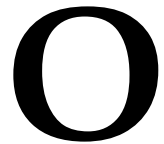




ORIENTEERING TASMANIA

POLICIES AND GUIDELINES



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OFFICIALS – JUNIOR TEAMS

PROCEDURES FOR APPOINTMENT OF JUNIOR TEAM OFFICIALS AND ASSISTANTS

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.

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 Junior 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.

Implementation

Summary of Steps

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

- Be familiar with and agree to abide by the *OT Code of Conduct – Officials*, the *OT Privacy Policy* and the *OT Child Protection Policy*
- Sign the *Orienteering Tasmania (Inc.) Code of Conduct – Officials* document
- Be familiar with and agree to abide by the *Orienteering Australia Member Protection Policy*
- Complete the *Prohibited Persons Declaration* (Appendix E in the *OA Member Protection Policy*)
- Obtain a Police Check and forward it to Orienteering Tasmania's Legal Advisor

Detailed Guidelines

1. The person must be provided with a copy of Orienteering Tasmania's *Privacy Policy*, and *Child Protection Policy*.
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.

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APPROVED BY OT EXECUTIVE	



OFFICIALS – JUNIOR TEAMS

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.
4. The person is required to obtain a Police Check of offences so that he/she can provide evidence to satisfy Orienteering Tasmania (Inc) as to whether he or she complies with OT's policies in relation to working with children and juniors.
5. The Police Check should be marked "Orienteering" and placed in a sealed envelope marked "PRIVATE AND CONFIDENTIAL". It should be forwarded to Orienteering Tasmania's independent Legal Advisor. In doing so, the person accepts that this may involve the disclosure of confidential information by the advisor to OT's President or nominee.
6. On receipt of a Police Check, Orienteering Tasmania's Legal Advisor will make a judgement as to whether or not the person meets Orienteering Tasmania's requirements as specified in the relevant policies. The Legal Advisor will then provide a report to the President of Orienteering Tasmania stating whether or not the person meets the requirements for working with children and juniors.
7. The President will inform the Board member making the appointment whether or not the person may be appointed.
8. At present Orienteering Tasmania's independent Legal Advisor is

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