

Guidance for Chaperones

This guidance aims to:

- Assist organisations and clubs to provide a safe and enjoyable weightlifting and para-powerlifting activities and programs for members particularly children and young people under the age of 18 years, when travelling away with teams or involved in lifting programs or activities;
- Increase the participation rate of children and young people in a wide range of activities in safe environments

It is the responsibility of the organisation/club providing the activities or programs for children and young people to provide the following:

- Safe and well maintained facilities and equipment
- Qualified coaches and trainers
- Supervision at all times
- Protection against physical, sexual and emotional abuse and neglect from members of the organisation/club

For safe supervision and chaperoning for children and young adolescents under the age of 18 years clubs should:

- Provide safe environments for conducting activities and programs for children and young people particularly when travelling
- Provide appropriate supervision of different activities and programs
- Provide appropriate screening procedures for chaperons, and other adults involved with children and young people

The following criterion acts as the minimum requirements for a member who is fulfilling the role as a chaperone or supervisor for children and/or young people under the age of 18 years.

Pre-requisites:

- Be a registered member of British Weight Lifting
- Be a minimum of 15 years of age and hold a current enhanced DBS check carried out by British Weight Lifting
- Fully understand, and agree to comply with the BWL Safeguarding and Protection Policy and all relevant Codes of Conduct
- Minimum of 1 chaperone to hold a current First Aid Certificate and a current driving licence

Duties and responsibilities of supervisors/chaperones shall include:

- Ensure that the participants under the age of 18 years have completed the parental consent form prior to any travel/program/activity i.e. form includes emergency contact details, medical/health history, disclaimer, a parent or guardian signature giving authorisation and consent etc.
- Work in cooperation with the team manager, program coordinator and/or event organiser who is ultimately responsible for all activities
- Be responsible for the wellbeing and safety of all team members
- Report any concerns or incidents to the team manager, program coordinator and/or event organiser
- Adhere to drug and alcohol regulations and laws
- Assist with general duties during the duration of the tour/camp/program

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- At all times conduct themselves in a manner that complies with BWL and community expectations

Other responsibilities and general information pertaining to live-in or away from club activities:

A ratio of at least one (1) chaperone/supervisor for every ten (10) participants, e.g. one (1) male chaperone for every ten (10) male participants or par thereof, one (1) female chaperone for every ten (10) female participants or part thereof. In some situations the ages of the lifters might warrant sending an extra chaperone. In the case of a bus trip extra chaperones may be required.

Responsibilities of a chaperone

The chaperone will:

- Be responsible to the head coach on an out of town training/competition event
- Ensure the safety and wellbeing of the lifters while travelling to and from a competition/training camp
- Be willing and able to drive a vehicle (15 passenger van) if required
- Supervise the lifters during such times when they are not in the care of their rooms
- Be available to the lifters and provide guidance when necessary
- Know the lifters names, ages, parents name and number, medical info, special situations etc.
- Maintain a list of names, phone numbers and addresses and fax back to BWL Head Office if required
- Meet all families personally
- Remain with lifters on each day of the competition/training camp until all have been taken home by their families
- Be polite, courteous and helpful to the lifters
- Safeguard the lifters plane tickets, keys, valuables and money
- Ensure the lifters behave and act responsibly and are respectful of others
- Ensure that each lifter has the chaperones name, phone number and room number
- Under no circumstance consume any alcoholic beverage while chaperoning
- Not officiate at a competition, unless there is another parent available to take over the chaperone duties temporarily

Supervision

The chaperone will:

- Ensure the lifters are accounted for at all times
- Keep everyone together in the same facility
- Arrange to have the group be ON TIME wherever you go
- Keep control, maintain order, but do not be overbearing
- Help children use their best manners and be respectful of others
- Keep track of the groups actions
- When the bus/van is offloaded, check windows, floors and seat for rubbish or forgotten items
- Remain in the same facility as the team at all times

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At the venue

The chaperone will:

- Maintain indirect supervision and be available, but not interfere with, the lifters or coaches during the competition
- Be aware of the event and start times, be prepared for unexpected event changes
- Keep track of lifters (especially younger ones) making sure they are on time for their events
- Make sure that all special requests are confirmed, i.e. allergies to pets, smoke, food etc.
- Remind lifters to leave the change rooms tidy and to clean up their rest areas of rubbish

Transportation

The chaperone will:

- Ensure all vehicles are adequately equipped with seat belts and driven by appropriately licensed drivers
- Ensure that rental vehicles are rented with full insurance coverage
- Take regular head counts before the bus or vehicle gets underway
- Assist the younger lifters with baggage and carry-on bags
- Ensure that lifters get on and off the buses/vans in a safe manner
- Where feasible, the accompanying coach should sign on as a second driver

Medical Information

The chaperone will:

- Be aware of any medical conditions or allergies that the lifter may have]
- Be aware if a lifter is required to take medication during the trip, and discuss the instructions with the parents prior to departure
- Have ready access to a first aid kit
- Keep track of the lifters signed permission slips with allergy and medical information. Each lifter must have a form signed by parent if attending a competition

General Notes

- Meals should be eaten as a group (when applicable)
- Be aware of toilets/washrooms at restaurants, you might want to check them first
- Have the younger lifter buddy up with an older lifter
- Be accessible to the lifters. If they need you for something they will need to know where to find you
- When the group is large, it is a good idea to break into smaller groups, with a chaperone for each group
- Make note of what a kids are wearing in case a child gets lost. Have a plan in place for this situation
- Arrange a meeting place if the group is in a facility other than the venue. This helps you if a lifter gets lost
- Do not assume that someone else is supervising your group. Be vigilant at all times, not only of your own group, but also of the other lifters

A chaperone is a twenty for hours a day responsibility

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Discipline

The lifters know what is expected of them, however, they sometimes ignore what they are told. Remind them in a friendly manner. Don't get into a battle with a lifter. Let the coach know about any difficulties that may arise. Deliberate disobedience will not be tolerated. An incident requiring disciplinary action should be dealt with immediately upon return. Within 48 hours of return, the parents of the lifter should be informed in writing. A copy should also be given to the head coach and the CEO. It will then be dealt with through a disciplinary committee within 7 days.

All members including lifters, coaches, officials, chaperones, parents and board members of British Weight Lifting have a responsibility as outline in the Code of Conduct. Members may at times need a gently reminder of their responsibilities.

When on overnight stays, ensure appropriate sleeping arrangements are in place, i.e. males and female MSUT be separated. The chaperones/supervisors must perform regular room checks to ensure that members are complying with British Weight Lifting's Code of Conduct. Sleeping arrangements must be suitable for ALL participants e.g. all members must be in beds/bunk, no same/mixed sex sleeping arrangements in one bed etc.

Whilst in a team situation, the members/participants are under control of the team manager. Parents wishing to interact with their child/children MSUT seek approval from the team manager for any deviation from the group activity or program.

This condensed guidance document has been written and adapted from the more comprehensive 38 page 'Safe Sport Away – A Guide to Good Planning' with kind permission from the ASA and NSPCC.

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