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**SAMPLE**

**CHAPERONE POLICY**

Enter Organisation Name

**Foreword**

(Enter organisation name) is committed to ensuring the safety and well-being of all young people involved in netball. The role of chaperone is part of that commitment.

(Enter organisation name) is 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.

Note that the following policy was made to reflect the Play By The Rules ‘Chaperone Policy’ available [here](https://www.playbytherules.net.au/resources/templates/chaperone-policy).

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# 1. Aim

1.1 (insert organisation name) is committed to providing a safe, supportive, and welcoming environment for volunteers/staff, players, coaches, officials, administrators, spectators, and members.

# 2. Purpose

2.1 This Policy sets a standard for the expectations of both role-holder and organisation in relation to a chaperone position.

# 3. Scope

 This Policy applies to:

3.1 anyone, whether they are in a paid of voluntary capacity, that is appointed as a chaperone for \_\_\_\_\_\_\_\_\_\_\_ (insert name of organisation). This policy will continue to apply to a person even after they have stopped their affiliation or employment with \_\_\_\_\_\_\_\_\_\_\_ (insert name of organisation) if disciplinary action, related to their role as chaperone, has commenced.

# 4. Definitions

 **“Players”:** People who play netball relevant to this organisation or club.

 **“Participants”:** People who are involved in netball relevant to our organisation, that include, but is not limited to: coaches, officials, club administrators, volunteers, and spectators.

**“Employees/Volunteers”:** People who are engaged on a paid or voluntary basis with our organisation. These may include: managers, supervisors, full-time staff, part-time staff, casual staff, temporary staff, student placements, apprentices, contractors, and sub-contractors.

# 5. Responsibilities

5.1 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 players, the nature of the event and the skills or qualification of other accompanying adults.

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

5.2.1 ensure the schedule is followed, for example, curfews, mealtimes, training sessions.

5.2.2 make sure players and participants have any clothing or equipment they need for competition or training, for example, the right uniform or strip and relevant accreditations.

5.2.3 organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and clear up.

5.2.4 enforce the rules and report any infraction of the organisations [Child Safeguarding Policy](https://vic.netball.com.au/sites/vic/files/2023-01/Child%20Safeguarding%20Policy%20Version%201.0%201%20January%202023.pdf), [Child Safe Practices](https://vic.netball.com.au/sites/vic/files/2023-01/Child%20Safeguarding%20Policy%20Appendix%204%20Child%20Safe%20Practices.pdf) or [Member Protection Policy](https://vic.netball.com.au/sites/vic/files/2023-01/Member%20Protection%20Policy%20Version%202.0%201%20January%202023.pdf).

5.2.5 handle any emergencies with common sense and according to our codes and guidelines. Chaperones need to familiarise themselves with \_\_\_\_\_\_\_\_\_\_\_\_*[insert appropriate policies and codes here].*

5.2.6 accompany an injured or ill player or participant who needs medical attention.

5.2.7 make sure other relevant organisational policies are adhered to, for example, Dropping Off and Collection of Children.

5.2.8 work cooperatively with team officials, including coaches and managers.

5.2.9 help supervise travel schedules and travel logistics.

5.2.10 not consume any alcoholic beverages whilst on chaperone duty.

5.2.11 safeguard the player and participant tickets, keys, valuables, and money when appropriate.

5.2.12 maintain a contact list of key people, such as managers, coaches, parents, and emergency.

# 6. Selection Criteria

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

6.1.1 be over the age of 18.

6.1.2 have completed a WWCC.

6.1.3 be a paid member of the organization.

6.1.4 possess a current driver’s license.

6.1.5 provide a brief written overview of any relevant experience.

6.1.6 have a current first aid certificate (desirable).

6.1.7 provide details for two referees who can attest to the applicant’s suitability to the role.

# 7. Accommodation

7.1 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.

7.2 A chaperone may share a room with their child.

# 8. Remuneration or reimbursement

8.1 Chaperones are appointed on a voluntary or paid basis, depending on the circumstances.

8.2 A chaperone may be required to pay upfront for things like groceries, accommodation, or petrol. In this case, all receipts must be retained for reimbursement upon return.

8.3 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.

8.4 An expense Form must be completed listening all expenses for reimbursement and given, along with original receipts, to the coach or manager.

# 9. Signature of chaperone

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| --- |
| I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of <INSERT YOUR ORGANISATION’S NAME>. |
| Signature:  |
| Date:  |