

# Roles and Responsibilities

## Tour Chaperone

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### Prerequisites

- Comply with Gymnastics NZ regulations and policies (including Membership Protection Policy)
- Hold a valid full Driver's Licence (where needed)
- Have submitted an Intention to Travel form
- Clear police vetting form
- Current Sport NZ Child Safeguarding Certificate.
- A Chaperone must be the caregiver or appointed caregiver of a selected athlete under 14 years of age.

### Reporting line

The Chaperone reports directly to the Tour Manager.

### Duties

- The Tour Chaperone is appointed when the team is selected and is viewed as a fully participating member of the tour.

The Tour Chaperone will:

- Support the Tour Manager with the control and supervision of athlete they are chaperoning.
- Ensure the wellbeing and support of athlete they are chaperoning
- Adhere to the Conduct and Appendix 1 requirements as per Section 8 of the International Tours Manual.
- Assist the Tour Manager with logistics support for the whole tour team in relation to supporting the athlete they are chaperoning.
- Participate in wider team activity.

### Pre Tour:

- Provide GNZ with all required documentation.

### On Tour

- Foster good team spirit to assist all athletes participating to perform to achieve their personal goals and performance targets.
- Liaise with the Tour Manager, Athlete Support and other Tour Coaches regarding the needs of the athlete they are chaperoning.
- As required by the tour member agreement, to support the Tour Manager with chaperone athlete discipline and immediately report to the Tour Manager, any serious breaches of discipline or misconduct by any member of the tour group.
- In the case of an emergency, accident or incident, to follow the instruction of the Tour Manager.
- Where anti-doping activity is required to assist the athletes involved and liaise with the Tour Manager and Tour Coach regarding appropriate chaperone delegation.
- Fulfil any reasonable responsibilities delegated by the Tour Manager to ensure a smooth tour delivery e.g. travel logistics, meal planning.





- Be physically present with the athlete under their care at all times.
- Not enter into discussion with an athlete on their performance but refer them to discuss such matters with the Tour Coach

### Post Tour

Within two weeks of his/her return to NZ the Tour Coach will submit to Gymnastics NZ:

- Complete a tour survey within two weeks of return.



The contents contained herein represent the legal entity GymSports New Zealand Incorporated trading as Gymnastics New Zealand.

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