

Note: All these forms are editable and located on AonLine (www.aonline.com)

A Guide for Rotary Clubs - What you need to know and do

1. Complete an Insurance **Pro Forma** prior to the commencement of any Event or Project
2. A Disclaimer is required to participate in **any sport, game, match, race, practice, training course, trial contest or competition** organised by the club.
3. Vendors, Stall Holders who operate at club organised Markets/Swap Meets or the like must have their own insurance. **"No insurance no come"** rule to be strictly applied.
4. If using Rotary Travel Insurance, a **"Fit to Travel"** letter must be obtained from a GP prior to departure
5. Offering cover under Rotary Insurance to other entities or bodies is strictly prohibited.
6. All Youth Program Volunteers (as defined) must complete the **Rotary Youth Volunteer Information and Declaration Form (refer page 70)**
7. Complete and return annual **Club Insurance & Compliance Declaration Form** by 31 March (refer page 45)

For further information on Rotary Risk Management & insurance matters please contact your District Insurance Officer (DIO)

Guidelines for Clubs who host YEP Students

For specific details, reference should be made to the District Risk Management Policy & Guidelines in respect of Youth Programs.

Participating clubs agree to operate its program in accordance with the District Risk Management Policy and Guidelines and RI Certification requirements, including the following:

- a. To conduct screening and reference checks for all Volunteers involved with the program, including, but not limited to, adult residents of the host home, Counsellor, club Youth Program chair, and all Rotarians and their spouses or partners who might have unsupervised contact with youth. All volunteers (as defined) must complete and sign a Volunteer Declaration.

To develop a system for Host Family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- b. To develop contingency hosting plans that will include pre-screened back-up families in the event of an emergency.
- c. Where a Club Counsellor or Country Coordinator is due to host, to avoid the potential of a conflict of interest an alternate person must be appointed for that hosting period to act as the counsellor/coordinator.
- d. Upon change of Host Family, the Host Family Move Notice shall be lodged immediately
- e. To provide each student with a Safety Card and details of local support services
- f. Ensure that the Club Counsellor is of the same sex as the student and is not a member of the student's host family.
- g. Ensure that the Club Counsellor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- h. To provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- i. Follow the RI Sexual Abuse and Harassment Reporting Guidelines.
- j. To report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the District immediately.