

JUNIOR TEAM OFFICIALS APPOINTMENT POLICY

1.0 POLICY APPLICATION

This policy applies to any adult who is to be appointed as a junior team official, and to any adult travelling with and/or being accommodated with any Tasmanian Junior Orienteering team. It also applies to any official junior training or coaching camps or activities, conducted under the auspices of Orienteering Tasmania, including any officials, coaches and managers and any other adults travelling with, and/or accommodated with, juniors at such events or activities.

2.0 RESPONSIBILITY FOR IMPLEMENTATION

The Board of Orienteering Tasmania is responsible for ensuring that this policy is followed. The Board normally delegates this responsibility to the Director of Development and the Director of Coaching, whichever is appropriate, who in the usual course of events is responsible for selecting and/or appointing junior team officials, including coaches, managers and assistants.

3.0 IMPLEMENTATION

3.1 SUMMARY OF STEPS

When a person applies for a position, and prior to their appointment, the person must agree to the following procedures:

- 3.1.1 Be familiar with and agree to abide by the *OT Code of Conduct – Officials*, the *OT Privacy Policy* and the *OT Child Protection Policy*
- 3.1.2 Sign the *Orienteering Tasmania (Inc.) Code of Conduct – Officials* document
- 3.1.3 Be familiar with and agree to abide by the *Orienteering Australia Member Protection Policy*
- 3.1.4 Complete the *Prohibited Persons Declaration* (Appendix E in the *OA Member Protection Policy*)
- 3.1.5 Obtain a Working with Vulnerable People card (volunteer category) or ensure that an existing card is current.

3.2 DETAILED GUIDELINES

- 3.2.1 The person must be provided with a copy of *Orienteering Tasmania's Privacy Policy*, and *Child Protection Policy*.
- 3.2.2 The person must agree to abide by, and must sign the "*Orienteering Tasmania (Inc.) Code of Conduct – Officials*" document and lodge the document with the Board or its nominee.
- 3.2.3 The person must be provided with a copy of the *Orienteering Australia's Member Protection Policy*, and must complete the *Prohibited Persons Declaration* found in Appendix E of the policy document. The completed declaration should be lodged with the Board or its nominee.
- 3.2.4 The person is required to apply for and be approved for a Working with Vulnerable People card (volunteer category). If the person already has a WWVP card, he or she must ensure that the card is current. On request, the person must present his or her WWVP card to the Board or its delegate.