soon as you arrive. You can look for our truck "Blue" and the buses to locate us.

On the bus:

- ✓ Make sure to ride the bus you are assigned to.
- ✓ Attendance is taken every time by a leader before departure from any site (i.e. Trabuco Hills High School, Show Site, Rehearsal Site, etc.). A chaperone must verify the attendance and head count.
- ✓ Please make sure that students do not become rowdy and remain seated with arms inside.
- ✓ On charter buses, students may not use the restroom on the bus.
- ✓ The bus driver may have additional rules that must be followed.

At the competition:

- ✓ Upon arrival, please wait to unload students off the bus until directed to do so. When they get off the bus, students should be directed to use the restroom. Students must be in a group of 2 or more when going to the bathroom. Chaperones do not need to escort the bathroom trips. After they return, they will be under the direction of the director or staff, so you can make your way to the ticket booth to purchase your wristband and then return to the bus area before students divide into their ensembles/warm-up groups.

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- ✓ Water: Chaperone's will accompany each ensemble to their warm-up area with enough water for each student in that group (1-2 chaperones per each of the following ensembles: Brass; Front Ensemble; Woodwinds; Percussion; Color Guard). Staff/coaches will direct you as to when to serve them water. Note: remember to take a trash bag. Any remaining water and trash can be taken back to the bus area. Generally, at this point, chaperones can either proceed to the stands to watch the performance or stay with the band.
- ✓ Food: After the performance, chaperones will return to the bus area to help set, serve and clean-up dinner. Students will eat first, and those with dietary restrictions should be at the front of the line. Dinner will be provided for volunteers after all students and staff have been served, provided that there is food remaining.
- ✓ Free-time: After dinner and dessert, students will be allowed to walk around, go the restroom or go watch performances (visitor/student side of the stands only). Chaperones should divide into groups and walk around these areas to make sure everything is ok. It is not necessary for us to assign chaperones to each group of students, as they are allowed to be free during this time as long as they are following the rules. Rules are: 1) must be in groups of 4 or more 2) behaving like young responsible adults 3) not disrupting others 4) no physical displays of affection such as hand-holding, hugging etc. If you see a student not following the rules, please direct them to go sit in the stands for the rest of the evening and report what happened to either the director, staff member or VP's.
- ✓ Awards/load bus: Students will be told what time they need to meet in the stands, chaperones should meet in the stands prior to this time to secure our section to watch awards and help get our group together. While in the stands, our students are to be courteous to the other bands at all times: No disruptions, yelling or walking around while the other bands are performing. They should give the other bands the courtesy that they would expect for themselves. After awards, we proceed directly to the bus, load and head home.
- ✓ Upon arrival back at the school, students are not to be dismissed until the bus is clean!
- ✓ Misc: You may be asked to help get the pit equipment on and off the field. If a student requires First Aid, please notify the director and/or VP's immediately. Any student leaving early must check out with either the director or VP's.
- ✓ Misc: Friends and siblings must stay with their parents or group and not sit with the performers.

- ✓ As always, schedules are subject to change. These directions are meant to be used as general guidelines and may be modified as needed for each competition.
- ✓ Color Guard will have additional chaperones duties. Please contact Color Guard VP's prior to the event to confirm any additional duties.
- ✓ As always, we are very appreciative of your time and thank you for helping! Remember to always have fun, treat others with respect and enjoy your time!

CHAPERONE DUTIES - AWAY TRIPS

The duties for “Away Trip Chaperones” are very similar to that of “Competition Chaperones” except that chaperone duties for away trips incorporate 24 hours-per-day duty until the buses pull into the THHS parking lot at the end of the trip and the students are released to their parents by the directors.

Please note there may be little or no room for chaperones on the buses for away trips. We will do our best to accommodate as many chaperones on the buses as possible. However, unless notified otherwise, please plan on driving separately. If you prefer to carpool, please contact the Co-VP’s of Marching Band for other chaperones’ contact information; we’re sure several people will want to share rides. You will need to follow the buses for the entire trip to and from, and to act as a chaperone at all stops.

Away Trip Chaperones may bring other children with them, but **ONLY** if their spouse also attends and is in charge of the other child(ren) at all times. Please note that being a chaperone does not mean that you will get in to the competition or any other activities during the trip for free. This also applies to any siblings who are not in the music program. Sometimes we are given free passes from competitions’ officials; when we do, we will rotate the distribution to as many chaperones as possible. Any time a student is not in uniform, blue polo shirts **MUST** be worn—no exceptions! This includes on the buses, at the hotel, at malls, at restaurants, etc.

A Chaperone Coordinator will be assigned to each trip. Generally speaking, this person will be the Booster President and/or VP's or the Ensemble traveling, ie: Marching Band, Color Guard, etc.

On the bus:

- ✓ Adults and Chaperones should be seated throughout the bus (front, middle, back)
- ✓ Please make sure that students do not become rowdy; they must remain seated with arms inside the bus.
- ✓ When arriving at the destination, students are to remain on the bus until they are told otherwise.
- ✓ When arriving back at the hotel or school, students are not to be dismissed from the bus until the bus is **clean!**
- ✓ On charter buses, students may **NOT** use the restroom on the bus (unless it is an emergency)
- ✓ The bus driver may have additional rules that must be followed.
- ✓ If you do not ride the bus, you must follow the buses in your own transportation so that you are available to chaperone during every stop the buses make.

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At the hotel:

- ✓ When arriving at the destination, students are to remain on the bus until they are told otherwise by the director or staff member.
- ✓ You must accompany your assigned students to and from the buses each time we arrive and depart.
- ✓ You must accompany your students whenever they are outside of their rooms. No students are allowed outside of their assigned rooms without a chaperone! Students are **NOT** allowed to move to and from other rooms unless the directors has given them permission to do so. Students from different rooms are not allowed to congregate in a room, even if you are present, and even if all of them are your assigned students. You must accompany your students to and from breakfast, vending machine visits, etc. The curfew designated by the directors must be followed—no exceptions!
- ✓ You will be provided with a complete list of room numbers for all of the students, board members, staff members and chaperones. The list will specify each chaperone's assigned students and their assigned hotel rooms. You may be asked to chaperone up to four rooms of four students each. Inform your assigned students of your hotel room number so that they can phone you at any time, and let them know they have your permission to do so (within reason, of course!). You will also be given the Board Members' cell phone numbers.
- ✓ Each day you will be informed of the following day's schedule, including "wake-up call" time, breakfast time, "lights-out" time and departure times. We suggest you phone your students' rooms at wake-up times and give them a reminder call 5 minutes later to make sure everyone is up. Ask them to phone you when they are ready to be accompanied to breakfast or to the buses. You are responsible for making sure your students are ready to go at the designated times and that they eat breakfast. The days are very full and busy during away trips, and it's important that each student eat a good, healthy breakfast. Remember, please do not be late as we are usually on a very strict schedule.
- ✓ If you provide "treats" to any of your assigned students, you must provide enough for all of your assigned students. Students are allowed to bring their own snacks.
- ✓ Ensure that the students clean up the hotel room prior to our departure
- ✓ Students are not allowed to order food and have it delivered to the room; i.e. Uber Eats, GrubHub, DoorDash, Postmates, etc.

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At the hotel (continued):

- ✓ All students' hotel room doors will be taped at "lights out" time. Either there will be one assigned "taper" or you will be asked to tape your assigned rooms (tape will be provided). The proper procedure for taping is to knock on the door, identify yourself, ask them to open the door, make sure all of the assigned students (and only the ones assigned to that room) are present, let them know you are now "taping them in", close the door and place tape across the top or side of the door. The reason for this is to know if students have opened the door without permission. Each chaperone will be assigned "hallway duty" for a two-hour period between the hours of "lights out" and "wake-up call" times. During your "hallway duty", you must walk the halls of all of floors which house students to make sure the tape on the doors is not disturbed. **If you find that the tape is missing, ripped or partially off any students' door(s), immediately notify the Co-VP's of Marching Band by phone.**
- ✓ Feel free to call the Co-VP's of Marching Band at any time with comments or questions. If they cannot answer your question, we will find someone who will get back to you as soon as possible.

At the competition:

- ✓ Students are never to leave the group at any time for any reason without a chaperone unless they receive permission from a staff member or chaperone, and then they must never leave the group alone (minimum of four students together at any time).
- ✓ After competing, the students will go to the stands to watch the remainder of the competition and awards. The entire group must go together accompanied by an adequate number of chaperones.
- ✓ When sitting in the stands after performing, the entire group must sit together. The staff will assign the area where they sit; it is usually in the Visitors' side of the stands.
- ✓ While sitting in the stands, our students are to be courteous to the other bands. No disruptions, yelling or walking around while the other bands are performing. They should give the other bands the courtesy that they would expect for themselves.
- ✓ You may be asked to help get the pit equipment on and off the field.
- ✓ You may also be asked to help with food, snacks and drinks for the students.
- ✓ Report any inappropriate behavior to the director, staff or VP's.
- ✓ If you have nothing to do, just ask! There is always plenty to do. We need your help!
- ✓ Most importantly--thanks for volunteering; your help is always appreciated!

CONTACT INFORMATION

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