

# Football West

## Chaperone Guidelines



Role: Tour Chaperone

Reports to: Tour Manager

Selection onto a Football West (FW) state team is a prestigious honor that only a handful of players and officials experience each year. To ensure the best possible performance of these teams and to provide a transparent decision-making process, FW has developed these guidelines which should be used in conjunction with the FW Chaperone Policy and any additional tour specific criteria.

### Objectives

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FW is committed to ensuring the safety and well-being of all young people involved in our sport. Appointing people in the role of chaperone is part of that commitment.

We are committed to providing the best possible experience and 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 and in fostering cooperation and a positive and cooperative team spirit. Also, to assist in maintaining COVID-19 safety for the tour.

The chaperone's role varies from one team and event to the next and the final list of responsibilities are generally determined by the Tour Manager in the planning stage depending on the age of the players, the event and the skills, experience and qualifications of other accompanying team officials.

Football West may appoint and use chaperones for any events hosted by FW and any official tours and away trips which involved players under 18 years of age.

The supervision ratio of officials to players will be at least 1:12.

A minimum of one Chaperone will be appointed for all away trips that include at least one overnight stay and involved players under the age of 18 years. In some cases, depending on the size of the group, age of the players and type of event more than one chaperone may be required to be appointed.

These Guidelines apply to anyone, whether they are in a paid or voluntary capacity, that is appointed as a Chaperone by FW.

## Specific Duties

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

1. Assist the Tour Manager as required and requested.
2. Be prepared to carry out any duties, including but not limited to:
  - Shopping for team requirements including groceries, snacks, medications etc.
  - Ensure the schedule is followed, for example, curfews, mealtimes, training sessions;
  - Organise any “in house” catering or meals and supervise player involvement in meal preparation and clear up;
  - Enforce the rules and report any breaches of the FW Touring Code of Conduct, FW Member Protection Policy or Football Australia Member Protection Framework;
  - Room checks and inspections;
  - Ensuring players are in bed by agreed upon bed time
  - Provide support to the Players as may be required;
  - Drive a vehicle if required by the team;
  - Assisting in getting players ready for competition, i.e. help to ensure Players and Coaches have all necessary “gear” for Training and Competition – PRIOR TO leaving accommodation, players are responsible for personal items whereas chaperons are responsible for team gear;
  - Accompany any injured or ill player who needs medical attention;
  - Run errands;
  - Assist with washing and clearing as may be required;
  - General supervision;
3. Handle any emergencies with common sense;
4. Handle any personal issues that players may have with care and sensitivity;
5. Chaperones need to familiarise themselves with all relevant policy and procedures, including the FA National Member Protection Framework and FW Touring Codes of Conduct;
6. Ensure any other relevant procedures and policies are adhered to by players;
7. Help supervise travel schedules and travel logistics as may be required;
8. Not consume any alcoholic beverages whilst on chaperone duty, in accordance with FW Policy;
9. Safeguard the players passports, tickets, keys, valuables and money as may be required;
10. Maintain a contact list of key people, such as managers, coaches, parents, emergency numbers;
11. Look after the general wellbeing of the players;
12. Assist the players to maintain COVID-19 safety as per the COVID-19 Safety Plan for the tour.
13. Be aware of all medical and dietary requirements or allergies;
14. Attend all meetings as required by the team management;
15. Follow directions and instructions provided by team management and in team meetings;
16. Work cooperatively with team officials, including coaches and managers;
17. Maintain a nurturing environment in the team and work to providing a relaxed “home-like: environment for the players;
18. Be professional and approachable;
19. Know where the players are at all times whilst in chaperone duty of care;
20. Maintain good and open lines of communication with team management and players.

## Attributes

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As a minimum, any person being considered for appointment to the role of Chaperone should:

- be over the age of 18;
- have completed a Working with Children Check;
- possess a current driver's license;
- have a current first aid certificate;
- If possible, have had a COVID-19 vaccination.

These supervision guidelines provide minimum requirements for team official to player ratios. FW reserves the right to increase these measures to ensure player safety.

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

- the experience, qualifications and skills of staff, officials and volunteers
- the age, maturity and gender of the touring team
- the ability and experience of the touring team
- the size of the group to be managed
- the nature and location of the event/s being attended
- the activities to be undertaken while on tour
- the attendance of parents and/or guardians on the tour and/or at the event/s
- any other relevant factors.

Note: Chaperones may be required to share a room with another team officials or another accompanying adult.

## Tour Review

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Chaperones should provide any relevant feedback on areas that worked well, areas that need attention and recommendations for future teams, tours, roles and individuals. This feedback should be provided to the Tour Manager at the conclusion of the event for consideration.

Chaperones shall be appointed on a voluntary or paid basis, depending on the circumstances. Expenses may be covered by FW, however in some circumstances a chaperone may be required to pay upfront for sundry team items like groceries team members or in the event that an emergency arises. In these cases, all receipts must be retained for reimbursement upon return.