

CHAPERONE POLICY

Our Commitment

Rooty Hill RSL Club Limited (**West HQ/Company**) is committed to ensuring the safety and well-being of all young people involved in sport and utilising our facilities. The role of chaperone is part of that commitment.

We are committed to providing the best possible support for chaperones and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture, in fostering cooperation and team spirit.

Use of Chaperones

West HQ may appoint and use chaperones for events hosted by SGAC, tours and away trips when any of the athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:10, one chaperone for every ten athletes under the age of 18. For mixed teams or all girls teams at least one woman will be appointed as a chaperone. Chaperones may be appointed for away trips that include at least one overnight stay, other than clinics where no chaperone is required.

Note: The Company will not allow its coaches to travel alone with athletes.

Scope

This policy applies to any person that is appointed as a chaperone for the Company, whether they are acting in a paid or voluntary capacity. This policy will continue to apply to a person after they have stopped their association or employment with the Company if disciplinary action, related to their role as chaperone, has commenced.

Responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by the coach or manager, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

- ensure the schedule is followed, for example, curfews, meal times, training sessions;
- make sure athletes have any clothing or equipment they need for competition or training, for example, the right uniform including ensuring leotards are clean and ready to be worn,
- make sure athletes have the relevant accreditations they may need for competitions;
- the Company will endeavour to ensure meals are provided with the accommodation. If meals are not provided the Chaperone will be required to, organise and prepare any "in house" meals and supervise athlete involvement in meal preparation and clear up;
- enforce bed times and complete room checks where necessary;

- ensure that any pay-by-view movie or adult channels are disabled in all rooms that accommodate athletes that are under the age of 18 years;
- enforce the rules and report any infraction of this policy or the Child Safe Child Friendly Policy;
- handle any emergencies with common sense and according to our codes and guidelines. Chaperones need to familiarise themselves with relevant policies and procedures;
- accompany an injured or ill athlete who needs medical attention;
- make sure other relevant Company policies are adhered to;
- work cooperatively with team officials, including coaches and managers;
- help supervise travel schedules and travel logistics;
- **not** consume any alcoholic beverages whilst on chaperone duty;
- safeguard the athletes tickets, keys, valuables and money when appropriate and when requested;
- treat all athletes the same and not show any form of favouritism to their own or another child attending an event;
- maintain a contact list of key people, such as managers, coaches, parents, emergency; and
- ensure that any information that has been discussed, obtained or observed during an event is kept confidential and not disclosed to anyone other than the team officials, including coaches or managers or representatives of the Company.

Selection Criteria

Any person being considered for appointment to the role of Chaperone must:

- be over the age of 18;
- have obtained a Working with Children Check;
- complete the online course for Child Protection and Harassment and Discrimination at www.playbytherules.com.au and provide the Completion Certificates to the Company prior to commencing duty;
- possess a current driver's license;
- provide a brief written overview of any relevant experience;
- have a current first aid certificate (desirable);
- provide details for two referees who can attest to the applicant's suitability to the role.

Accommodation

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

A chaperone may share a room with his or her son or daughter.

Remuneration and Reimbursement

Chaperones will be appointed on a voluntary or paid basis, depending on the circumstances. A chaperone may, on rare occasions, be required to pay upfront for things like groceries, accommodation or petrol. In this case, all receipts must be retained for reimbursement upon return.

If a chaperone uses a personal vehicle, mileage costs will be reimbursed based on current Australian Tax Office rates. An accurate log of the journey must be kept and provided at the time the claim for reimbursement is made.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts, to Human Resources.

Related Policies & Documents

Child Safe, Child Friendly Policy
Guidelines for Working with Children

I understand the requirements of this Chaperone Policy agree to abide by it at all times.

Print Name: _____ Date: _____

Signature: _____