



# CHAPERONE POLICY

## SQUASH AUSTRALIA LTD

### VERSION CONTROL

Version 1.0	March 2023

# Contents

Our commitment .....	2
Use of Chaperones.....	2
Scope .....	2
Responsibilities .....	3
Selection criteria .....	4
Accommodation .....	4
Remuneration and reimbursement .....	4



## Our commitment

Squash Australia (SqA) is committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

SqA 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.

## Use of Chaperones

SqA may appoint and use chaperones for events hosted at State, National and International Level. This includes camps, conferences, tours and away trips when any of our athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:8, one chaperone for every eight athletes under the age of 18 with a minimum two (2) adults involved in a supervision capacity.

Chaperones will be appointed for all away trips and camps that include at least one overnight stay in Australia and Internationally.

Chaperones will be appointed to accommodate the genders of the athletes involved in the activity e.g. adult females will chaperone female athletes and adult males will chaperone male athletes where appropriate.

SqA will also nominate a SqA Staff Member, SqA Coach or alternative member of Team Management to provide Chaperone Support for Camps and Tours to support a two-person leadership model of supervision and communication.

A chaperone cannot be another athlete on the touring camp or tour or a person under 18 years of age.

The chaperone will perform the chaperone role solely unless other role descriptions are agreed prior to the tour. For example, a chaperone who is also a massage therapist or physiotherapist by occupation will only perform the chaperone role for that engagement unless otherwise formally agreed with SqA that they can perform multiple roles.

The chaperone will complete all minimum sport integrity and education requirements listed by SqA Management prior to their engagement in a SqA activity.

## Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for SqA. This policy will continue to apply to a person even after they have stopped their association or employment with SqA 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 a nominated member of SqA Management, 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:

- brief the athletes in their care at the start of their engagement of their role and expected athlete behaviours;
- ensure the SqA schedule is followed, for example, curfews, meal times, study sessions, training sessions, recovery sessions;
- ensure the athletes are supervised at all times that is appropriate for the camp or tour – e.g. trips external to a hotel should always be supervised by the chaperone;
- ensure athletes have any clothing or equipment they need for competition or training, for example, the right uniform and relevant accreditations;
- organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and ensure premises are left clean and tidy;
- enforce the rules and report any infraction of the SqA's Code of Conduct or Member Protection Policy to the SqA Leadership Team;
- handle any emergencies with common sense and according to our codes and guidelines.
- Chaperones need to familiarise themselves with SqA National Integrity Framework and associated policies and guidelines prior to engagement in their role;
- accompany an injured or ill athlete who needs medical attention to a doctor or hospital when the SqA Team Doctor is not on duty or away from the designated the camp or event schedule, eg if an athlete falls ill at a camp overnight, the chaperone would accompany that athlete to the doctor or hospital;
- ensure another Chaperone support is in place if they are attending to the care of another athlete while they have multiple athletes in their care;
- ensure they familiarise themselves with the SqA Athlete Wellbeing & Engagement Manager and the AIS Mental Health Referral Network to support athletes with health and wellbeing concerns;
- make sure other relevant SqA procedures and child safe practices are adhered to, e.g. appropriate transport and collection of athletes under 18 years of age;
- ensure a two-person leadership model is employed with the use of all electronic communication, e.g. create a whatsapp group for communication purposes with staff and athletes on the same group for transparency of text messages;
- work cooperatively with team officials, including coaches, managers and support staff;
- help supervise travel schedules and travel logistics;
- ensure they are not under the influence of drugs or alcohol whilst on chaperone duty;
- safeguard the athletes' tickets, keys, valuables and money when appropriate;
- maintain a contact list of key people, such as managers, coaches, parents, emergency contacts;
- maintain a list of dietary and medical information of all athletes in their care;
- advise SqA Management immediately of any critical incidents or emergency situations that happen under their care.



## Selection criteria

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

- be over the age of 18;
- have completed a Working with Children Check (or equivalent);
- possess a current open driver's licence and have an excellent driving record; and
- Complete integrity education requirements such as the Child Safeguarding in Sport Induction course prior to any engagement with SA athletes.
- First aid and CPR accreditations

## 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 will not share a room with any athlete under their care at any time.

## Remuneration and reimbursement

Chaperones may be appointed on a voluntary or paid basis, depending on the circumstances.

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.

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.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts to the SA High Performance Director for approval.

I, \_\_\_\_\_ have read and understood the policy and will abide by it as a team member of Squash Australia.

Signature:

Date:

