

ATHENS BAND CHAPERONE GUIDELINES

TABLE OF CONTENTS

1. Responsibilities	2
a. All Chaperones.....	2
b. Head Chaperone	2
2. Procedures	3
a. All Chaperones.....	3
b. Head Chaperone	4
i. Prior to the event:	4
ii. At the school prior to leaving:	5
iii. During the Event	5
iv. After the Event	5



1. RESPONSIBILITIES

A. ALL CHAPERONES

- i. Ensure the well-being of students during the trip/event.
- ii. Ensure orderly loading/unloading of buses.
- iii. Ensure the cleanliness of the buses.
- iv. Ensure that all students return from the event.

B. HEAD CHAPERONE

- i. Recruit chaperones for each event – 2 per bus.
- ii. Ensure that there is a qualified First-Aider for each event that will:
 1. Carry the first-aid kit and student health forms binder.
 2. Stay with the students in case of injury.
- iii. Take direction from Band Director and TABB President.
- iv. Ensure there are chaperones with students during event.
- v. Ensure sufficient water is provided for students.
- vi. Ensure students are asked to bring a snack for the ride home, or that one is provided for them.
- vii. Provide announcements to the TABB President for email distribution as needed.

2. PROCEDURES

A. ALL CHAPERONES

- i. **Uniform:** black pants and red or black Athens Band Booster shirt or jacket. Athens hat (optional).
- ii. Ride the same bus with the same students to and from the event.
- iii. Chaperones work in teams. One chaperone is to stand outside the bus to check students off the list (to be provided by head chaperone) as they board. The other chaperone is to maintain order and assist as needed inside the bus.
- iv. Be at the bus before the students (around 15 minutes before the bus loading time listed in the itinerary provided for each event). Do not let them board until they have been checked off the list.
- v. Let students know they may not switch buses once boarded.
- vi. Maintain order and quiet on the bus. Students may not stand while the bus is in motion. They may open windows, but must not put any item or portion of their body through the open window.
- vii. For band competitions, notify the drum major on each bus 10 minutes before arrival at the event location that they may begin their warm-up.
- viii. Upon arriving at the event, remind students that they need to take everything with them when they get off the bus. They will not be allowed to re-board until after the event.
- ix. Notify students of their bus number while in transit and remind them again upon exiting the bus. They must re-board the same bus after the event.
- x. Stay with the students at the event, unless arranging otherwise with the head chaperone in advance. Assist students as needed. Watch for medical issues.
- xi. Provide students with water shortly before their performance, and as appropriate according to weather conditions to maintain proper hydration. Collect up used bottles and dispose of them properly.
- xii. Ensure that all students riding the bus to the event get back on it for the ride home. Check against the same list used for the ride out.
- xiii. Let the head chaperone know when all students have boarded the bus.
- xiv. Have students pick up trash on the bus and ensure it is clean when they leave.
- xv. On the return trip, have students call their parents when 20 minutes away from Athens.
- xvi. Assist students in exiting the bus safely.

B. HEAD CHAPERONE

I. PRIOR TO THE EVENT:

1. Discuss event preparations with the band director.
2. Communicate the need for bottled water donations.
3. Prepare a back pack with
 - a. Extra water
 - b. A flashlight
 - c. A black permanent marker
 - d. Trash bags for water bottles and other trash
4. Check/refill the contents of the first-aid kit.
5. Create a list containing the names of all students attending the event, to be provided to all chaperones. The Band Director may give you this.
6. Create a list of chaperone cell phone numbers.
7. Swap cell phone numbers with the band director and pit crew leader.
8. Ensure there is one clipboard and 2 different color markers for each pair of chaperones.
9. Obtain driving directions to the event.
10. Provide instructions to chaperones as to time and place to report.
11. Assign each chaperone to a bus.
12. Ensure that chaperones understand they are there to care for the students, not to watch the event.

II. AT THE SCHOOL PRIOR TO LEAVING:

1. Provide each pair of chaperones with markers and a clipboard containing:
 - a. A list of students
 - b. A list of all chaperone's cell phone numbers
2. Swap names and phone numbers with the lead bus driver. Communicate as needed.
3. Bring driving directions to the event in case they are needed.
4. Load water bottles, first-aid kit, plumes, and snack (as appropriate) onto the bus.
5. Ensure that all students and chaperones are boarded before leaving.

III. DURING THE EVENT

1. Stay with students.
2. Carry the backpack.
3. Communicate with the bus drivers and director as needed to keep everyone up to date.
4. Watch for problems/issues.
5. When the event is almost over, call the lead bus driver with a time estimate for boarding. Determine where you will meet the busses.

IV. AFTER THE EVENT

1. Ensure that all students and chaperones are boarded before leaving.
2. Return first-aid kit and student health forms.
3. Return remaining bottled water to band storage room.