



Gymnastics
New South Wales

Gymnastics NSW

State Team

POSITION DESCRIPTION

Position Title: **Chaperone**

Reports To: Team Manager/Head of Delegation

Location: Varied

The selection onto a GNSW state team is a prestigious honour that only a handful of athletes and officials are recognised with each year. To ensure the best possible performance at the Australian Championships, and to provide a transparent decision making process, Gymnastics NSW (GNSW) has developed this policy. It should be used in conjunction with the Gymnastics NSW Selection Policy and the sport specific criteria.

Position Objective

We are committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperones 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.

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.

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

The chaperone to athletes ratio will be at least 1:12, one chaperone for every twelve athletes under the age of 18.

Chaperones will be appointed for all away trips that include at least one overnight stay.

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



Specific Duties

Gymnastics
New South Wales

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

- a) Assist the Team Manager as required and requested.
- b) Be prepared to carry out any duties, including but not limited to
 - a. Shopping for team requirements including groceries, snacks, activities, medications etc.
 - b. ensure the schedule is followed, for example, curfews, meal times, training sessions;
 - 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 GNSW Code of Conduct or Member Protection Policy;
 - e. Athlete wake-up calls;
 - f. Room checks and inspections;
 - g. Ensuring athletes are in bed and going to sleep each night
 - h. Drive a vehicle as required by the team;
 - i. Entertain the athletes;
 - j. Get athletes prepared for competition, i.e. ensure Gymnasts and Coaches have all necessary “gear” for Training and Competition – BEFORE leaving accommodation.
 - k. accompany an injured or ill athlete who needs medical attention;
 - l. Hair and make-up as required by young athletes;
 - m. Run errands;
 - n. Attend to sick children;
 - o. Assist with washing and cleaning as required by the team;
 - p. General supervision;
- c) handle any emergencies with common sense and according to the GNSW codes and guidelines. Chaperones need to familiarise themselves with all relevant Gymnastics NSW policy and procedures, with particular emphasis upon the Gymnastics NSW Member Protection & Child Protection Policies, including the Role Specific responsibilities and Codes of Conduct;
- d) make sure other relevant procedures and policies are adhered to, for example, Signing-In and Signing-Out athletes.
- e) help supervise travel schedules and travel logistics;
- f) not consume any alcoholic beverages whilst on chaperone duty;
- g) safeguard the athletes tickets, keys, valuables and money when appropriate;
- h) maintain a contact list of key people, such as managers, coaches, parents, emergency;
- i) Look after the wellbeing of the athletes;
- j) Be aware of all medical and dietary requirements;
- k) Attend all meetings as required by the team management;
- l) Follow all directions and instructions provided by the team management and in team meetings;
- m) work cooperatively with team officials, including coaches and managers;
- n) Maintain a nurturing environment at the team camp and assist to provide a relaxed “home” for the Gymnasts and other Team members;
- o) Be professional and approachable;
- p) Know where the athletes are at all times;



- q) Should not interfere with Training or Competition, and must understand that they possibly may not be able to attend any training sessions, or competition, due to the commitments of this position.
- r) Work cooperatively and communicate with NSW team management, coaches, judges, chaperones, officials and athletes in the interest of the NSW State Team;
- s) Support the NSW team.

Attributes

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;
- possess a current driver's license;
- meet additional selection criteria as listed in the Gymnastics NSW Selection Policy and relevant Gymsport Technical Handbook;
- 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.

These supervision guidelines provide minimum requirements for chaperone-gymnast ratios. GNSW may need to enhance these measures to ensure gymnast safety.

To ensure appropriate and effective levels of supervision, state team planning should take into account:

- the experience, qualifications and skills of staff and volunteers
- the age, maturity, physical characteristics and gender of the team
- the ability and experience of the team
- the size of the group
- the nature and location of the team event
- the activities to be undertaken
- any other relevant factors.

Note: Chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

Reviews

Provide any relevant feedback on areas that worked well, areas that need attention and recommendations for future teams and individuals. This feedback should be provided to the team Manager at the conclusion of the event for inclusion in the Team Report.

Chaperones are 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 coach or manager.

Gymnastics
New South Wales