



KINGSWAY LITTLE ATHLETICS CENTRE (KLAC)

CHAPERONE POLICY

Version Control

Version	Date	Revised by	Comments
1.0	10 April 2021	KLAC Committee	Replaces KLAC Chaperone Policy as found in the annual Green book.



Chaperones

- a) Age groups from Under 6 through to Under 17 will have chaperones allocated.
- b) Each age group is taken and returned to and from each event to Marshalling.
- c) Any parent or guardian can be a chaperone; ideally with a basic amount of knowledge required of event rules. Knowledge can be gained by “shadowing” an experienced chaperone, attending Officials training or speaking with the Committee.
- d) Chaperones are to report any problems or issues to the Kingsway Committee.
- e) Age groups cannot begin any event until the chaperone has reported to and signed in at the recording area.
- f) When reporting in, the chaperone must collect a two-way radio, which must be signed for and returned at the end of competition.
- g) The two way radio must be used to;
 - i. inform the Announcer and other Officials when the age group and event have been completed.
 - ii. inform the Announcer and Officials that parent helpers are needed
 - iii. request additional equipment
 - iv. request the Meet (Arena) Manager to measure a potential new record.
- h) The chaperone is provided with a list of all registered Kingsway athletes from each club in that age group. This list is used to allocate athletes on the track as well as record field measurements. This list must be returned to the Kingsway Office at the completion of the event.
- i) Each athlete must report to their Chaperone at the designated Call Room / Marshalling location after the first call by the Announcer. Chaperones are required to tick the sheet to confirm the athlete is in attendance at the area.
- j) Chaperones must wait 5 minutes after the second call has been made before proceeding to the allocated event.
 - i. Should an athlete arrive at a track event after the group has been taken onto the track, the athlete WILL NOT be permitted to compete in that event on that day.
 - ii. Should an athlete arrive at a field event after the group has arrived at the site, the athlete can join in the current round of competition and may only take part in the current and subsequent rounds / heights remaining.
- k) The chaperone will need to recruit parent or guardian volunteers (usually of that age group) to take on duties such as ;
 - i. implement retrieval



- ii. measuring
 - iii. raking the jump
 - iv. recording athlete results
 - v. supervision of athletes
- l) The Chaperone's role is to ensure that distances and heights recorded are correct as well as ensuring the safety of all the athletes. The duties of an age group chaperone are as follows:
- i. undertake marshalling duties at all events
 - ii. escort athletes to event site
 - iii. in the event of no Chief Judge undertake Chief Judge official duties
 - iv. in liaison with Referees, ensure the effective operation of events by encouraging parent involvement
 - v. advise athletes of correct uniform attire
 - vi. guide younger athletes in event rules (See Note 1)
 - vii. monitor and check unruly behaviour (See Note 2)
 - viii. attend each competition day: if unavailable to attend, arrange someone to act as a relief.

Note 1: At the start of each season some leniency is recommended for the younger age groups when implementing event rules.

Note 2: The Delegated Official such as Referee, Track Referee, Starter, Chief Timekeeper, Arena Manager, Kingsway Committee Member, or Meeting Manager can disqualify an athlete from an event for unsportsmanlike behaviour, poor or inappropriate behaviour .