

# **Model United Nations Assembly (MUNA)**

## **Roles, Obligations and Consent Form**

### **Friday 13 – Sunday 15 August 2021**

#### **Background / Purpose**

The national Model United Nations Assembly (MUNA) event is a major youth event conducted annually by the Rotary Club of Canberra Sunrise (RCCS) on behalf of District 9705. As a youth activity, RCCS requires a strong focus on ensuring the safest possible environment for all participants.

As the 2021 MUNA event is a virtual event, a number of youth protection risks are reduced or removed this year. However, the safety of participating youths remains paramount. As the event is being held in a distributed environment this year, each sponsoring Rotary District/Club is required to assume primary responsibility for local aspects including youth protection and safety of the team(s) you are sponsoring during the preparation and conduct of the event.

The purpose of this document is to detail the sponsoring Rotary District or Club's responsibilities relating to youth protection and safety for MUNA 2021, including responsibilities relating to participants and the team Trainer/Mentor. The sponsoring Rotary District or Club's responsibilities include ensuring participating students and Trainer/Mentor acknowledge and comply with their responsibilities as detailed in this document. Acknowledgement of these responsibilities is required as part of the MUNA registration, confirmed through the MUNA registration e-form.

#### **Sponsor Rotary District / Club Responsibilities**

The selection of the Trainer/Mentor for the team or teams that your Rotary District or Club is sponsoring is a major factor in contributing to the safety and well-being of your sponsored team. The Trainer/Mentor is normally a member of the Sponsoring Rotary District or Club, or a teacher from the participating school. The Trainer/Mentor role is described separately below.

To support the safest possible environment for participants, MUNA Trainer/Mentors are required to have a current Working with Vulnerable People (WWVP) certification or equivalent. Details of the WWVP certification are to be included on the registration form. To assist RCCS in meeting its' Rotary obligations associated with conducting a youth event, the sponsoring Rotary District or Club is to confirm the registration validity by sighting the WWVP or equivalent card and confirming it remains current.

#### **Sponsor Rotary District / Club Acknowledgement**

I, being a member of the Board of the Rotary District/Club sponsoring a team for National MUNA, acknowledge that the Rotary District/Club has undertaken due care in selection of the Trainer/Mentor for the MUNA 2021 event noting the primacy of the requirement for safety of MUNA participants in the lead-up to and throughout the event. The District/Club has confirmed that the Trainer/Mentor holds a current Working with Vulnerable People certification or equivalent and complies with the child/student protection policies applied by the sponsoring Rotary Club or District.

I have briefed the Trainer/Mentor in relation to their responsibilities as outlined in this document.

I have briefed the participating students on their responsibilities, outlined below, and have their agreement to comply.

I have confirmed with the parents of participating students that they agree that photographs and videos taken by authorised RCCS members as part of the event can be made available on social media in direct support of the event. This includes live streaming of the debate sessions.

By submitting the Registration form for MUNA 2021, I acknowledge the above.

## **Student (Team Member) Code of Behaviour**

In order to ensure that the MUNA is enjoyed by all participants and is incident free, the activity will operate under the following basic code of behaviour:

- Attendance at all sessions is compulsory, unless arranged prior to the session with the MUNA Chair or the Registrar.
- Participants must remain in their designated MUNA location for the period of all debate sessions.
- Participants are to comply with directions from MUNA officials throughout the activity.
- Participants are to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.
- Participants are to protect their privacy as well as that of others by not disclosing or sharing personal or sensitive information, including images (e.g. screenshots).
- Participants are to comply with any health regulations e.g. COVID safe procedures relating to the locality that they are participating in, and will not participate if they are unwell.
- Participants are to comply with the National MUNA Social Media Plan and will comply with the following guidelines when using MUNA social media channels. All social media activities will:
  - focus on the MUNA event,
  - provide a positive outlook,
  - be fair and respectful to all,
  - not use any false, defamatory, inflammatory, rude or offending material,
  - not use photographs without explicit approval of the parent/guardian of those in the photograph (refer to the Social Media Managers if unsure),
  - not use the full name of any individual, instead referring to those participating by their first name and country represented (eg Peter (Sweden)).

## **Student (Team Member) Acknowledgement**

I acknowledge that by applying for MUNA, I agree to accept this code of behaviour.

I understand that the Rotary Club of Canberra Sunrise may use photographs and videos from the event for use in social media directly associated with the event.

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## **Team Trainer/Mentor Responsibilities**

The Trainer/Mentor role is to provide support and mentoring to the team members in their preparation for MUNA. Responsibilities of the Trainer/Mentor include:

- Acting as the primary support person to the team, both with advice and supervision when MUNA proceedings are not 'in session';
- Reinforcing the need for your students to act responsibly over the course of the weekend and adhere to the high standards of behaviour that are expected;
- Being contactable by mobile phone and available over the weekend to manage any emergency, illness or other issue, including behavioural issues needing attention

The Trainer/Mentor is not to be in the same room as students for any of the debate sessions and is not to coach the team at all during any debate session.

The nature of the Trainer/Mentor to Student relationship is such that the Trainer/Mentor must ensure there is no potential for perceived or real risk in any form to the students. To ensure this is the case, Trainers/Mentors are to adopt the following guidelines:

- be a professional role model through friendliness and clear communication, recognising and setting appropriate boundaries,
- be an active listener, providing support and encouragement, acknowledge the student's strengths and talents, and encourage them to find ways to use them.
- Provide guidance and relevant information sources as appropriate to students to support their readiness for the debate in the lead-up to MUNA,
- never be in a closed room alone with one student, regardless of gender. One-on-one conversation is to be carried out in public spaces and common rooms.
- You must not encourage students to view websites or other resources that are not related to MUNA or your role as MUNA Trainer/Mentor.

## **Team Trainer/Mentor Acknowledgement**

I acknowledge the rules of the MUNA debate, and that any form of coaching by me during the debating sessions is not permitted.

I acknowledge that texting and other communications with participants during the debate sessions should be minimised and not provide unfair advantage.

I acknowledge the responsibilities identified above and will comply with the guidance listed above.

I certify the following:

- I hold the Working with Children or Working with Vulnerable People card or equivalent.
- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared.