



**Region I**

**Olympic Development Program**

**2007**

**Chaperone's Handbook**

## Girls' Regional Staff

### Susan Ryan, Regional Head Coach



- U13            Anthony James  
                 Mark Ruest  
                 Tony DiCicco  
                 Rick Meana
- U14            Nancy Feldman  
                 Dave Bucciero  
                 Kevin Long  
                 Peye Garcia
- U15            Tom Hayes  
                 Steve Swanson  
                 Eric Teepe
- U16            Rich Ilsley  
                 Patrick Farmer  
                 Heather Kendra
- U17            Chris Bleam  
                 Hershey Strosberg  
                 Ian Stone  
                 Sue Ryan
- U19            John Byford  
                 Nikki Izzo-Brown  
                 Amanda Vandervort
- GK             Dave Bucciero and Maren Rojas

Regional Administrator: Charlotte Moran

## **YOUR ROLE AS CHAPERONE:**

If possible, try to read this booklet before camp begins to best familiarize yourself with procedures and rules. In addition, either before, or upon arriving at camp, seek out experienced chaperones and ask for a briefing and any insights they can give you about the job.

The purpose of this booklet is to provide detailed information about regional camps, the purpose, procedures, and outcome. The key to any well-run program is an excellent staff. Chaperones are a valued part of our camp, and an important key to our success, so we want to make sure you are fully informed of your expected responsibilities. We greatly appreciate your efforts and encourage you to come to us with any comments or problems.

We will attempt to explain what is expected of you in a clear and concise manner. You are the person who will set the tone for the conduct of the players in the dorms and off the field. In other words, you are in charge at all times when the players are not on the field. Your state coach, your state ODP administrator and your regional staff are always available to assist and support you. An on-site chaperone briefing is held at the beginning of the camp.

In addition, you can serve an important role as an emotional support to the players. These are accomplished athletes, away from home, and in the midst of a selection process. It can be a stressful experience. If players seem to need or welcome a helping hand, feel free to extend one. However, do not force it. If you face matters you feel out of your control or expertise, please consult a staff member, who can offer help and advice.

Additionally, regional camp is an opportunity for players to experience personal growth, and to form a unique bond. Please encourage this in whatever way you see appropriate, and help the players to profit from, and enjoy the week.

### **Just a few more reminders:**

Your first responsibility is the health and safety of your players. Get to know them by name; note potential medical problems, e.g. asthma, allergies, etc. Younger players may have difficulties being away from home or relating to unfamiliar teammates.

Review camp rules with players in a meeting the first night.

Review fire and security procedures with all players upon arrival; note nearest exits; remind players not to use elevators in case of a fire; set a place outdoors to meet.

Remind players to keep their belongings in a safe and neat manner.

From time to time, it is necessary for an adult to speak with a player. This may be a coach discussing the player's effort or an administrator discussing a problem the player has developed. A player is never to be with an adult in a room without either another adult or player present.

Parents and visitors are not permitted above the lobby floor.

Monitor the eating habits of your players; constantly encourage them to drink water.

Get players to meals on time. Walk to meals, training/classroom sessions together as a team.

Bring a trash bag to each game and training session and encourage players to pickup after each session, especially cups and tape. Trash bags are available at Browning Hall.

Remind players to be very careful and attentive to traffic as they go to and from the fields. Be especially alert on the weekend as there are many groups at the university.

Get players in their rooms by curfew. Remind them they need their rest. Players should not be on lobby phones or their cell phones after curfew.

Cell phones are not allowed at meals nor on the fields. They may use them when they return to the dorms.

Please explain the difference to your girls 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 the player will be sent home.

### **WHEN PROBLEMS ARISE:**

Even in the best of programs, and in the most carefully managed events, difficulties may sometimes develop. Your regional Olympic Development Program staff believes that careful planning can forestall many problems. However, if something goes wrong, you are encouraged to report it to the regional administrative staff at the tent on the fields during the day. In this manner, we can also help to alleviate any future problems.

***Remember:*** the regional administrative staff is always available to help with any problems. We encourage you to communicate with us.

## CHECK-IN:

At check-in, be patient, and advise your team to be as well. It can be crowded and take time to complete the process. Before you bid farewell to your bus, try to locate your dorm and direct your driver to pull as close to your building as possible. Know where you are going, so you can direct players, and they can avoid walking extra distance with heavy bags. Take your time. Allow them to carry heavy loads in shifts if they would like. You will receive keys and meal tickets for you and your team. Players will be given lanyards for their meal cards. You will, however, have to punch a hole in the meal card. We will provide a hole puncher for you. Keys need to be checked, as occasionally they do not work. Remember, if returning malfunctioning keys to keep at least one chaperone with players at all times. Some doors have lock combinations. Please make a copy of the players' combinations in the event they forget them. Remind players to lock the door whenever they are not in the room and lock the connecting door to the bathroom.

## MEETINGS:

Opening Ceremony	5:15 pm	Barlow/Weldin Quad
Chaperone's Meeting	6:45 pm first night of each camp	Main Tent – URI Site
State Coaches Meeting	3:00 pm	Barlow Lounge
Mandatory Meeting	7-8, 12 and 7-16	
State Coaches Education Sessions	-	See schedule
State Coaches Sports Psychology Sessions	-	See Schedule

## MEAL SERVICE:

Meal service hours:

Breakfast	6:30 am to 8:30 am
Lunch	11:00 am to 1:00 pm
Dinner	4:00 pm to 6:00 pm

**First-day dinnertime: 3:00 p.m. to 5:00 p.m.**

Eating together enforces the team/group bond, but rules should be adhered to. Chaperones must supervise their players in the dining hall. Players should eat, bus their tables (do not leave any trays or trash) and leave promptly to make room for others. **No food or drink may leave the dining hall.** No cleats are to be worn in the dining hall. Water containers should be filled in the dorms, not in the dining facility. Players must display courtesy and good behavior and should be reported to the staff for any violations of cafeteria rules. Meal cards will be taken from players and staff for violation of

cafeteria rules and brought to the administrative tent so disciplinary action may be taken prior to the next meal. **No cell phones at meals.**

### **MEAL EXTRAS:**

Players enjoy, and can benefit from, sharing extra snacks and meals. Players should be instructed to bring snacks from home, but you can also help to arrange extra meals by inquiring about nearby food service and take-out restaurants (that deliver). You can pre-arrange evening pizza or other treats by collecting money from players and pre-ordering. Make sure all players clean up properly on a daily basis. This prevents visits from insects.

**Remember, players are not permitted to leave the campus at any time.** However, the Emporium (shops and restaurants) is on campus and the team can walk there for drinks, ice cream, sandwiches, etc.

### **MEDICAL INFORMATION:**

Medical Release Forms should be with you at all times. Keep all phone numbers of administrators, coaches and other staff.

A Certified Athletic Trainer will be available 24 hours/day beginning at 5:00 p.m. the first day of camp until 11:00 a.m. the last day of camp.

#### **During the day:**

Certified Athletic Trainers will be available under the Main Medical Tent 45 minutes prior to each morning session, 30 minutes prior to each afternoon session and 1 hour prior to each evening session for first aid, taping and bracing. Certified Athletic Trainers will remain on the field until the end of each session.

Between each session, a Certified Athletic Trainer will be available, in case of emergency, by cell phone or walkie-talkie. Cell phone numbers will be available under the administration tent.

#### **During the night:**

From 9:00 p.m. to 11:00 p.m. every night, two Athletic Trainers will be available in the lobby of a dorm (Barlow) for athletes in need of first aid, ice (for injuries only), an injury assessment, or a follow-up assessment.

From 11:00 p.m. until the beginning of the morning session, the same two Athletic Trainers who were on duty in the lobby from 9:00 p.m. to 11:00 p.m. the night before will be available in case of an emergency. Due to poor phone reception in the dorm rooms, the room numbers of all Athletic Trainers will be posted under the administration tent.

If you 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 may not remain alone in the dorms. Contact an administrator in the event of any such injury. In the event of an emergency that requires hospitalization, check with an administrator for procedures. A chaperone must remain in the building with an injured or ill player. If the player is able, she may come to the field and rest there.

### **Medical Emergencies**

In the event of an emergency, a Certified Athletic Trainer is to be called to the location of the emergency, (walkie-talkies, cell phone numbers and dorm room numbers will be made available) for an initial assessment of the situation. If the situation is determined to be mild, non-life threatening, the injured athlete is to be transported to the Main Medical Tent for further evaluation. Upon further evaluation, if the Certified Athletic Trainer determines that the injured athlete needs to seek medical attention at a hospital or medical facility, the athlete is to be transported by her chaperone or coach. Athletic Trainers will not provide transportation to a hospital or medical facility. Upon return, the injured athlete must check in with the Certified Athletic Trainer who evaluated her. The injured athlete will not be permitted to play without a physician's note stating medical clearance.

If the situation is initially assessed by a Certified Athletic Trainer as severe or life-threatening, the Certified Athletic Trainer is to call 911 for an ambulance transport to the nearest medical facility or hospital. Please have the Medical Release Form ready to go with the player and someone to accompany her.

If an injury happens in the dorms, please request the clerk at the desk in the lobby to contact the campus police (401/874-2121) or Browning Hall (401/874-2064) and then contact the trainer and the regional administrator.

### **EVALUATIONS AND SELECTION PROCESS:**

At the end of these camps, we will have selected the regional pools--U-19, 17, 16, 15, 14, and 13. In the 14, 15, and 16 age groups, there will be a North and a South pool of approximately 20 players in each. The U-19 and 17 age groups will have approximately 25 players and up to 40 in the U-14 and 13's.

Players will be evaluated during games. Players will be given two t-shirts with a number which they MUST wear the entire week. All players are to bring training gear (dark and light shirts and shorts) without their State Association identification.

### **DUTIES AND RESPONSIBILITIES:**

**PLAYERS SHOULD BE CHAPERONED AT ANY TIME. PLAYERS ARE NOT PERMITTED TO LEAVE THE CAMPUS.**

You 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 of four but should report to chaperone when leaving and returning. While the players are in the dorms, at least one chaperone should be with them, unless the players are very active and/or restless, then both chaperones should be with the players.

Players must walk to and from the fields. If an injured player cannot walk, check in at the administrative tent and arrangements will be made to transport the player. Chaperone and parents may not drive the players to training. If you have a problem with a parent wanting to drive his/her daughter, please speak with the regional administrator or one of her staff.

### **CURFEW AND QUIET TIME:**

Players should be sensitive to each other and maintain a reasonably quiet environment at all times. It is your job to instill and enforce this. Curfew is at 10:30 p.m. Outside doors will be locked at 11:00 p.m. Quiet time and lights out is at 11:00 p.m. Your state ODP administrator (or regional administrative staff) will handle problems if you need help.

If you are having problems with another state team and curfew, please inform the regional administrator. If you are having a problem with a player and both you and your state administrator cannot handle it, please ask the regional administrative staff to assist you. Regional administrative staff will be located at the fields under the tent during the day.

For safety reasons, bunk beds are not to be placed in such a way that they will be in front of the windows. 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 go to sleep. However, you should make a bed check prior to having the doors locked.

If you traveled with the team on a bus and find you need something from one of the local stores, please make these requests to your state ODP administrator. If he/she unable to purchase what you need, please ask one of the regional staff stationed under the tent on the field. (See Meal Extras above).

Out of respect and privacy of our young women, parents and coaches are not permitted in the dorms. If coaches must speak to the team, it should be in the outside areas or first floor lounges only. While a few parents may choose to attend camp and observe, players should remain with their group, and not go off with parents.

## **CHECKOUT:**

Return keys and meal cards to the front desk at Browning Hall at the conclusion of the event and after all of the players' rooms have been cleaned and trash has been properly disposed of. A penalty of \$50.00 per lost key will be charged. Chaperones should do a final check in each room to ensure rooms are clean and that no items have been left behind. Please check with the administrative staff for messages and lost items.

## **BASIC GUIDELINES AND RULES:**

Your guidance and assistance to the players will help them get the most out of regional camp.

1. Please make sure the players are eating three meals a day and not skipping meals. If you find they are not eating, it is very important to speak up. 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.
2. Please make sure the players are taking in plenty of fluids during the day, including before and after playing.
3. As the camp goes on, players may not think they are doing well and may become emotionally distressed or disruptive. (See above explanation under "Your Role as Chaperone").
4. While it is your responsibility to make sure the players have clean uniforms for their games, it is not your job to do personal laundry.
5. Make plans to meet with your coaches several times during the day to exchange information. If you and your team staff knows what is going on at all times, it will help things run smoothly.
6. Everyone appreciates the tremendous job you are doing, and it is expected that players be respectful to you and everyone else. Please let the regional administrative staff know if there are any disrespectful behaviors.
7. Absolutely no ball playing of any kind in the dorms.

## **DISCIPLINARY ACTIONS:**

All players signed a Code of Conduct Form. That form states that violation of the USYSA 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 herself or other players, the ODP Committee 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 herself and others and needs to be made aware of her behavior.

**WHAT YOU CAN EXPECT:**

**REGIONAL CAMP SCHEDULE IS POSTED IN THE LOBBY**

Please check the schedule given out at registration to determine your team's schedule. All teams have been broken into two groups, red and blue. These groups determine your team's schedule for training sessions and games. Goalkeepers go to separate training as do the girls who are in the pool groups. Players and chaperones must adhere to their group's schedule, e.g. early session, early lunch, etc. A chaperone should be with each group. Groups are necessary to minimize the number of players on the field and in the dining hall at one time. **CHANGES TO THE SCHEDULE WILL BE POSTED IN THE LOBBY OF THE DORMS, CAFETERIA DOOR, AND HEADQUARTERS TENT.**

## **CHANGES TO REGIONAL POOLS:**

The daily, current list of regional pools in each age group will be posted each day in the lobby of the dorm. Please check this posting each day, and if you have players added to the pool, make sure they are notified in enough time to have breakfast and get to the training session. Players also check this list, so be aware that this is a time to be prepared to help those who may “ride the emotional roller coaster” created by the selection process.

Each team will have a training session, afternoon session, and a game each day (weather permitting). The players and state coach must attend each training session. Each of the camps is a scrambled camp (players are randomly selected for teams). Players will be placed on teams the first night. State coaches will also be assigned to fields to work with the regional staff. The state coach is also responsible for bringing pinnies and cones to training sessions.

## **BE AWARE THAT EACH PLAYER MUST PLAY ONE-HALF A GAME DURING EACH GAME. THERE CAN BE NO EXCEPTIONS TO THIS RULE.**

Re-entry of players is permitted.

We may have outside teams coming into camp to play our regional pools. Everyone is invited to these games.

## **WEATHER CONDITIONS:**

A Certified Athletic Trainer will determine the need to suspend all outdoor activity. An air horn will be blown three times to suspend play. At this time play is to stop immediately and all athletes and staff are to enter the gymnasium or closest building/enclosed shelter. An adult must accompany all athletes. All activity will be suspended for 30 minutes after the last visible ray of lightning. A Certified Athletic Trainer will determine when it is safe to return to outdoor activity. Once it is determined by a Certified Athletic Trainer that the environment is safe, the air horn will be blown four times to resume play.

## **DRESS CODE:**

Players will be given two t-shirts with a number that they must use for the entire week. Players must wear the same number during regional camp games for evaluation purposes. All players are to bring training gear (dark and light shirts and 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. 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. The last two items are USYSA rules.

**GAMES:** The length of games is:

U-15, 16, 17 and U-19	two 35-minute halves
U-14 and U-13	two 30-minute halves

Note: At regional camp, the regional head coach may change the length of games.

**IN CONCLUSION:**

Once again, we want to express our sincere thanks for your contributions to the program, and to emphasize that we are here to help you in any way possible. The job you are doing is one of the most important of the event. Thank you for your dedication, and all your hard work.

Charlotte Moran  
Region I Girls' ODP Administrator  
Cell: 215/816-2618

**Notes:**

Browning Hall Emergency Phone Number: 401/874-2064 staffed 7am to midnight  
(Call here for paper products, lost keys, or forgotten lock combinations)

Charlotte Moran, 215/816-2618 (cell phone)

### **Directions to South County Hospital**

Exit the fields and take Rt. 138 up the hill (East) proceeding to the second stop light. At the light, take a right on Rt. 108 South. Go 2.1 miles where you will see “Liberty Rental” on the left hand side. Follow the bend in the road to the right there (leaving Rt. 108 which makes a left turn) and proceed another 0.2 miles to the traffic rotary in Peach (see the Bess Eaton donut shop on the left hand side). Bear right at the traffic circle on to High Street. Proceed one mile on High Street and turn left at the stop sign on to Main Street in Wakefield. Proceed 0.1 miles on Main Street and take a right on to Kenyon Avenue. Take Kenyon Avenue for ½ mile to the hospital on your right hand side. The entrance to Emergency and Express Care is marked with a sign immediately after you pass the hospital building.

Remember: Players are not allowed to get in parent or chaperone cars to go back to dorms or to fields. Injured players will be transported by trainers or regional administrative staff.

Remember: Players should clean up after themselves on the fields, in the cafeteria and in the dorms. Trash bags will be available in lounges in each building. Players should put trash in dumpsters daily. Take trash out of rooms prior to checkout.

Chaperones can buy laundry cards at Browning Hall for \$5. This will allow you to use the washer/dryer in the building.

### **Directions to Wakefield Center:**

You can find a CVS, Shaw’s Supermarket, various gas stations, fruit stand, etc.  
Exit the fields and take Rt. 138 up the hill (East) proceeding to the second stop light. At the light, take a right on Rt. 108 South. Go 2.1 miles where you will see “Liberty Rental” on the left hand side. Follow the bend in the road to the left, at the stop sign bear right. At the next stop sign continue straight and bear left around the corner you will see a small playground on your right, continue straight into the center of Wakefield.