

Junior Group Travel and Management Policy:

A) Organisation of Multi Day Trips & Camps:

1) **Planning:** Trips and camps **must** be well planned with a detailed itinerary.

2) Organisers **must** obtain the **consent of parents or adult athletes**. (See Appendix C for Sample) The signed consent form is a legal document. It must be accompanied by sufficient information to indicate that the parent or adult is aware of the nature of the activity and gives consent for the athlete to participate. It is not possible "to contract out of" liability for the welfare of athletes.

Organisers should seek the appropriate consent well in advance. The information they provide should include all relevant details including the:

- purpose of the activity
- location and/or itinerary
- number of adults (or ratio of adults to athletes) who will accompany and supervise the athletes
- specialised clothing or equipment that will be required
- cost of the activity and details of any financial assistance available
- association contact person and telephone number
- site contact details

3) Background information to be provided to parents

Orienteering activities may generally involve the following

1. During Competitive events participants will be expected to navigate through the orienteering course alone, this may often be in bushland areas
2. During training and coaching activities, participants may

- undertake an orienteering training activity alone
- undertake an orienteering training activity in a small group of other participants
- undertake an orienteering training activity as a one-on-one basis with a coach

These activities may be undertaken in a range of environments including bushland and park settings, and are normal orienteering training practices. If you require more information on the activities that will be undertaken on this camp or trip, please consult with the camp/trip's leadership team.

4) First Aid Coordination

One suitably qualified leadership team member **must** be identified to coordinate the provision of first aid during a camp or trip. This person's duties would include:

- Storage of athlete health support information in a manner that protects confidentiality, yet ensures availability when needed.
- Documentation of all first aid interventions.
- Providing availability to and maintenance of first aid supplies.
- Safe storage and documentation in relation to medication and health care equipment

- Compliance with [OASA Safety Policy](#). Copy to be kept with First Aid Kit.

5) **Group size athlete/supervisor ratios and supervision requirement**

- A ratio of 1:15 is required with a minimum of two approved adults.
- Mixed gender athlete groups **must** have mixed gender leadership unless parents have approved of alternatives during the consent-seeking process.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.

6) **Duty of care**

Every supervisor has a 'duty of care' towards every athlete under his or her supervision, by virtue of the common law principles of negligence.

Generally speaking a supervisor owes an athlete a duty to take reasonable care to protect him or her from foreseeable risk of injury. This duty may be manifested in many ways including:

- the duty to supervise the athletes so that they comply with codes of behaviour designed for their own safety and that of other athletes;
- the duty to warn athletes about dangerous situations or practices.

This list is not exhaustive. Basically, the duty is to do what is reasonable in a given situation. The question of what is reasonable in a given instance will be decided by the court in the event of litigation, but it is for the individual supervisor to comply with objectively reasonable practice.

Generally, there is a greater duty of care:

- the younger the athlete
- the more complex the health care needs and/or disabilities of an athlete
- the more hazardous the situation.
- The level of duty of care applicable to adult athletes may be significantly less than for younger athletes.
- A breach of duty of care will occur where there has been a failure to exercise the level of care required in any particular case.

7) **Buses**

Licensing **must** comply with the following minimum standards, which apply to volunteer bus drivers as well as to professional drivers:

- Drivers **must** have a Class LR, MR or HR licence and have recent experience in the type of bus to be driven and the terrain to be covered.
- The general criteria for approved bus drivers **must** be satisfied. These include currency of experience, ie bus driving **must** be recent and satisfactory.
- Buses **must** have sufficient capacity to accommodate all participants and their luggage safely and comfortably.
- Charter companies **must** have back-up services to cover breakdowns.
- A current label or certificate of road worthiness **must** be affixed to the windscreen.
- It is recommended that buses with seat belts be sought where possible.
- Where seat belts are fitted, only that number of passengers may occupy the space and the seat belts **must** be worn and properly secured.
- The supervisor must ensure luggage is stored in a safe manner, and loose items which could become airborne during heavy braking are secured
- aisles are always kept clear
- dangerous substances or equipment (eg gas cylinders) are not carried in the passenger compartment.
- The driver **must** ensure that there are sufficient rest periods.

- Generally, there should be at least one leader in addition to the driver.
- For programs where regular trips to local venues are planned, a teacher/driver may be adequate.

B) Single Day Trips

- First aid equipment should be available.
- A mobile phone should be available for emergency situations.
- Duty of Care as in section A6
- Section C) applies to all situations.

C) All members of OASA are bound by the [Orienteering Australia Member Protection Policy](#). Sections of this policy that are particularly relevant are included in **Appendix B**

Relationships: Coaches should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a relationship with them, explaining the ethical basis of your refusal. As with the OA policy this is not restricted to juniors. Regarding sexual relationships: Any person 17 years or older can have sexual relations with another person aged 17 years or more, if they each consent. This can be a person of the same or the opposite sex [[Criminal Law Consolidation Act 1935](#) s 49]. Orienteering Australia takes the position that relationships between coaches and the adult athletes that they coach should be avoided. For more details refer to the policy (see Appendix B Section 7.3)

Appendix A Australian Sports Commission Codes of Behaviour

Coach's Code of Behaviour

Dealing with ethical issues is becoming a regular part of a coach's duties. Increasingly, coaches are required to face issues such as sportsmanship, drugs in sport, cheating, bullying, eating disorders, respect for officials, abuse of power, harassment and judging when an athlete should return to sport after an injury. The coach's code of behaviour is a useful guide to coaches on behaviour that is expected of them.

The coach's code of behaviour is a positive document for all coaches. It affirms a coach's support for the concepts of responsibility, trust, competence, respect, safety, honesty, professionalism, equity and sportsmanship. The code also provides a reference point for clubs, parents, athletes, schools and employers to expect that a coach will demonstrate appropriate standards of behaviour.

Coach's code of behaviour

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.
- Place the safety and welfare of the athletes above all else.
- Help each person (athlete, official etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications to be misrepresented.

Officials Code of Behaviour

The duty of the sports official is to act as an impartial judge of sporting competition and this duty carries with it an obligation for the official to perform with accuracy, consistency, objectivity and the highest sense of integrity.

In order to preserve and encourage confidence in the professionalism and integrity of officiating, officials must first display ethical behaviour.

Official's code of behaviour

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.
- Place the safety and welfare of the athletes above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behaviour and promote respect for all people.

Appendix B: Extracts from OA Member Protection policy

7.1 Child Protection Policy

7.1.1 Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations.

7.1.2 Orienteering Australia acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of our juniors. Orienteering Australia aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children;
- Providing opportunities for our juniors to contribute to and provide feedback on our program development;
- Carefully selecting and screening people whose role requires them to have regular contact with and/or direct and unsupervised contact with children.

(Screening procedures are outlined in Part B of this policy);

- Ensuring our codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed;

- Providing procedures for raising concerns or complaints (our complaints procedure is outlined in Part C of this policy); and

- Providing education and/or information to those involved in our sport on child abuse and child protection.

7.1.3 Orienteering Australia requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency and an appropriately qualified Member Protection Information Officer (the names of all qualified Member Protection Information Officers are identified at www.ausport.gov.au/ethics/memprot.asp), the Executive Officer of Orienteering Australia or State/Territory association equivalent. Descriptions of the sorts of activity which may be abuse are in the Dictionary at clause 11.

7.1.4 All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in attachment C4 of this policy.

7.1.5 If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services in their State/Territory.

7.2 Anti-Discrimination and Harassment Policy

7.2.1 Orienteering Australia aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

7.2.2 Orienteering Australia recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their age, disability, family responsibilities, gender identity, homosexuality or sexual orientation, irrelevant medical or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity.

7.2.3 Orienteering Australia prohibits all forms of harassment and discrimination based on personal characteristics listed in the Dictionary. Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.

7.2.4 Descriptions of some of the types of behaviour which could be regarded as harassment or discrimination are provided in the Dictionary at clause 11. If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in attachment C of this policy. This will explain what to do about the behaviour and how Orienteering Australia will deal with the problem.

7.3 Sexual Relationships Policy

7.3.1 Orienteering Australia takes the position that sexual relationships between coaches and the adult athletes that they coach should be avoided. Orienteering Australia takes the view that such relationships while not necessarily constituting unlawful harassment, can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the sport's public image. Such relationships tend to be intentionally or unintentionally exploitative because there is

usually a disparity between coaches and athletes in terms of authority, power, maturity, status and dependence. Orienteering Australia's policy position is similar to other organisations who disallow professionals such as teachers, doctors and counsellors to have sexual relationships with their clients or students.

7.3.2 Should a sexual relationship develop between an athlete and coach, Orienteering Australia will consider whether any action is necessary. Factors that may be relevant in this consideration are the age and maturity of the athlete relative to the coach, the financial or emotional dependence of the athlete on the coach, and the likelihood of the relationship having any adverse impact on the athlete and/or other athletes. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the athlete. Action may include transfer, a request for resignation or dismissal from coaching duties.

7.3.3 In the event that an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach may wish to approach an appropriately qualified Member Protection Information Officer (the names of all qualified Member Protection Information Officers are identified at www.ausport.gov.au/ethics/memprot.asp), the Executive Officer of Orienteering Australia, or State/Territory association equivalent if they feel harassed.

7.3.4 The law is always the minimum standard for behaviour within Orienteering Australia and therefore sex with a child is a criminal offence

Association/club requirements

Under Orienteering Australia's Member Protection Policy, our Federation is required to:

1. Identify positions (paid and voluntary) that involve working with people under the age of 18 years.
2. Obtain a completed *Member Protection Declaration* (MPD) (Attachment B2) from all people who are bound by this policy if they occupy or apply for a position that involves working with people under the age of 18 years. The MPD will be kept in a secure place. If a MPD is not provided, or it reveals that a person does not satisfactorily meet with one or more of the clauses in the MPD (e.g. has a relevant criminal conviction), Orienteering Australia will:
 - provide an opportunity for the person to respond/provide an explanation, and
 - make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied, then the Orienteering Australia will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work [directly and unsupervised] with people under the age of 18 years. If this is not possible, then end the appointment. **Note: legal advice should be obtained before the termination process begins.**
- in the case of a someone applying for the position/role, not appoint them.

3. Check a person's referees (verbal or written) and interview a person about his/her suitability for the role and his/her suitability for working with children for both paid and voluntary positions.
4. Ask people applying for and people who currently occupy a position that involves regular contact with people under the age of 18 years and/or involves direct and unsupervised contact with people under the age of 18 years to **sign a consent form** for a national police check. (Information on police checks and forms can be found at www.ausport.gov.au/ethics/policechecks.asp).
5. Request a national police check from our relevant police jurisdiction for people applying for paid positions that involves regular contact with people under the age of 18 years and/or involves direct and unsupervised contact with people under the age of 18 years. In most police jurisdictions a „Part Exclusion“ check for people working with children can be requested. This check excludes irrelevant records. If the police check indicates a relevant offence, Orienteering Australia will:
 - provide an opportunity for the person to respond/provide an explanation, and
 - make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

APPENDIX C Sample Consent Form: CONSENT FORM FOR ORIENTEERING CAMP or TRIP

As a parent/guardian of:

| | |
|---------------|--|
| Athletes Name | |
|---------------|--|

I:

| | |
|-----------|--|
| Your Name | |
|-----------|--|

give my consent for him/her to participate in:

| | |
|----------------------|--|
| Activity | |
| ACTIVITY DESCRIPTION | |

at/on:

| | |
|----------|--|
| LOCATION | |
|----------|--|

FROM:

| | | |
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 TO:

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 OR ON:

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Details of planned activities, transport arrangements and supervising officials are provided on the information sheet attached.

Agreement

- I understand that in entering this Orienteering activity that the sport of orienteering has certain inherent risks due to its conduct in the natural environment. Included in these risks are injury due to rough terrain, fauna, obstacles and the effects of heat, cold and exhaustion. It is the responsibility of the participant to be prepared for such risk occurrence. The coach/leader(s) will plan activities to mitigate risks and brief the participants on safety considerations before any training activity or competitive event but participants must accept that they do so at their own risk.
- I agree to delegate my authority to supervising officials. Such supervisors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group and individually.
- In the event of an accident or illness and contact with me being impracticable or impossible, I authorise the supervisor to arrange whatever medical or surgical treatment a registered medical practitioner considers necessary. I will pay all medical and dental expenses incurred on behalf of my child.
- I have also attached health care information, including details of any additional health support he/she requires to undertake the above activities safely. I also consent to my child's doctor or medical specialist being contacted in an emergency.
- The information given is accurate to the best of my knowledge.

Signed: _____

Date: / /

Emergency Contacts

Parent/Guardian

| | |
|------|--|
| NAME | |
|------|--|

| | |
|---------|--|
| ADDRESS | |
|---------|--|

| | | |
|--|----------|--|
| | Postcode | |
|--|----------|--|

| | | | | | |
|----------------|--|----------------|--|-----------------------|--|
| Home Telephone | | Work Telephone | | Alternative Telephone | |
|----------------|--|----------------|--|-----------------------|--|

Medicare Number:

Private Health Fund Name: (if applicable)

Private Health Fund Number:

Medic Alert Number (If applicable):

*Any health care information given will not prevent your child participating unless further medical advice warrants exclusion. The health care information you supply will be treated confidentially by the organisers. Such information is sought in order to protect and assist the athlete so the activity may be a safe and enjoyable experience. Please contact the supervisor if you wish to discuss any athlete health care problems.

Appendix D

Medical information

CONFIDENTIAL

To be completed by the PARENT/GUARDIAN and/or ADULT Athlete for an athlete who requires individual health and personal care support. Some condition-specific forms are also available.

This information is confidential and will be available only to supervising staff and emergency medical personnel.

Name of athlete _____ Date of birth _____

Family name (please print) First name (please print)

MedicAlert Number (if relevant) _____

Description of the condition

Observable signs and symptoms _____

Frequency and severity _____

Triggers (if applicable) _____

Possible impact on activities

First Aid

If an athlete becomes ill or is injured, supervising officials will administer first aid and call an ambulance if necessary.

If you anticipate this athlete will require anything other than a standard first aid response, please provide detailed written recommendations so special arrangements can be negotiated.

Additional information attached to this care plan

- Medication authority (if supervision of medication is recommended)
- Individual first aid plan (if different to standard first aid—see model over page)
- General information about this person's condition
- Other (please specify) _____

I have read, understood and agreed with this plan and any attachments indicated above.

I approve the release of this information to supervising staff and emergency medical personnel.

Parent/guardian

or adult student/client _____ Signature _____ Date _____

Individual first aid plan

CONFIDENTIAL

To be completed by the HEALTH PROFESSIONAL or PARENT/GUARDIAN and/or ADULT Athlete for an Athlete who requires individual first aid assistance.

Name of athlete _____ Date of birth _____

Family name (please print) First name (please print)

MedicAlert Number (if relevant) _____

The athlete has a medical condition described as _____

And will require the following first aid response when these symptoms/reactions are observed.

| Observable sign/reaction | First aid response |
|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

I have read, understood and agreed with this plan and any attachments indicated above.

I approve the release of this information to supervising staff and emergency medical personnel.

Parent/guardian or adult athlete

Date: