Olympic Development Program – East Region
Chaperone Handbook
(Revised 4/11/2018)
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Letter from the ODP Administrator

Dear Chaperone,

Thank you for volunteering for Regional Camp! The purpose of this handbook is to provide detailed information about the camp structure, purpose, procedure and outcomes. Chaperones are a valued and appreciated part of camp and represent an important key to success. As such, we have constructed this document as a reference for the duties, responsibilities and general information that chaperones may need. We greatly appreciate you time and efforts and encourage you to approach the staff with any comments or problems.

As a state association representative, you are the person in charge of the players at camp when they are not on the field. Your state coach, state ODP administrator, and the Regional Staff are always available to assist and support you. To facilitate cooperation between the Regional Staff and the chaperones, an on-site briefing will take place at the beginning of camp. Please check the schedule and assure that you attend this meeting as we will review expectations and answer any questions.

In addition to serving as an authority figure, you may also find that you serve an emotional support role for some players. While all players at camp are accomplished athletes, the process is pretty intense and various players handle these pressures differently – especially at the younger age groups. Some players have never been away from home in a camp setting. Others may struggle when they don’t find their names on the daily pool lists. If a player seems to need or welcome a helping hand, please don’t hesitate to extend one. In the event that you feel matters are out of your control or expertise, please notify a Regional Staff member so that we can offer assistance. Ultimately, camp is an opportunity for players to experience personal growth, both on and off the field. Please encourage this in whatever way you see appropriate and help players to benefit from a positive experience.

We hope this will make camp enjoyable for not only the players, but for each chaperone as well! East Region ODP staff welcomes your questions and feedback at any time and thanks you for volunteering your time and talent for these young athletes!

Sincerely,

Katia

Katia Sarokon
US Youth Soccer
East Region ODP Administrator
Duties of the Chaperone

As a chaperone for the ID Camps, there are a number of duties and responsibilities. Meeting these duties will help camp move as smoothly as possible and provide the best setting for our players to play at their full potential.

1. 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.
2. Review camp rules with players in a meeting the first night. During this meeting, please review fire and security procedures with all players upon arrival, noting the nearest exits and reminding players not to use elevators in case of a fire. In the event of an emergency, please set a place outdoors to meet.
3. Remind players to keep their belongings in a safe and neat manner. Frequently check their rooms to ensure that players are keeping them neat and that trash is disposed of in its proper places.
4. Only players and chaperones are permitted in the dorm. This means that parents should not help with player luggage or belongings during move-in. Parents must leave the player at the door to the dorm and you can take it from there. If players need help, they should ask a teammate.
5. Monitor the eating habits of your players, ensuring that they are eating three meals a day. If you find they are not eating, it is important to inform the Regional Staff and to 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. Many of the players are unaccustomed to cafeteria style eating and the variety of foods that are available. Encourage players to make smart nutritional decisions and encourage them to drink water.
6. Players are responsible for knowing where they need to be and when they need to be there. Chaperones are encouraged to remind players; however, players are expected to take the initiative and are held responsible for their attendance.
7. Remind players to be careful and attentive to traffic as they go to and from the fields.
8. Enforce curfew and lights out. Curfew begins at 10 p.m. and lights out begins at 11 p.m. Remind them that they need their rest and should be respectful of others trying to do the same.
9. Cell phones are not allowed at meals or on the fields. Players may use them when they return to the dorms.
10. Please explain to your players the difference 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 players will be sent home if it is used inappropriately.
11. Please remind players (especially younger players) that personal hygiene is important.
12. Coordinate with your state coaches several times per day in order to keep all parties informed of any changes.
13. Players should be chaperoned at all times and are not permitted to leave the campus. At least one chaperone 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 but should report to a chaperone when leaving and returning. While the players are in the dorms, at least one chaperone should be present.

14. 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 son/daughter, please speak with a regional administrator.

We hope this will make camp enjoyable for both players and chaperones! The East Region Staff welcomes your questions and feedback at any time! Thank you for volunteering your time and talent for these young athletes!

Check-In

In order to streamline the check-in process, please ensure the following:

1. Teams are checked in as a group by the chaperone. Players and parents should not come to the check-in area. Set a designated meeting time and place for parents and players to convene.
2. At check-in, chaperones will be required to present current rosters, player profiles, and player medical history and releases. Please ensure that you obtain these documents from your state association prior to camp.
3. Chaperones will collect player pinnies, meal cards, lanyards, and dorm keys at check-in. Pinnies are assigned to a player and cannot be changed.
4. Rooms are assigned by Rider University and Kutztown University. Please keep these assignments as the players whose names appear on their list will be responsible for any damage to those rooms.

Meal Service

Meals are provided for the players for each day of camp. Camp meal service begins with dinner on the first day and ends with breakfast on the last day. Players should eat during their designated time. The cafeteria will be open at the following times:

**Breakfast**
7:00 AM to 9:00 AM (Kutztown University)
7:00 AM to 9:30 AM (Rider University)

**Lunch**
11:00 AM to 1:00 PM (Kutztown University)
11:30 AM to 1:30 PM (Rider University)

**Dinner**
4:00 PM to 6:00 PM (Kutztown University)
4:30 PM to 6:30 PM (Rider University)
Dining Hall Rules

Players and chaperones should observe the following rules and procedures:

1. Chaperones must supervise their players in the dining hall.
2. Players are expected to clean up after themselves. This includes returning all dishes and silverware to the dish room and removing all trash from the table and floor.
3. Food and drink must remain in the dining hall. The university does not allow us to remove either from the area. Additionally, players may not fill their water bottles or obtain ice from the dining area. Water bottles should be filled on the field or in the dorms and ice will be provided by the trainers.
4. Cleats may not be worn in the dining hall.
5. Players must display courtesy and good behavior. Any violations should be reported to the staff.
6. Cell phones should not be used during meal times.

Additional Meals

The last meal service (dinner) ends at 6 p.m.; however, some players may be hungry after the evening training sessions and before curfew. As such, some players may benefit from extra snacks or meals. Prior to arrival, players should be reminded to bring snacks from home. You may also pre-arrange for evening meals to be delivered to the dormitories as players are not allowed to leave campus. Each state may decide how to place these orders – players place them individually, by room, as a team, etc. Historically, players have placed their meals individually after the evening training session. Although this is perfectly acceptable, it is worth noting that the volume of orders at this time coupled with limited delivery staff often leads to long delays. We would encourage players/teams to consider placing their orders prior to the evening session or scheduling a delivery time in advance to ensure that players receive their food and still observe curfew. At the end of the night, please ensure that your players have cleaned up all evening meals and deposited their trash in the appropriate areas.

Lastly, it is worth remembering that meal service ends with breakfast on the last day of camp. Players and chaperones will not be able to access the dining hall for lunch. Therefore, it might be beneficial to plan a last meal order while the players are at their last training session so that they may eat before the drive home.

Communication

Adequate communication is key to a successful camp. In order to keep everyone up-to-date we ask that all players and chaperones download the Team App to their phone. This free mobile app will feature ODP-specific schedules, alerts, information on event/training locations, news, photos, social media, and more. In order to access the app’s content, follow the steps below:

1. Download Team App from the Apple or Google Play App store on to your smart device.
2. Sign up for Team App account. You will be sent an email to confirm your registration.
3. Go to your email from Team App and CLICK the confirmation link.
4. On your phone inside Team App and search for “East Region ODP”.
5. Choose the age group(s) that best pertains to you and/or your child/children. If you don't have a smartphone, go to https://eastregionodp.teamapp.com to sign up and view this App online.

We also ask that all chaperone complete the Chaperone Contact Information Form (https://goo.gl/forms/19R7uQB6JqrT3sTo1) prior to the start of camp. The Region will use this information to create a group email in order to keep chaperones informed about any schedule changes or pertinent information. The email list will be updated before each new email distribution. The phone numbers collected via the form will be used to contact chaperones should the Regional and training staff need to get in touch.

Weather Conditions

Unsafe weather conditions may necessitate alteration of the schedule. This includes thunder and lightning, extreme heat, and inappropriate field conditions (i.e. - flooded fields). The decision to suspend play due to weather is at the discretion of the Certified Athletic Trainer(s). In the event that play is suspended, notifications will be sent to chaperones via email and the Team App.

If play is suspended due to thunder and lightning, players should immediately exit the fields and convene at the designated meeting areas. The Regional Coaches will instruct players where to meet as they exit the field. Should play be suspended during Group 1 training, Group 2 players should remain at the dorm until further notice.

In the event of extreme heat, Certified Athletic Trainers will instruct the Regional Coaches to alter or suspend their training activities. This includes implementing lighter or shorter training sessions and/or increased water breaks. The Certified Athletic Trainers should be notified immediately if any player is experiencing heat-related issues. Please remind all players to increase their water consumption.

The decision to suspend play due to field conditions belongs to Rider University and Kutztown University. Should play be suspended, Regional Coaches on the impacted fields will instruct players where to meet. Although schedule alterations and cancellations can be frustrating, we appreciate your help and patience during these times. The Regional Staff will keep all chaperones informed of changes and cancellations via the Team App and group email.

When Problems Arise

Difficulties sometimes develop, even in the most carefully managed events. Should something go wrong, you are encouraged to report it to the Regional Staff as soon as possible. During training, the Regional Staff – Administrators and Coaches – will be present on the fields and should be informed. In the event that an incident occurs when or where the Regional Staff are not immediately present, please contact the appropriate Administrator:

Katia Sarokon (ODP Administrator) – (716) 860-4160
Megan Altig (ODP Liaison – Girls) – (570) 490-1467
Ryan Dicce (ODP Liaison – Boys) – (610) 513-3698
In the event of a medical emergency on the field, the Certified Athletic Trainer assigned to the field will be the point of contact. In the event of a medical emergency off the field, please contact the Certified Athletic Trainer On-call. This number will be provided via email each day.

Medical Information

The primary medical point of contact during camp is the Certified Athletic Training Staff. During camp, a trainer will be available 24 hours/day beginning at 5 p.m. the first day of camp until 11 a.m. the last day of camp. The On-Call Trainer will rotate each day. The contact information for the On-Call Trainer will be distributed via email each morning. Please do not distribute this information to players. Instead, players requiring assistance should check with their chaperone who may then get in touch with the trainer.

During the Day: Trainers will be available under the medical tents, 30 minutes prior to each session for first aid, taping, bracing, ice, and wellness checks. Trainers will remain on the field until the end of each session.

Between Sessions: A trainer will be available in case of emergency. In this case, the On-Call Trainer should be contacted.

At night: The Trainers will host a wellness check for players needing further assistance. The wellness checks will take place from 8-10 p.m. in the Check-In room. During this time, trainers will provide first aid, injury assessments, follow-up assessments, or ice for injured players. It is strongly encouraged that players take advantage of this. After 10 p.m., the On-Call Trainer will be available for medical emergencies which arise after hours.

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/he 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, they may come to the field and rest there. Contact an administrator in the event of any such injury.

Medical Emergencies

In the event of an on-field emergency, the Certified Athletic Trainer assigned to the field will be called from the medical tent to make an initial assessment. If Certified Athletic Trainer determines that the situation is mild or non-life threatening, the injured athlete will be transported to the medical tent for further evaluation. If the Certified Athletic Trainer determines that the injured athlete needs further medical attention, he or she may decide on one of two courses of action. The trainer may either request that the chaperone take the player to the hospital or the trainer may call for an ambulance. This decision is at the discretion of the trainer.

Should a player need to leave campus due to a medical emergency, a chaperone or state coach is required to accompany the player. Athletic Trainers cannot provide transportation to the hospital as they must remain on the fields in case of additional emergencies. The state coach or chaperone must bring the player’s Medical Release and insurance information with them to the hospital.
The state coach or chaperone should also make contact with the player’s parents to inform them of the situation. If a chaperone or state coach accompanies the player to the hospital in an ambulance, he/she should coordinate with their other state chaperones/coaches to arrange pick up from the hospital following treatment. In the event that the chaperone or state coach accompanying the player is the only state representative at camp, please contact the Regional Staff so we can assist with watching the players remaining on campus.

Upon return, the injured athlete must check in with the Certified Athletic Trainer who evaluated him/her. The injured athlete will not be permitted to play without a physician's note stating medical clearance. If an injury happens in the dorms, please request the clerk at the desk in the lobby to contact the campus police and then contact the trainer and the Regional Administrator. Lastly, if you have a sick/injured player, she/he 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, he/she may come to the field and rest/watch. Contact an administrator in the event of any such injury/sickness.

Evaluations and Selection Process

At the end of the Identification camps, we will have selected the regional pools for age groups 17, 16, 15, 14, and 13 and under. These selections are based on player performance and evaluations from the training sessions and matches. Each day the Regional Coaches will select a group of players to participate in pool training or a pool game. This list will be posted by 10 p.m. each night on the Team App. Please check this list each day and notify your players if they have made the pool. This will give them enough time to prepare for the pool training/pool game and have breakfast.

Dorm Rules

It is important to remind the players that we are guests at Rider and Kutztown and need to remain respectful of those around us as well as the university at large. As such, chaperones should remind players of the following rules:

1. Curfew is at 10 p.m. Players need to be inside and preparing for bed so that they are rested for the following day’s training session.
2. Lights out is at 11 p.m. (at the latest) for all players. On occasion, the Regional Staff will stop by the dormitories to see that this is being observed.
3. In the event of an issue within your state, your state ODP administrator (or Regional Administrator) will assist you. In the event of an issue with another state team and curfew, please inform the regional administrator.
4. The furniture in the room should not be rearranged and all furniture should remain in the room. Additionally, players are not allowed to bring furniture from the lobbies/common areas into their rooms. 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 carry out a bed check prior to having the doors locked.
5. Out of respect and privacy of our players, 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 at all times, and may not go off with parents.

6. Players may not play with the ball in the dormitories under any circumstances. **Please enforce this rule strictly.**

7. Cleats may not be worn in the dorm. Please ensure players remove their cleats prior to entering the building.

**Checkout**

Checkout will take place on the last day of camp after the morning training session. Players will have time to return to their rooms, clean up, and shower prior to departure. In order to facilitate checkout, please ensure the following:

1. Perform room checks to ensure that the dormitory is left in the same manner in which it was found. In the event that the dorm room has a private shower/bathroom (Kutztown), please ensure that it is also cleaned.
2. Please notify the Regional Staff of any damaged or dirty rooms. Damaged and dirty rooms will be charged to the players in those rooms.
3. Chaperones should collect all keys and meal cards. Players may keep their lanyards.
4. Please ensure that all trash has been disposed.
5. The location of checkout will be announced prior to the last day at Rider. At Kutztown, checkout will occur in the check-in room.

**Disciplinary Actions**

Prior to camp, all players signed a Code of Conduct Form. That form states that violation of US Youth Soccer, the East Region, 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 themselves or other players, the Regional Staff 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 themselves and others and needs to be addressed.

**Dress Code**

At the beginning of camp, players will be given a pinnie with a number that they must use for the entire week. These numbers are randomly assigned and cannot be changed. In the event that a player loses his/her pinnie, please inform the Regional Staff immediately. Players who lose their pinnie or fail to turn it in at the end of camp will be billed. 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. Per US Youth Soccer rules, 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. A shirt must be worn under the pinnie at all times.
Pinnies will be returned at the end of camp. As such, please do not write names inside or on the pinnie. In the event that players wash their pinnie, please ensure that pinnies are either hand dried or dried on low heat.