

JUNIOR TEAM OFFICIALS APPOINTMENT POLICY

Association Manual **8.5**

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 NSW Junior Orienteering team. It also applies to any official junior training or coaching camps or activities, conducted under the auspices of Orienteering NSW, 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 NSW is responsible for ensuring that this policy is followed. The Board normally delegates this responsibility to the Director, Coaching 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 PROCESS – Part 1 - Orienteering Australia and Orienteering NSW Related

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

- 3.1.1 Be familiar with and agree to abide by *Orienteering Australia's Code of Conduct – Officials* (OA Operational Manual 1.18, Attachments Part B1, B2 and B3), *Orienteering Australia Member Protection Policy* (OA Operational Manual 1.18), and the *ONSW Privacy Policy* (ONSW Operational Manual 1.12)
- 3.1.2 Sign the *Orienteering Australia (Inc.) Code of Conduct – Declaration* document (Orienteering Australia Operational Manual 1.18 Attachment B8) and lodge the document with the Board or its nominee
- 3.1.3 Be familiar with and agree to abide by the *Orienteering Australia Member Protection Policy*
- 3.1.4 Complete the *Orienteering Australia Member Protection Declaration* (Appendix C1 in the [OA Member Protection Policy](#), Section 1.18 OA Operations Manual). The completed declaration should be lodged with the Board or its nominee.
- 3.1.5 The person must be provided with a copy of Orienteering NSW's *Privacy Policy*, and the *Orienteering Australia Member Protection Policy*.

3.2 PROCESS – Part 2 - NSW Government Related

3.2.1 Obtain a NSW Working with Children Check and forward it, and the applicant's date of birth to Orienteering NSW's Administration Officer for verification. In doing so, the applicant accepts that this involves the disclosure of confidential information by the applicant to ONSW. The person is required to obtain a NSW Working with Children Check so that he/she can provide evidence to satisfy Orienteering NSW (Inc) as to whether he or she complies with ONSW's policies in relation to working with children and juniors.

3.3 APPROVAL

The ONSW Administration Officer will inform the Board member making the appointment whether the person may be appointed.

Adopted

April 2018

Reason for Issue:

New policy to include member protection policy and legal screening requirements.