



AUSCYCLING

AusCycling

State and Territory

Team: Position

Descriptions

Position Description

Position Title	State and Territory Chaperone
Function / Team	Sport Development
Employment Type	Voluntary
Reports To	Team Manager
Location	Flexible

AusCycling	Formed in 2020, AusCycling is Australia’s peak body representing all disciplines of cycling. Our vision is to make Australia a nation of bike riders, making cycling the largest participation activity and Olympic sport in Australia, through delivery of a diverse range of benefits for all riders across the nation.
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Position Purpose	<p>The Chaperone also plays an important role in creating a positive, supportive and safe team environment. This role is critical in ensuring all participants are looked after with particular attention to those under 18 years of age.</p> <p>Chaperones are appointed for events when any of the athletes involved are under 18 years of age.</p>
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Responsibilities	<ul style="list-style-type: none"> • Assist the Team Manager as required and requested. • Carry out any duties, including but not limited to: • Shopping for team requirements including groceries, snacks, and supplies. • Ensure the schedule is followed, for example, curfews, meal times, training sessions. • Organise and prepare any “in house” or out of house meals. • Enforce the rules and report any infraction of the Team agreement to the Team Manager. • Undertake any athlete wake-up calls. • Undertake any room checks and inspections. • Ensuring athletes are in bed and going to sleep each night. • Drive a vehicle as required. • Support the planning of any entertainment activities. • Accompany an injured or ill athlete who needs medical attention or Anti-Doping Testing.
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	<ul style="list-style-type: none"> • Assist with washing and cleaning as required by the team. • Support any general supervision required.

Key Performance Indicators	<ul style="list-style-type: none"> • Positive feedback from riders, team management and guardians. • Ability to work autonomously and within a team. • Consistently uphold and promote the AusCycling organisational values.
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Qualifications	<ul style="list-style-type: none"> • Nil
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Skills, Knowledge and Experience	<ul style="list-style-type: none"> • You will have excellent organisational skills. • Confident in supporting the riders to feel welcomed and an included in the team. • Ability to build a relationship with the parents / guardian of the athlete to support their participation in competition. • Be fully familiar with the AusCycling policies and procedures particularly the Member Protection Policy and Child Safe Policy.
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Key Behaviours	<ul style="list-style-type: none"> • Maintains a nurturing environment at the team camp and assist to provide a relaxed environment for all team members. • Ability to be calm under pressure. • Knows where the athletes are at all times. • A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. • Friendly, approachable, patient and professional manner. • Takes responsibility for own actions, exercises initiative and is proactive in solving problems to see issues through. • A team player, works effectively with others, collaborates and shares information with the team management. • Is inclusive in approach, and always shows respect for all others.
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Notes	<p>This role requires the individual to hold and maintain:</p> <ul style="list-style-type: none"> • Working With Children Clearance (or equivalent); • Play by the Rules Child Protection Certification; • COVID-19 Infection Control Training; and • a drivers licence. • At minimum a current AusCycling Non-Riding Membership.
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	<p>This role will also be required to sign an AusCycling No-Doping Declaration.</p> <p>This role also requires availability on weekends, public holidays and out of hours.</p> <p>Holding first aid accreditation of HLTAID003 is desirable.</p> <p>Chaperones may be required to share a room with another chaperone, the coach or manager, another accompanying adult.</p>
Insurance	<p>This role is covered by AusCycling insurance. Full details can be found at: https://vinsurancegroup.com/auscycling/wp-content/uploads/sites/27/2021/01/2020-2022_AusCycle_SummaryOfCover_Individual-2.pdf</p>

AusCycling values and strives to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.