



NEPEAN FOOTBALL ASSOCIATION INC.

CHAPERONE POLICY

Version 2024.1
12th April 2024

1. Our commitment

- a. We are 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.
- b. 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.

2. Use of Chaperones

- a. Clubs may appoint and use chaperones for events hosted by the club.
- b. Clubs must appoint a chaperone or multiple chaperones when junior teams, or teams containing minors take part in tours and away trips when any of the athletes involved are under 18 years of age and are not in the care of their parents or guardians.
- c. This requirement applies to all day gala events or tournaments and in overnight stay situation.
- d. The chaperone to athlete ratio will be at least 1:8, one chaperone for every eight athletes under the age of 18 who require the supervision of a chaperone as per point 2.c.
- e. Chaperones will be appointed for all away trips that include at least one overnight stay.

3. Scope

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

4. Responsibilities

- a. The chaperone's role may vary from one team or event to the next. The final list of responsibilities will be determined by the coach or manager, and pre-approved by the club committee, depending



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on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

- b. A chaperone accompanying a team or group of athletes will be required to:
 - a. ensure the schedule is followed, for example, curfews, meal times, training sessions;
 - b. make sure athletes have any clothing or equipment they need for competition or training, for example, the right uniform or strip and relevant accreditations;
 - c. organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and clear up;
 - d. enforce the rules and report any infraction of the club’s Code of Conduct to the club or any breach of Association regulations or policies to both the club and the Association.
 - e. handle any emergencies with common sense and according to our codes and guidelines. Chaperones must be provided with and then familiarise themselves with NFA Codes of Conduct Regulations and all other relevant policies
 - f. In case of injury or illness of a chaperoned child, a chaperone must accompany an injured or ill athlete who needs medical attention
 - g. Ensure they have been provided with documents referred to in points 4.d.a & 4.d.b.
 - h. make sure other relevant club policies are adhered to.
 - i. work cooperatively with team officials, including coaches and managers;
 - j. help supervise travel schedules and travel logistics;
 - k. not consume any alcoholic beverages whilst on chaperone duty;
 - l. not consume any illegal substances whilst on chaperone duty
 - m. not smoke or vap in front of minors
 - n. safeguard the athletes tickets, keys, valuables and money when appropriate;
 - o. maintain a contact list of key people, such as managers, coaches, parents, emergency.
 - p. If a chaperone is required to use their own vehicle to transport chaperoned athletes, their vehicle must be registered.
- c. Selection criteria - Any person being considered for appointment to the role of Chaperone must:
 - a. be over the age of 18;
 - b. have completed a Working with Children Check which the club must have verified prior to the excursion or trip;
 - c. be a registered member of the club;
 - d. possess a current driver’s license;
 - e. provide a brief written overview of any relevant experience;
 - f. have a current first aid certificate (desirable);
 - g. provide details for two referees who can attest to the applicant’s suitability to the role.
- d. A Club must;
 - a. Ensure that appointed Chaperones have a copy of all policies referenced in this document.
 - b. ensure they have provided chaperones and team officials a list of known allergies and/or medical conditions of players in the care or supervision of a chaperone.



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5. Accommodation

- a. Where possible, chaperones will be given their own separate room. However, if this is not possible, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.
- b. A chaperone may share a room with his or her son or daughter.

6. Remuneration and reimbursement

- a. Chaperones may be appointed on a voluntary or paid basis, depending on the circumstances.
- b. 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.
- c. 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.
- d. An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts, to the club.
 - a. The club will then determine if the reimbursement should come from the club, team funds or from the minors parents or guardians.

REVIEW RECORD:

Date	Version No.	Ref	Action
6 th May 2020	1.1		Policy Adopted by NFA Board
12 th May 2024	2024.1		Policy reviewed and altered where necessary. Policy given reference points.