



Western Australian
Underwater Hockey Commission

CHAPERONE / ROOM SUPERVISOR GUIDELINES

Chaperone role

Each Chaperone will be in charge of 10-12 team member's aged from 12 to 15 (U15's) or 15 to 19 (U19's). Chaperones will be responsible for the purchase of all food items required for their team and the preparation of healthy nutritious meals (breakfast, snacks, lunch and dinners, unless otherwise specified by Team Managers) for the duration of the competition. Chaperones will be responsible for taxiing and escorting their team to and from all competition meets and on any extra-curricular activities undertaken by their team, during Nationals. Chaperones must ensure all team members in their designated age division behave in a manner suitable for young ambassadors of our sport. Chaperones will be responsible for team members' physical and emotional well-being and will need to offer comfort and reassurance, in the event that a team member is ill, upset or experiences homesickness.

Room supervisor role

Room Supervisors will work to assist chaperones with meal preparation and take responsibility of their assigned Juniors upon the Juniors return to the accommodation at the conclusion of each day's games.

How will UWHWA support you?

Chaperone costs reimbursed by UWHWA

- Return airfares to the equal value of the team flight
- Accommodation costs
- In-house food,
- Junior function entry
- Hire car fuel
- Uniform (t-shirt)

Room Supervisor costs reimbursed by UWHWA

- Accommodation costs in the event that you share a bed with your child
- For food prepared by chaperones in-house, room supervisors may choose to dine with the team at the cost of \$120.00 for the week

Chaperone Specific Functions and Duties

WWC

It is required by law, that all adults working with Juniors under a supervising capacity, hold a Working With Children check (WWC). WWC forms are available from any Australia Post office and will need to be paid for by the nominee at the cost of around \$11.00 but these costs will be reimbursed by UWHWA.

ACCOMMODATION

As ambassadors of UWHWA it is imperative to make sure all juniors adhere to the rules of the accommodation stay and respect both the space and the people residing within it.

ROOMS

Each chaperone will have a select number of Juniors, depending on what each unit/room accommodates. Please ensure each area is maintained in a clean and orderly fashion, with all Juniors required to be responsible for keeping their own personal belongings and space clutter free and tidy. Juniors will need to be well rested and should go to bed no later than 21:30pm for U/15's, and 22:30pm for U/19's. It is preferred that all phones are also put on charge at this time, away from the juniors to ensure they get a sufficient amount of sleep. (* If phones ring after 21:30pm/22:30pm, it is completely fine for Juniors to be contacted by parents or coaches in an emergency)

DRIVING

All Chaperones will be required to collect their bus from the hire facilities before the competition starts. In providing your credit card to UWHWA will indemnify you for all costs other than resulting from conduct that amounts to a breach of the law. During the competition, duties will include taxiing your team in the 12-seater mini van, (which require a regular C class license to drive) to the pool and other various locations for the duration of the competition and the accommodation stay. Please ensure that all Juniors occupy one seat (and seatbelt) and the capacity of the bus is not exceeded. Any traffic infringements incurred are the responsibility of the driver.

FOOD

Unless otherwise specified, all meals for the U15's and U19's will be prepared in house by Chaperones. All meals should be quick, simple, nutritious and easy to prepare and also cover any dietary requirements that need considering. With lunches, all juniors will choose and prepare what they want for lunch each day to take to the pool.

Funds allocated within the budget for each individual junior team members is: \$200.00 per player.

This money is used by the Team Chaperone to purchase all in house food items and to refuel the team bus.

About a week out from the competition, Managers will need to go to the post office and set up 4 separate Load and Go Travel Cards (for each card you will receive 2 cards and pin numbers. Keep 1 card from each pack, ensuring to keep a record of all pin numbers for all accounts.). Each card will be loaded by the Manager according to the amount of team members playing within each team.

For example, if the U15 team has 10 players, the chaperone would receive \$2,000 for the duration of the competition.

Chaperones receive 1 loaded card and pin number at the debrief meeting with the Manager prior to the commencement of the competition. Chaperones will return cards and receipts to Manager at the conclusion of the competition before departing the accommodation.

With each purchase made, Chaperones must ensure they collect a paper receipt to keep a track of all transactions made with their card. These receipts will be used by the Manager to consolidate each chaperones expenses and to finalize and disperse any remaining funds back amongst the team members before sending out their final account.

If a card is lost or stolen, notify the Manager immediately to begin the process of recovering remaining funds and to organize cancelation of the card by calling the number provided with the card set up.

HYDRATION

Please ensure to remind all juniors to fill and take their water bottles with them everywhere, as they will constantly need to be rehydrating throughout the day. Also remind them to have at least one bottle (or more) of electrolytes throughout the day to assist in keeping them hydrated.

BEHAVIOUR

General behaviour of all Juniors at the accommodation stay is the responsibility of the Chaperones. Please ensure that all Juniors adhere to all rules enforced by management, with a focus on respecting other guests, respecting and using all facilities correctly and ensuring that the noise levels are kept at an appropriate level, and not disruptive to other guests.

OTHER

- Chaperones need to familiarise themselves with UWHWA Codes of Behaviour and policies.
- Enforce the rules and report any infraction of the club's Code of Behaviour.
- Handle any emergencies with common sense and according to our codes and guidelines.
- Accompany an injured or ill athlete who needs medical attention.

- Work cooperatively with team officials, including coaches and managers.
- Safeguard the athletes' tickets, keys, valuables and money when appropriate.
- Maintain a contact list of key people, such as managers, coaches, parents, emergency.

DISPUTES

The procedure for managing any kind of conflict that may arise with Juniors is as follows:

For minor disputes: In the care of coaches – It is up to the coaches to resolve any minor disputes that may arise (bickering amongst juniors etc.)

For minor disputes: In the care of chaperones – It is up to the chaperones to resolve any minor disputes that may arise (bickering amongst juniors etc.)

For conflict: In the care of coaches – It is the responsibility of the coach to mediate resolution between the conflicting parties (heated arguments amongst juniors)

For conflict: In the care of chaperones – The Chaperone should try to mediate resolution of any conflict. If unsuccessful, it is the responsibility of the coach to mediate resolution between the conflicting parties to resolve the problem. If the coach is not available, the issue should be taken directly to the Managers (heated arguments amongst juniors)

For escalated conflict, violence or breach of the Code of Conduct: In the care of coaches or chaperones – these grievances should be dealt with directly by Managers, and the UWHWA Official for Nationals.

ALCOHOL

As Chaperones are on duty 24 hours a day and are responsible for the duty of care of all Juniors (including older U19's) for the duration of the entire competition. Chaperones are not permitted to drive when they have a blood alcohol level of greater than 0. Alcohol consumption that would result in a chaperone having a blood alcohol level greater than 0.03 is forbidden for the entire event.

TIME MANAGEMENT

It is the responsibility of all chaperones to ensure that all team members arrive to the pool at least 30 minutes prior to the commencement of their team's game. For cases where a player from your team is duel listed, please liaise with Managers/Coach to organize a collection time for the player in the morning, so to ensure ample time for collection and drop off to their game.

EXTRACURRICULAR ACTIVITIES

Please ensure that any extracurricular activities undertaken by the team (especially water sports such as going to the beach) are done with the consent of the coach. As the competition is at the height of summer, it is up to the discretion of the coach as to whether or not this is an appropriate activity for their juniors to undertake while competing at Nationals. If the coach is not attending the activity, the activity is at the discretion of the chaperone.

GEAR

Please remind all juniors to refresh their bags at the end of every day. (Hang towels out and ensure that bathers and all gear is dried, restocked/repacked ready for their next competition day.)

DURATION OF RESPONSIBILITY

Chaperones are on duty 24 hours a day and are responsible for the duty of care of all juniors, for the duration of the entire competition from the arrival of the Juniors on 8th January 2018 to the departure of the team on the 14th January 2018. It is a requirement that all chaperones attend the Junior function which this year, will be held on a Party Boat on the Swan River.

AGREEMENT TO VOLUNTEER OBLIGATIONS AND DUTIES

UWHWA would like to thank you all in anticipation for all the work you will undertake. Please know that I will be beside you every step of the way should you require any assistance. It is important to be mindful that all Juniors have worked incredibly hard to be selected to represent our state, and are ambassadors for both our state, and the code of Underwater Hockey. Our aim is to ensure that all Juniors have an enjoyable, safe and above all a FUN competition week, throughout the duration of their Nationals.

If you have any further inquiries, or require any further information, please feel free to contact the State Team Manager at any time.

I have read and understood the responsibilities outlined in this document, and am willing as a Team Chaperone to undertake and abide by the expectations of UWHWA as set out in this document.

Name:.....

Signature:.....

Chaperone for U15 or U19 team?

Date:.....



Room Supervisor Specific Functions and Duties

WWC

It is required by law, that all adults working with juniors under a supervising capacity, hold a Working With Children check (WWC). WWC forms are available from any Australia Post office and will need to be paid for by the nominee and reimbursed by UWHWA. We will require these from all Room Supervisors before the competition commences.

ACCOMMODATION

As ambassadors of UWHWA it is imperative to make sure all juniors adhere to the rules of the accommodation stay and respect both the space and the people residing within it.

ROOMS

Each Room Supervisor will have a select number of juniors, depending on what each unit/room accommodates. Please ensure each area is maintained in a clean and orderly fashion, with all juniors required to be responsible for keeping their own personal belongings and space clutter free and tidy. Juniors will need to be well rested and should go to bed no later than 21:30pm for U/15's, and 22:30pm for U/19's. It is preferred that all phones are also put on charge at this time, away from the juniors to ensure they get a sufficient amount of sleep. (* If phones ring after 21:30/22:30pm, it is completely fine for juniors to be contacted by parents or coaches in an emergency)

FOOD

Unless otherwise specified, all evening meals for the U15's and U19's teams will be prepared in house by Chaperones with the assistance of Room Supervisors, pending other tournament commitments. Managers will put together a sample menu so all chaperones have some ideas of the kinds of meals that will be appropriate. All meals will be quick, simple and easy to prepare and also cover any dietary requirements that need considering. With lunches, all juniors will choose and prepare what they want for lunch each day to take to the pool.

HYDRATION

Please ensure to remind all juniors to fill and take their water bottles with them everywhere, as they will constantly need to be rehydrating throughout the day. Also remind them to have at least one bottle (or more) of electrolytes/energy drink throughout the day to assist in keeping them hydrated.

BEHAVIOUR

General behaviour of all juniors at the accommodation stay is the responsibility of the chaperones. Room Supervisors, please ensure that all juniors adhere to all rules enforced by management, with a focus on respecting other guests, respecting and using all facilities correctly and ensuring that the noise levels are kept at an appropriate level, and not disruptive to other guests. If you encounter any problems, please alert the Chaperones. The procedure for managing any kind of conflict that may arise

with juniors is as follows:

For minor disputes: In the care of coaches – It is up to the coaches to resolve any minor disputes that may arise (bickering amongst juniors etc.)

For minor disputes: In the care of chaperones – It is up to the chaperones to resolve any minor disputes that may arise (bickering amongst juniors etc.)

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For conflict: In the care of chaperones – The Chaperone should try to mediate resolution of any conflict. If unsuccessful, it is the responsibility of the coach to mediate resolution between the conflicting parties to resolve the problem. If the coach is not available, the issue should be taken directly to the Managers. (heated arguments amongst juniors)

For escalated conflict, violence or breach of the Code of Conduct: In the care of coaches or chaperones – these grievances should be dealt with directly by Managers, and The Sub Committee for Nationals.

ALCOHOL

Room Supervisors are responsible for the duty of care of the juniors staying with them in their room for the duration of the competition. When back at the accommodation, it is preferred that alcohol is not consumed around the Juniors. If alcohol is consumed by Room Supervisors away from the Juniors, and away from the accommodation, it is expected that they will not return intoxicated. For all Room Supervisors attending the Junior Function, alcohol is strictly forbidden.

TIME MANAGEMENT

We understand that Room Supervisors may have multiple roles during Nationals. We ask that if you are unable to make it back to the accommodation for meal preparation or any other various duties required, that you make contact with the chaperone to inform them of this so they can accommodate the juniors not being monitored. It is the expectation of all Room Supervisors overseeing the U15's to be actively monitoring all Juniors within their room from the conclusion of their U15's team pool day, until 08:00am. Room Supervisors for the U19's could you please aim to be back in the room at the conclusion of each pool day, usually no later than 20:30pm and ensure to actively monitor your rooms until 08:00am. It is also the responsibility of all Room Supervisors to ensure that all team members are ready to be collected by Chaperones, to arrive at the pool at least 30 minutes prior to the commencement of their team's game.

GEAR

Please remind all juniors to refresh their bags at the end of every day. (Hang towels out and ensure that bathers and all gear is restocked/repacked ready for their next competition day.)

FUNCTIONS

As Room Supervisors, it is preferred and greatly appreciated that you all attend the Junior closing ceremony to assist the Chaperones.

AGREEMENT TO VOLUNTEER OBLIGATIONS AND DUTIES

UWHWA would like to thank you all in anticipation for all the work you will undertake. Please know that I will be beside you every step of the way should you require any assistance. It is important to be mindful that all juniors have worked incredibly hard to be selected to represent our state, and are ambassadors for both our state, and the code of Underwater Hockey. Our aim is to ensure that all juniors have an enjoyable, safe and above all a FUN competition week, throughout the duration of their Nationals.

If you have any further inquiries, or require any further information, please feel free to contact the State Team Manager at any time.

I have read and understood the responsibilities outlined in this document, and am willing as a Room Supervisor to undertake and abide by the expectations of UWHWA as set out in this document.

Name:.....

Signature:.....

Room Supervisor for U15 or U19 team?

Date:.....



State Team Chaperone / Room Supervisor Application Form

APPLICATIONS CLOSING DATE _____

Surname:		Given Names:	
<p>Do you hold a current WORKING WITH CHILDREN (WWC) Card?</p> <input type="checkbox"/> Yes Please forward a photograph of your card directly to State Team Manager <input type="checkbox"/> No I will be applying for one, and will send through a photograph once received. (Forms at Australia Post at a cost of \$10.00) <p>Do you hold a current Drivers Licence?</p> <input type="checkbox"/> Yes Please forward a photograph of your card directly to State Team Manager			
Date of Birth: / /	Gender M/F	Email:	
Phone:	Mobile:	Work:	
Current Address:			
			Postcode:
Postal Address: (Leave blank if same as above):			
			Postcode:
Occupation:		Current Workplace:	
Please indicate (circle) the team you wish to Chaperone: U15 U19			
Please indicate (circle) the team with which you wish to be a Room Supervisor: U15 U19			
<p>Please Note: Club Presidents, Team Managers or anyone currently serving on the UHWA Committee are able to endorse Working with Children forms.</p>			

Please answer the following questions in this form or separately.

a) Please explain why you wish to chaperone/room supervise your indicated team?

b) What is your association with Underwater Hockey?

c) Have you previously travelled with Underwater Hockey interstate/overseas? If so where, when, and for what purpose?

d) Have you held either a professional or voluntary role that involves the supervision of children? Please provide details of this role. E.g are you a teacher, have you coached a sporting team, or attended school activities with your own children in a supervisory role etc.

e) What (if any) first aid qualifications do you have?

Name of Applicant:	
Signature of Applicant:	Date:

For application submission and further information please contact State Team Manager.