



2018 CHAPERONE INSTRUCTIONS

Assignment of Chaperones is done trip-by-trip. To chaperone on a particular trip, email info@foxlaneskiclub.com between Saturday & Monday before the trip. You will be notified by Thursday if you are needed once we have an accurate count and have set trip responsibilities.

Trip Day All Chaperones need to arrive at Fox Lane High School (be parked in the lot near the stadium patio) and at the glass entrance ready for a meeting promptly @ **6am**. The chaperone brief will discuss the trip, and assignments. Then supervise the kids getting their gear stowed and on the bus.

TOP BUS RULES:

1. Chaperones must be beside the bus for members to board.
2. Chaps must check that equipment is labeled & skis/poles are banded or strapped together prior to stowing under the bus to & from the mountain. Boots ride under, not in the bus. Each bus bag will have extra labels, sharpies, rubber bands & flashlight.
3. *Helmets are required for all chaperones and Club members, plus wrist guards for boarders.*
4. Do not tolerate rude, or exclusionary behavior during seat selection. Members should queue & board politely; they can sit anywhere. (Reserve the first three or four left/right rows for Chaperones). If you see loner or shy members, help foster introductions & inclusion.
5. Members may sit on any bus they choose. We recommend 6th graders fill bus 1 & 2 and new members bus 2. **Members board the buses at precisely 6:15am.**
6. Bathrooms on the bus only to be used with permission of a chaperone. Buses must be kept clean at all times.

DAY-OF... REVIEW TASK ASSIGNMENTS. PLEASE READ CAREFULLY.

ATTENDANCE: Attendance is taken on the bus after we are rolling. There are Seating Chart sheets on each bus clipboard. If you are assigned attendance, you fill out the form. Ask each student for his/her name and whether they are skiing or boarding, **whether they have ever done this before**. In some cases, students are signed up for more than one type of equipment and are restricted on one type but not on the other. **DO NOT ASK WHETHER OR NOT THEY ARE RESTRICTED.** The Trip List indicates their status in the Club. If there is a discrepancy, please bring it to the attention of the President or Trip Captain for resolution.

The Seating Chart Sheet is then given to the Bus Captain who checks for status and marks the appropriate box on the Seating Chart. The Bus Captain then counts total attendance and tickets needed, including chaperones and siblings. The Lesson count including tally of skiers & boarders, is also done at this time. The Bus Captain then puts the bus number (1, 2, 3 etc) next to the student's name. This must be done before the half-way stop so the Trip Captain can do the total count for the trip. The Bus Captain also fills out the Bus Attendance sheet on the clipboard.

Remember to check whether the members status for the equipment that they are using on this trip.

<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>Ski/Bd</u>	<u>Status</u>	<u>Waiver</u>
Maxie	ABRANOWICZ	Ski	U	Ski
Jessica	ADORNO	Brd	U	Brd
Jenny	BALTER	Ski/Brd	U/R	Ski
Lizzy	BALTER	Brd	R	
Connor	BAMFORD	Ski	R NEW	

Translations: Maxie is registered as a skier...she is unrestricted. She has a waiver on file. Ski/Brd indicates registered equipment. Status U Unrestricted Skier or Boarder

R Restricted

R NEW Restricted New Member

The Waiver Column indicates what kind of unrestricted waiver we have on file.

ANNOUNCEMENTS: Bus announcements should be made using the microphone. Chaps should stand in the back & middle of the bus to ensure attention.

TICKETING: Once at the mountain and after announcements. Ask for 4 student unloader volunteers and let them off once buses are parked. The drivers will open the cargo holds. The unloaders can begin lining up the equipment neatly. **All other students are to remain on the bus** until the tickets are brought to the bus and chaperones are ready to ticket each student. Unloaders are ticketed first. Next off the bus are the kids taking lessons. Herd them into a group. The Lesson Coordinator for the bus should take them to the lodge to get ready for lessons. We will have signs for each lesson coordinator.

Now the rest of the bus can be ticketed. Some chaperones should help with the ticketing of the students, other chaperones do the ticketing. **Remember, we put the ticket on the student.** DO NOT JUST GIVE THEM A TICKET, it can get lost. If the student has one of those clear plastic pockets for a ticket, a chaperone should insert it. Electronic card tickets (Jiminy Peak) must be alone in a front facing clothing pocket away from a cell phone or credit card.

LESSONS: Every bus has a chaperone assigned as the Lesson Coordinator. This person is responsible for getting the kids with lessons off the bus first, help them get their equipment, walk with them to the lodge to get them ready and then escort them to the lesson area. At most ski areas, you will be given lesson tickets which you must give to the kids when you are taking them over to the lesson area. Check your list and make sure you have everyone. REMEMBER IN MOST CASES, LESSONS ARE SCHEDULED FOR 10am RIGHT AFTER WE ARRIVE SO YOU WILL HAVE TO HUSTLE. MANY OF THESE STUDENTS ARE NEW TO SKIING AND REQUIRE SOME EXTRA CARE. Also, if a student wants to add a lesson, we will gladly do so; just note the name so they can be billed. If members are signed up for a lesson, the expectation is that they take the lesson. The Club subsidizes lesson fees in effort to emphasize the benefit.

BANNER & TABLE SET-UP: You are responsible for securing a table (or two) at the designated Lodge and setting up the Club Banner. You will take the two Bus 1 bags up to the lodge. Please be sure our set up is centrally located and easily sighted. There is tape/string in the bag to hang the banner. At the end of the day, you are responsible for a general look over the lodge area, taking down the banner and returning it (FLSC main supply bag, treats etc) to the Trip Captain/ Bus 1.

TESTING: To become an "unrestricted" skier/boarder, a student must pass the black diamond test and then have his/her parent sign & return our waiver. Testing is to be done only by those chaperones assigned testing and at the designated times. **Typically we test at 11a and 1:30p** on a black diamond trail. Students may only test 1x per trip unless requested by the Testing Marshall. Testers are conservative, and if there are doubts about a student skiing safely in control on a black they will be failed. We do not want a marginal skier on an icy expert slope. Always recommend lessons to those who need them. (All levels of skier/boarder benefit from lessons.)

- Please make sure all equipment is labeled. No labels, no test.
- All Skiers must have poles that are properly sized & use them. Boarders must have wrist guards.

- All skiers must be able to parallel ski and must ski under control at all times.
- Boarders must be able to use both heel-side and toe-side and ride under control.
- Turns must be linked.
- Falls are okay, the issue is recovery and overall control.
- Students must be aware of others on the mountain and downhill right of way.
- All students who pass will be given a waiver that must be signed by a parent.
- If there is a problem, see Club President or Testing Coordinator.

PLEASE NOTE - A member will not become “unrestricted” until the next trip, provided their parents sign and return the waiver prior to the next trip’s registration. Passing waivers will be given out during the bus home.

CHECK-IN: If you are assigned to lunch-time check-in, remember all students must personally appear and **check-in between 11a-1p**. Give them a quick once over, to make sure they are okay. Under no circumstances is a friend allowed to check-in for a student. **CIRCLE or HIGHLIGHT THE BUS NUMBER** next to the child’s name to indicate he/she has checked in. Don’t let them rush you; it’s in their best interest not to let you get overwhelmed. Members are welcome to treats. If students check-in late, or don’t check in make notes with times on the sheet and notify the Trip Captain and President.

FIRST-AID: Chaperones will be assigned to shifts in First-Aid. The 1st person in the morning is responsible for bringing our medical binder, and walkie-talkie to First-Aid. Identify yourself and our Club. Each chap should pass the shift to the next. If a member is injured the chaperone should work closely with First Aid to assess the situation and notify the President/Trip Captain immediately. Resource the student’s emergency card and make appropriate calls to parents/contacts. The last shift chap is responsible for bringing the Medical Binder & walkie back to Bus 1.

EMERGENCIES & FIRST-AID NEEDS: The Club bag contains the Medical Information Binder. Every bus bag has a First Aid Kit. If a child is injured, notify the Trip Captain/President immediately. Check the emergency binder for any pre-existing condition or drug allergy. Contact parents/emergency contact as needed. If you need to transport a child to and from the hospital, there is petty cash on the clip board. A chaperone must accompany any injured child to the hospital. Before you go make sure we have your cell phone number and you have one for us, so we can keep in touch. If an injury is stable but unable to bus home, a parent must come pick up the child. Please thoroughly transition the member with their equipment and lodge belongings. Their Bus must be notified of their pick up. This is the **ONLY** exception for Mountain Pick up / not riding home on the bus.

ALL CHAPERONES

When on the mountain or lodge or at any time during the trip – if you see a student violating our Rules or doing something dangerous, stop him/her. Find out who it is, write their name down & advise the Trip Captain/President. You may give a warning or if it is something that could result in injury or unacceptable behavior, remove his/her lift ticket immediately and escort them to the chaperone table. It is our responsibility to make sure the kids are following Club Rules, that they are safe and appropriately representing the Club. Ignoring, or making light of, a situation sends a message to all the kids that we don’t take our Rules seriously. We Do & Must! As a chaperone, you are also committed to following our rules. You may not take a restricted student down an expert slope. You may not give private tests. You are a role model and responsible not only for your child but every other participant on the trip. The FLSC has been in existence since 1963. It has an incredible reputation in our community and at the mountains for being well-managed. I expect all chaperones to help keep the Club’s reputation. Your hard work is what keeps this Club going. If you have any problems or questions, please see me or the Trip Captain.

THANK YOU FOR ALL FOR YOUR PARTICIPATION AND LEADERSHIP!



President

A handwritten signature in black ink that reads "Christina Dochtermann". The signature is written in a cursive style with a large, sweeping initial 'C'.

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