



POLICY: AusDBF Junior Paddler Protection

Policy No	031	Issue	5
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The AusDBF Privacy policy dated March 2018 is endorsed and adopted by DragonBoat SA (DBSA) and is available for downloading from the AusDBF website:

- <https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/ogpoz0rcixe2dfk.pdf>



Australian Dragon Boat Federation Limited
JUNIOR PADDLER PROTECTION POLICY
Revised as at March 2018

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BACKGROUND

- A. Australian Dragon Boat Federation Ltd (**AusDBF**) is the governing body for dragon boating in Australia and is recognised as such by the International Dragon Boat Federation and the Australian Sports Commission.
- B. This Junior Member Paddler Protection Policy (**Policy**) is to be read in conjunction with and in addition to the AusDBF Member Protection Policy (please refer to AusDBF's website at <http://www.ausdbf.com.au> for a copy of the current Member Protection Policy). Obligations under the Member Protection Policy continue to apply to Junior Paddlers and members involved with Junior Paddlers, and the Policy does not replace the Member Protection Policy in any way.
- C. This Policy does not invalidate any policies of AusDBF, its Members or Affiliated Clubs that affect Junior Paddlers.

PART A: JUNIOR MEMBER POLICY

1. OBJECTIVES

- (a) This Policy will work towards maintaining ethical and informed decision-making and responsible behaviours within our sport in relation to Junior Paddlers.
- (b) It outlines our commitment to a Junior Paddler's right to be treated with respect and dignity and to be safe and protected from abuse. This Policy informs everyone involved in our sport of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required in relation to Junior Paddlers.
- (c) The Policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, AusDBF will take disciplinary action against any person or organisation bound by this Policy if they breach it.
- (d) This policy has been endorsed and adopted by AusDBF's Board of Directors and has been incorporated into AusDBF's By-Laws under clause 31.1 of the AusDBF Constitution. This Policy starts on the date it is adopted by the Board and will operate until replaced.
- (e) For information on the rights, responsibilities and requirements for people involved in our sport that relate to Junior Paddlers at the state and club level, please refer to the member protection policies of the relevant state association or club.

2. WHO THIS POLICY APPLIES TO

This Policy applies to the following people, whether they are in a paid or unpaid / voluntary capacity:

- (a) AusDBF members;
- (b) AusDBF appointed delegates;
- (c) Employees of AusDBF;

- (d) AusDBF Volunteers;
- (e) Competitors, Junior Paddlers, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by AusDBF; and

This policy works in conjunction with all other AusDBF policies, rules, regulations and documents including, but not limited to, the Codes of Conduct, Constitution, rules of racing, Members Protection Policy and Complaints Handling Policy.

This Policy will continue to apply to a person, even after they have stopped their association or employment with AusDBF, if disciplinary action against that person has commenced.

3. RESPONSIBILITIES OF THE ORGANISATION

AusDBF must:

- (a) Adopt, implement and comply with this policy;
- (b) Make such amendments to its Constitution, Rules or Policies necessary for this policy to be enforceable;
- (c) Publish, distribute and promote this policy and the consequences of breaches;
- (d) Promote and model appropriate standards of behaviour at all times;
- (e) Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
- (f) Apply this policy consistently;
- (g) Recognise and enforce any penalty imposed under this policy;
- (h) Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- (i) Use appropriately trained people to receive and manage complaints; and
- (j) Monitor and review this policy at least annually.

4. INDIVIDUAL RESPONSIBILITIES

Individuals bound by this Policy are responsible for:

- (a) making themselves aware of the policy and complying with its standards of behaviour;
- (b) complying with our screening requirements and any state/territory Working with Children checks;
- (c) placing the safety and welfare of children above other considerations;
- (d) being accountable for their behaviour;

- (e) following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and
- (f) complying with any decisions and/or disciplinary measures imposed under this Policy.

5. **PARENT OR GUARDIAN CONSENT**

- (a) Consent of a parent or guardian is required before any Junior Paddler can participate in any activity conducted by AusDBF, its Members or Affiliated clubs.
- (b) Consent of a parent or guardian is required before any photographs are taken of a Junior Paddler for marketing or media purposes. Any photos taken of a Junior Paddler for marketing or media purposes may also only be taken in accordance with rule 5.2 of the Member Protection Policy.
- (c) Consent must be in the form of a valid and completed "Parent – Guardian Consent Forms for Minors (U18)" (**Consent**), as included at Annexure A to this Policy.
- (d) Consents are valid for the duration of the current campaign and are effective from the date of signing and valid for all activities conducted by AusDBF, its Members or Affiliated clubs during the campaign period. Consent can be withdrawn at any time and must be in writing.
- (e) Where a Junior Paddler is to participate in any activity as a representative of AusDBF, AusDBF must be supplied with a valid and completed Consent prior to the activity commencing.
- (f) If a Consent is submitted to a Member of an Affiliated Club, that Member or Affiliated Club shall retain the original copy of the Consent, and, if requested by AusDBF, supply a copy of the Consent to AusDBF.

6. **SUPERVISION**

- (a) Any person supervising, coaching, managing (including AusDBF administrative staff) Junior Paddlers or a Junior Crew must be appropriately qualified and have satisfied the working with children requirements as set out in the Member Protection Policy.
- (b) No Junior Paddler is to participate in any dragon boat related activity without supervision from an appropriately qualified adult.

7. **SELECTION PROCESS**

- (a) Selection of Junior Crews will at all times be in accordance with this Policy, the Member Protection Policy and AusDBF's selection policies as updated from time to time.
- (b) Selection of Junior Crews will be at the absolute discretion of AusDBF. AusDBF will at all times seek to select the strongest possible Junior Crew, in line with AusDBF's senior selection policies and selection bulletins and with the Australian Sports Commissions best practice principles regarding open and equal opportunity representative teams.

- (c) AusDBF will, at its absolute discretion, determine the selection process for Junior Crews representing AusDBF on an event by event basis. The selection process to be used will be published on the AusDBF website prior to the selection process commencing.
- (d) Any athlete may perform the first round of selection for a Junior Crew without being a member of a Member or Affiliated Club, provided a Consent is submitted to AusDBF prior to commencing the first round. If an athlete progresses to the second round of selection they must become a member of a Member or Affiliated Club.
- (e) Any athlete who wishes to be considered for selection in a Junior Crew will be required to pay an application fee, to be determined by AusDBF prior to the selection process commencing.
- (f) Any athlete who wishes to be considered for selection in a Junior Crew must also make themselves available for selection by their state at Australian championships. If the athlete's state does not enter a team in the athlete's age group or division, the athlete will not be disadvantaged with regards to selection in a Junior Crew.
- (g) Junior Paddlers can be selected in senior crews. Where a Junior Paddler is selected in a senior crew, this Policy must be adhered to in addition to any policies that may apply to senior crews.
- (h) If a Junior paddler were to be selected as a drummer in a Senior crew whereby a parent is not present as a senior paddler of that crew; the manager and or coach need Working with Children Clearance. Not with standing that the entire crew is subject to comply with both WWC as well as Paddlers Code of Conduct.

8. TRAVEL

AusDBF recognises that Junior Crews will consist of Junior Paddlers from across Australia, and that the travel requirements of Junior Paddlers will differ depending on the Junior Paddler's home state and the destination.

AusDBF will, prior to any travel, issue a travel notice including details regarding departure place, date and time; destination; and any other particulars deemed appropriate by AusDBF. It is the responsibility of Junior Paddler's parents or guardians to ensure that these travel requirements are met by the Junior Paddler.

8.1 Interstate travel

It is the responsibility of the Junior Paddler's parent or guardian to make suitable travel arrangements.

Wherever practical and possible, giving consideration to time and financial constraints, it is expected that each state's Junior Paddlers will travel as a group. AusDBF will nominate a preferred mode of transport for Junior Paddlers from each state.

(a) Supervision and Consent

Supervision of Junior Paddlers during interstate travel will be in line with the supervision provisions included in this Policy.

(b) Accommodation

Accommodation will be arranged by AusDBF. Payment for accommodation is the responsibility of the parent or guardian of each Junior Paddler and must be made in full by the date specified by AusDBF prior to departure.

(c) Medical

Any Junior Paddler travelling interstate as a member of a Junior Crew or to attend selection trials for a Junior Crew must submit to AusDBF a completed Consent, as included at annexure a to this Policy. The Consent must be signed by the Junior Paddler's parent or guardian and submitted to AusDBF by the date specified by AusDBF prior to departure.

8.2 International travel

Wherever practical and possible, giving consideration to time and financial constraints, Junior Crews are expected to travel together. AusDBF will nominate the date, departure city and airline with whom Junior Paddlers are expected to travel.

It is the responsibility of the Junior Paddler's parent or guardian to make suitable travel arrangements to allow the Junior Paddler to join the Junior Crew at the departure city prior to departure.

Supervision of Junior Paddler's during international travel will be in line with the supervision provisions included in this Policy. Junior Paddlers' parents and guardians may travel with Junior Crews at their own expense.

(a) Supervision and Consent

An International Travel Consent Form, as included at Annexure B to this Policy, must be completed by the Junior Paddler's parent or guardian prior to any international travel.

(b) Flights bookings

International flight bookings will, wherever possible, be centrally coordinated by AusDBF, however no group booking will be made. It remains the responsibility of the parent or guardian of each Junior Paddler to ensure that all flight bookings are made.

Payment for flight tickets is the responsibility of the parent or guardian of each Junior Paddler.

(c) Travel documents

AusDBF will provide assistance with procuring any visas required for international travel; however it remains the responsibility of the parent or guardian of each Junior Paddler to ensure that all visa requirements for the country of destination are satisfied prior to departure.

It is the responsibility of the parent or guardian of each Junior Paddler to ensure that the Junior Paddler's passport has at least six months validity from the date of return to Australia. A copy of the Junior Paddler's passport must be submitted to AusDBF by the date specified by AusDBF prior to departure.

For up to date overseas travel information, <http://www.smartraveller.gov.au> on the Department of Foreign Affairs and Trade (DFAT) website or phone toll free on 1300 139 281 are recommended.

(d) Accommodation

Accommodation will be arranged by AusDBF. Payment for accommodation is the responsibility of the parent or guardian of each Junior Paddler and must be made in full by the date specified by AusDBF prior to departure.

(e) Travel Insurance

Any Junior Paddler travelling overseas as a member of a Junior Crew must take out comprehensive travel insurance that is valid from the date of departure until the date of return to Australia. Where ever possible AusDBF will coordinate this insurance via AusDBF insurer. Payment of the travel insurance will be the responsibility of the parent / guardian.

As a minimum, comprehensive travel insurance must include coverage for:

- Overseas medical and dental;
- Amendment or cancellation costs;
- Luggage and travel documents;
- Hospital incidentals;
- Hijacking;
- Disability;
- Accidental death; and
- Personal liability.

Confirmation of each Junior Paddler's insurance policy, including insurer and policy identification number, must be submitted to AusDBF by the date specified by AusDBF prior to departure.

(f) Medical

Any Junior Paddler travelling overseas as a member of a Junior Crew must submit to AusDBF a completed Consent, as included at annexure a to this Policy. The Medical Assessment Form must be signed by the Junior Paddler's parent or guardian and submitted to AusDBF by the date specified by AusDBF prior to departure.

9. **POSITION STATEMENTS**

The position statements contained in the Member Protection Policy apply to this Policy.

10. **COMPLAINTS PROCEDURE**

The complaints procedure contained in the Member Protection Policy applies to this Policy.

11. WHAT IS A BREACH OF THIS POLICY

It is a breach of this Policy for any person or organisation to which the Policy applies, to do anything contrary to this Policy, including, but not limited to:

- (a) Breaching the Codes of Behaviour at Schedule 1 of this Policy and at Part B to the Member Protection Policy;
- (b) Bringing the sport and/or AusDBF into disrepute, or acting in a manner likely to bring the sport and/or AusDBF into disrepute;
- (c) Failing to follow AusDBF policies (including this Policy) and procedures for the protection, safety and welfare of children;
- (d) Discriminating against, harassing or bullying (including cyber bullying) any person;
- (e) Victimising another person for reporting a complaint;
- (f) Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- (g) Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- (h) Disclosing to any unauthorised person or organisation any AusDBF information that is of a private, confidential or privileged nature;
- (i) Making a complaint they knew to be untrue, vexatious, malicious or improper;
- (j) Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- (k) Failing to comply with a direction given to the individual or organisation during the discipline process.

12. DISCIPLINARY MEASURES

The disciplinary measures contained in the Member Protection Policy apply to this Policy.

13. DICTIONARY

The definitions in section 9 of the Member Protection Policy apply to the interpretation of this Policy. In addition, in this Policy:

Junior Crew means any group of Junior Paddlers selected to compete in a dragon boating event as a representative of AusDBF in a category that restricts participation by age groups of 18 years or under.

Junior Paddler means person aged between 12 and 18 years who is a participant in a dragon boat related activity.

SCHEDULE 1

CODES OF BEHAVIOUR

The Code of Behaviour contained in Part B of the Member Protection Policy is binding on all persons to whom this Policy applies.

PARENT / GUARDIAN CODE OF CONDUCT

In addition to the Australian Dragon Boat Federation Code of Conduct included at Part B of the Member Protection Policy, the parent / guardian of a Junior Paddler shall act in accordance with the following code of conduct:

1. Treat your child the same irrespective of them winning or losing.
2. Remember that your child participates in the sport of dragon boat racing for their enjoyment not yours.
3. Try to have fun when you are around your children at competitions.
4. Well-directed humour can be a great de-stressor.
5. Look relaxed, calm and positive on the side-lines.
6. Make friends with other parents at competitions.
7. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
8. Respect officials' and coaches' decisions and teach children to do likewise.
9. Show appreciation for coaches, officials and administrators.
10. Understand that children will benefit from a break sometimes and that involvement in other sports is okay.
11. Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer.
12. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
13. Let your child know that your love for them is not associated with their sporting performances.
14. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
15. Occasionally let your child compete without you being there and hovering over them.
16. Emphasise the good things your child did in preparing for and during the competition/event.
17. Avoid:
 - (a) Saying "we're racing today". Instead say "you're racing today". Give your child credit for accepting the responsibility of performing.

- (b) Getting too pushy or believe that you are indispensable. Let the coach do the coaching.
- (c) At no time should you isolate and / or engage with juniors regarding perceived disciplinary matters. Advise the coach and team manager of the opportunity. They will investigate and implement appropriate actions.
- (d) Living through your child's performances.
- (e) Turning away when your child performs.
- (f) Turning away when your child's behaviour is unsportsmanlike.
- (g) Telling your child what he/she did wrong after a tough race.
- (h) Making enemies with your child's opponents or family during a competition.
- (i) Making your child feel guilty by reminding them about all the time, money and sacrifices you are making for his or her sport.
- (j) Thinking of your child's sporting performances as an investment for which you expect a return.
- (k) Badgering, harassing or use sarcasm to motivate your child.
- (l) Comparing your child's performances with those of other children.
- (m) Forcing your child to go to training. If they are sick of training find out why and discuss it with them.
- (n) Ridiculing or yell at a child for making a mistake or losing a competition.

ANNEXURE A



Australian Dragon Boat Federation

Parent – Guardian Consent Forms for Minors (U18)

PURPOSE:

Consent is required from parents/guardians for minors (under 18 years of age) to participate in all activities conducted by AusDBF, State Members (QDBF/DBNSW/CDBA etc.) and Dragon Boat Clubs.

DISTRIBUTION:

Forms may be copied and used by the State Members/Clubs.

STATE MEMBER/CLUB RESPONSIBILITY:

Ensure parents/guardians complete and sign forms prior to any activity being conducted outside of the normal paddling training day.

State Members/Clubs are to ensure that they maintain originals for club records.



Australian Dragon Boat Federation
Parental Consent Form
Minors (U18)

Please Use a separate form for each minor.

DECLARATION

I hereby give my consent for my child

List name(s)

To participate in any activity arranged, or participated in, by the Australian Dragon Boat Federation or their State Members / Affiliated Clubs for the duration of the campaign period. I hereby give my permission for my child to use such known forms of transport, including air transport, for such travelling as maybe deemed necessary.

I agree that, during the period(s) of the afore said activities in which my child participates, and during such travelling and other activities as may be deemed necessary, my child shall be under the sole direction of the person(s) duly appointed in charge of the quad(s) and / or team(s) in which he / she is included.

Junior members are covered by their State Member organization's personal accident policy that provides coverage for Non-Medicare Medical Expenses (i.e. dental, physiotherapy)

Consent can be withdrawn at anytime and must be in writing.

Parent / Guardian's Name

Parent / Guardian's Signature

Date

Parent / Guardian's Name – *only required if dual custody arrangements are in place*

Parent / Guardian's Signature

Date



Australian Dragon Boat
Federation
Application Form
Minors (U18)

Please Use a separate form for each minor.

CHILDS INFORMATION

Surname

Given Name(s)

Address (postal)

Phone (H)

Phone (M)

Dragon Boat Club

State Organisation

Email address

Date of birth

Age

Gender

M F

EMERGENCY CONTACT DETAILS

Surname

Given Name(s)

Address (Postal)

Phone (H)

Phone (W)

Phone (M)

Emergency Contact Email Address

Can the child swim 50m in dragon boat paddling attire? Yes / No

Personal Flotation Devices (PFD's) will be provided in States where the law requires them to be worn; non-swimmers must wear at all times on the water or when instructed to do so by the person(s) duly appointed in charge of the squad(s) and / or team(s) in which he / she is included.

PARENT / GUARDIAN'S DETAILS

Parent / Guardian's Name

Phone (H)

Phone (W)

Phone (M)

Parent / Guardian's Email Address

Is this person responsible for invoices? Yes

No

Parent / Guardian's Signature

Date

Parent / Guardian's Name - *only required if dual custody arrangements are in place*

Phone (H)

Phone (W)

Phone (M)

Parent / Guardian's Email Address

Is this person responsible for invoices? Yes

No

Parent / Guardian's Signature

Date

Australian Dragon Boat Federation

Medical Form

Minors (U18)



Please Use a separate form for each minor.

MEDICAL INFORMATION

_____ is up to date with immunizations?

YES NO UNSURE

Date of last anti-tetanus injection

Do you suffer from any of the following?

- Allergic condition incl. food A disability or chronic illness A current illness (e.g. flu)
- Epilepsy, fits or blackouts Diabetes Other
- Skin condition Asthma

If yes to one or more, please give details (attach sheet if necessary)

Medicare number

Private Health Insurance Details

Are you insured against accidents for activities other than the State Organization's Insurance Policy? _____

(If yes, please indicate the name of the company)

Please provide any other relevant medical history?

Do you have any special dietary requirements?

DECLARATION

I hereby authorize the obtaining on my behalf of such medical assistance as my child may require in the event of an accident or illness. I authorize the administering of such medical treatment including the use of anaesthesia, as maybe deemed necessary by the Medical Officer attending. I understand that junior members are covered by the State organization's personal accident policy that provides coverage for non-Medicare medical expenses (i.e. dental, physiotherapy)

Parent / Guardian's Name

Parent / Guardian's Signature

Date

Parent / Guardian's Name – *only required if dual custody arrangements are in place*

Parent / Guardian's Signature

Date

ANNEXURE B



Australian Dragon Boat Federation

International Travel Consent Forms for Minors (U18)

PURPOSE:

Consent is required from parents/guardians for minors (under 18 years of age) to travel internationally to participate in activities conducted or approved by the Australian Dragon Boat Federation (**AusDBF**). This form must be completed in full and provided to AusDBF prior to participants being allowed to travel overseas to international activities.

DISTRIBUTION:

Forms may be copied and used by the State Members/Clubs. Parents/Guardians may copy and use this form where they have multiple children participating in the activity.

STATE MEMBER/CLUB RESPONSIBILITY:

Ensure parents/guardians complete and sign forms prior to their child being allowed to travel to any international activity being conducted or approved by AusDBF.

State Members/Clubs are to ensure that forms are submitted to AusDBF prior to the relevant child's departure. Clubs must maintain copies of the completed forms (and any relevant supporting documentation) for club records, in accordance with all applicable privacy requirements.

CHECKLIST

- That all sections of the form are completed.**
- That a copy of the child's passport is attached.**
- That a copy of the comprehensive travel insurance policy is attached.**
- That both pages of the form are submitted.**



Australian Dragon Boat Federation
International Travel Consent Form
Minors (U18)

Please use a separate form for each minor.

CHILDS INFORMATION

Surname

Given Name(s)

Address (Residential)

Phone (H)

Phone (M)

Dragon Boat Club

State Organisation

Email address

Date of birth

Age

Gender

M F

EMERGENCY CONTACT DETAILS

Surname

Given Name(s)

Address (Postal)

Phone (H)

Phone (W)

Phone (M)

Emergency Contact Email Address

PASSPORT INFORMATION

It is the responsibility of the child's parent/guardian to ensure that the child's passport has at least six months validity from the date of return to Australia.

Passport Number

Expiry Date

Place of Birth

Country of Passport Issue

Please attach a copy of the child's passport to this form.

TRAVEL INSURANCE

It is the responsibility of the child's parent/guardian to ensure that the child has appropriate comprehensive travel insurance that is valid from the date of departure until the date of return to Australia.

Does your child have the appropriate overseas medical and travel insurance? YES / NO

If YES, please attach a copy of the policy document to this form

PARENT / GUARDIAN DETAILS

Parent / Guardian's Name

Phone (H)

Phone (W)

Phone (M)

Parent / Guardian's Email Address

DECLARATION

I understand that my child

Has been selected to participate in

I hereby give permission for my child to participate in this activity on the understanding it is arranged or approved by the AusDBF. I acknowledge that this activity is hosted internationally, or has components overseas, and involves all the travel and accommodation arrangements required for such a trip. I hereby give permission for my child to be included in all the logistical arrangements as deemed appropriate and necessary by the AusDBF.

I agree that, during the period(s) of the abovementioned activity in which my child will be participating, and during such travelling and other activities as may be deemed necessary, my child shall be under the sole direction of the person(s) duly appointed in charge of the squad(s) and/or team(s) in which my child is included.

I further understand that it is my responsibility to ensure my child has the necessary travel and medical insurance as well as required immigration documentation and, should there be incidental costs for any illness, accident or unforeseen circumstance which may occur during the period(s) of the abovementioned activity, I will be responsible for bearing those costs.

Parent / Guardian's Name

Parent / Guardian's Signature **Date**

Parent / Guardian's Name – *only required if dual custody arrangements are in place*

Parent / Guardian's Signature **Date**

Historical References to changes

November 2012

- Original document prepared by Lander & Rogers November 2012

July 2014

- Policy revised, changes made:
Section 5 – Parent & Guardian Consent
Original condition specified *(d) Consents are valid for 12 months from the date of signing, and are valid for all activities conducted by AusDBF, its Members or Affiliated clubs during that 12 month period.*

Revised condition: (d) Consents are valid for the duration of the current campaign, and are effective from the date of signing and valid for all activities conducted by AusDBF, its Members or Affiliated clubs during the campaign period. Consent can be withdrawn at anytime and must be in writing.
- Permission Forms adjusted to reflect this change in policy and also to take dual custody situations into account.
- Addition of 7(h) *If a Junior paddler were to be selected as a drummer in a Senior crew whereby a parent is not present as a senior paddler of that crew; the manager and or coach need Working with Children Clearance. Not with standing that the entire crew is subject to comply with both WWC as well as Paddlers Code of Conduct.*