

SCHOOL SPORT SOUTH COAST



2018

REGIONAL OFFICIAL'S HANDBOOK

All forms that are required can be downloaded from this site

www.southcoastschoolsport.eq.edu.au

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CONTACT DETAILS

SCHOOL SPORT SOUTH COAST (SSSC) OFFICE

ABN: 93 461 829 399

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Postal Address: PO BOX 2818 Southport Qld 4215

General Phone: 5656 6761 Fax: 5591 2906

General Email : admin@southcoastschoolsport.eq.edu.au

Website: www.southcoastschoolsport.eq.edu.au

SCHOOL SPORT SOUTH COAST OFFICE – PERSONNEL

JULIE HENDERSON REGIONAL SCHOOL SPORTS OFFICER (RSSO)
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BRUCE HURFORD ASSISTANT REGIONAL SCHOOL SPORTS OFFICER (ARSSO)
 5656 6764 0415 474 428
 bruce.hurford@det.qld.gov.au

BRONWYN KNIGHT SPORT SUPPORT OFFICER - **Finance & General Information**
 5656 6762
 bronwyn.knight@det.qld.gov.au

LISA CONGRAM ADMINISTRATION OFFICER - **Apparel, Team Info & General enquiries**
 5656 6761
 Lisa-Anne.Congram@det.qld.gov.au

SUE JOHNSTON ADMINISTRATION OFFICER (**Monday & Tuesday Only**)
 5656 6763
 suzanne.johnston@det.qld.gov.au

GLOSSARY

DO	- District Officials	RSSO	- Regional School Sport Officer
DM	- District Manager	ARSSO	- Assistant Regional School Sport Officer
RC	- Regional Convenor	SSSC	- School Sport SC
RM	- Regional Manager	SSSCB	- School Sport SC Board
RCO	- Regional Coach	QSS	- Queensland School Sport
RT	- Regional Trainer	BM	- Business Manager
SC	- South Coast	SSO	- Sport Support Officer
QC	- QuickCliQ		

NB. Unless otherwise stated all forms / documents should be forwarded to:

admin@southcoastschoolsport.eq.edu.au.

A

ACCESS TO STUDENTS (10-19 YEARS) AT QSS EVENTS

Protocols for team officials, school agents, and club/player agents stipulating communication with and gaining access to any student can be viewed in Appendix 4 of the Queensland School Sport Management Group document located on the QSS website:

[www.queenslandsschoolsport.eq.edu.au / About QSS / Policies and Procedures / QSSMG Competition Procedures.pdf](http://www.queenslandsschoolsport.eq.edu.au/About%20QSS/Policies%20and%20Procedures/QSSMG%20Competition%20Procedures.pdf)

ANNOUNCEMENT OF TEAM

See Selection Policy (pg 16).

APPAREL

A new range of compulsory and optional South Coast (SC) apparel items will be available from January 2018, for students and officials. A limited range of supporters gear will also be available in 2018. It is policy, for safety reasons that student's names are not to be displayed on the outside of playing attire. This does not preclude names being written inside jerseys or other apparel for the purpose of identification.

(Compulsory Uniforms)

In order to keep costs to a minimum, compulsory items would normally include the basic playing gear, plus either a dress shirt, surf shirt or hoodie as a travelling / opening ceremony/ sun safe shirt. Confirm with School Sport South Coast (SSSC) at least two weeks prior to the Regional trials the compulsory apparel items that apply for your team. Compulsory items are listed on the detailed team letter and be mindful that the compulsory apparel will only be available for purchase (through online provider) up to the state due date for payment of the levy.

(Ordering Procedures)

See online ordering of apparel (pg 11).

(Collection Procedures)

All SC team members must purchase all apparel requirements through our online ordering process. The collection of apparel will occur in one of two ways only, unless in exceptional circumstances:

1. **Swim, XC, T&F, & Tri/ Aquathlon** – students will collect from the SSSC Office at a designated date and time
2. **All other sports**, collection will be through the RM (usually at a training session).

- The RM must contact Lisa / SSSC to make arrangements or confirm an agreed time to collect all team apparel orders as well as returning or swapping any extra apparel (if required).
 - SSSC will liaise with RM each week re progress of team members orders.
 - All apparel will be pre packed and labelled for each team member.
 - Whole team apparel orders will be ready for collection by RM two (2) training sessions / weeks prior to the team going away. NB. No orders are delivered or sent to a student's place of residence / school.
- You will also be required to bring your **Financial Details Sheet** (FDS) signed off by your BM / School Registrar, on this day.

(Numbering)

From 2018 all team numbered playing shirts / jerseys will be made to order, instead of stock being held. Therefore, in order to ensure these jerseys are made and numbered, it is essential that the **Uniform Numbers Sheet**, is **received the day after the RT**. NB.: Please check with all students to ensure that they do not already have numbered playing shirts, in the current style. This will not be applicable in 2018 as all students will be required to purchase the new style playing shirt / jersey.

APPLICATION FORMS (SSSC OFFICIALS)

Each year School Sport SC appoints Regional Team Officials to fill the roles of Convenor, Coach, Manager or Trainer of representative teams.

- Applicants need to be aware of the timelines and requirements as determined by the sport-specific committees and the location and date of the event.
- School-based applicants must have the signed **Principal Approval (Part B)** prior to submitting an application.
- If there is more than one applicant for an advertised position, an exhaustive preferential voting system will be employed to select the candidate.
- All applications are to be completed and submitted online via our website (applications are usually advertised just prior to or during September school holidays)
- Preference will be given to suitably qualified, practicing, registered teachers.
- At least one of the officials appointed to each team must be a registered teacher.
- At least one of the team officials must be of the same gender as the members of the team, barring exceptional circumstances.
- In accordance with our Selection Policy (Officials), if an official has held a position for 5 or more years, a replacement may be appointed in the future if an applicant is deemed suitably qualified. Regional records are held and defined by age group, gender, sport and designation of official role, e.g. 13-15yrs Girls Touch.

ARCHIVED DOCUMENTS

All Standard **SSSC Permission & Details** booklets, **Principal Approval** and **PCF** forms as well as any other associated documents pertaining to the team must be securely archived at the RM or Regional Convenors school, under the same Retention of Records Guidelines as prescribed by Education Qld.

B

BILLETING

As per QSS policy, billeting is no longer offered as part of the School Sport program. Parents must make private arrangements. If this is not possible, team officials may need to approach other team members families to see if they can assist.

BULLETINS

All state championship bulletins/ newsletters and associated documentation received from host regions will be forwarded by email to the respective sports specific regional officials ASAP after the SSSC office receives them from host region. These bulletins outline all relevant information, contacts and due dates in relation to the State Championship.

C

CALENDARS

All Calendars are on the SSSC website <http://southcoastschoolsport.eq.edu.au>. For more specific information pertaining to direct links to District, Regional, State and National (see Appendix 1). It is imperative that you check this site regularly for any updates / changes as a result of date or venue changes.

CHANGE OF DETAILS FORM

If students / parents details or circumstances change after a student has been selected in a SC team and handed in their **Standard SSSC Permission and Details booklet**, they must complete a **Change of Details form** to ensure that team officials have the students/ parents most up to date information. This is especially important in relation to contact and medical details and project or parental consent.

CODE OF CONDUCT

Standardised **QSS Codes of Conduct** outline what is expected of students, parents, spectators, student officials and team officials in terms of participating in School Sport events and the range of consequences for breaching the code. See link for copies of all Codes of Contacts. <https://southcoastschoolsport.eq.edu.au/Regionalofficials/Officialforms/Pages/Officialforms.aspx>

Breaches to the code of conduct may lead to:

- (Students) Withdrawal from the team, either prior to State Championships or if during a State Championship, the student may be flown/ sent home at the parents cost and behaviour referred to both the students school and SSSC Board for further action .
- (Parents & Spectators) Withdrawal from the event, behaviour referred to both the students School and SSSC Board for further action.
- (Officials) Withdrawal from the event, behaviour referred to both the Officials School and SSSC Board for further action.

CONCUSSION POLICY

Should an injury occur that results in a suspected concussion, it must be referred to a medical practitioner. If concussion is diagnosed then the state/national sporting organisations' concussion policy must be followed. If there is no sport specific concussion policy then the QSS Concussion Recognition and Management policy must be adhered to.

Queensland School Sport Management Group document located on the QSS website:
www.queenslandsschoolsport.eq.edu.au / [About QSS](#) / [Policies and Procedures](#) / [QSSMG Competition Procedures.pdf](#)

CONFLICT OF INTEREST

As per the SSSC selection policy, officials must declare prior knowledge of known participants and should not participate

CONTACT DETAILS

Contact details should relate to the parents and not the student. ie. for email and phone numbers

COSTS – (APPROXIMATE FOR ALL REGIONAL TEAMS)

The approximate costs for all Regional Teams are listed on the SSSC website
<https://southcoastschoolsport.eq.edu.au/Regionalsports/Teamcosts/Pages/Teamcosts.aspx>.

CREDIT CARD / EFTPOS PAYMENTS

SSSC Office has credit card / EFTPOS facilities so that all officials are now able to pay by MasterCard or Visa. This is not available for student levies. This form of payment is also available for rare orders that are done over the counter at the SSSC Office, especially on outfitting evenings/sales.

DEPOSITS

Non-refundable deposits are in place for team members as follows:

- If Air Travel is involved = \$200 non-refundable deposit to be paid within two weeks of regional trial with balance of levy payment due 4 weeks prior to state championships.
- If no Air Travel involved = no deposit, full levy payment due 2 weeks prior to state championships.

NB. The deposit is included in the levy and is not an additional cost.

E

ELECTRONIC FUNDS TRANSFER FORM (EFT)

All SC managers, coaches and trainers when first appointed must complete an **Electronic Funds Transfer** (EFT) Form with their bank details. All allowances and reimbursements will be made to the account listed on this form. If officials bank details change, please inform complete new EFT form and forward to SSSC.

EQUIPMENT (SPORTING AND OTHER ITEMS)

A wide range of sporting equipment and associated items are available for team officials to use for training purposes or at state championships. Please contact the SSSC office for further details with respect to what is available and to arrange collection. NB. SSSC equipment is not to be used as rewards for players during or at the conclusion of a State Championships. All stock items borrowed, must be returned to the SSSC office within 2 weeks of the State Championships.

F

FACEBOOK

Facebook is a medium that we use to assist with the communication of information pertaining to regional and state championship dates, cancellations and topical messages. In addition where

possible we aim to keep current with happenings at various state championships. To assist with our social media profile we ask if at all possible, you send daily reports to our (Facebook Manager) with any appropriate / approved photos, interviews, videos of team /venue / play etc. during the State Championships. Prior to forwarding any pictures or names to our Facebook Manager, check Project of Consent forms and parents in relation to any limitations. Also be mindful of what is in the background of any photos.

FINANCIAL ALLOWANCES / BENEFITS

All SC managers, coaches and trainers will receive the following benefits:

- \$35 apparel allowances (officials must ensure that they have at least one SC shirt). The allowance cannot be converted to cash.
- Daily Meal allowance (at approved government rates). This will usually be paid in the week prior to state championships. Payment will be dependent on the SSSC office receiving the following completed documents from officials :
 - **EFT form**
 - Signed **Payment Voucher**
 - Risk assessment documents
 - **Officials Acknowledgement / Approval Form** (for transfer of Duties / team training/ mobile phone / camera)
 - Online Inservice certificate

FINANCIAL PROCEDURES

Please communicate with your School BM / School Bursar well before the RT to outline your requirements as well as determining their requirements with respect to procedural matters. In many cases Electronic Funds Transfer is encouraged for levy payments. Liaise with your finance department for updates on electronic payments.

1. Each time a payment is received, whether in part or the total, you must fully complete the relevant sections of the **FDS**. The **FDS**, plus any cash or cheques, as well as copies of Individual Student Tax Invoices (if received), must be given to the BM / Bursar.
2. Once all monies are received, use the FDS provided (NB. It auto sums) and forward a copy (signed by both the RM and the BM) to SSSC Office (SSO - Bronwyn) ASAP. It is preferable that this form is forwarded prior to leaving for your State Championship. The SSSC SSO will then in turn arrange collection of these funds, (Direct Debit for State Schools and invoicing for Non- State schools). It is important that these funds are received ASAP as we in turn are required to pay many costs / invoices associated with your team.
3. No student under any circumstances is allowed to travel unless payment has been made in full. The only exception to this is where student's school is willing to go guarantor for the total amount of outstanding funds. This should be in writing and approved by the RSSO. Likewise, the students should not be given their team apparel until all levies and monies have been received. It is imperative that the RSSO is notified of any such instances prior to the team going to the state championships.

FIRST AID KITS

Various styles / types of first aid kits are available for officials to take to State Championships. Please contact the SSSC office to arrange collection (if required), and return the kit within 2 weeks of the State Championship. Alert the office when returning the kit of any items used and/or need replenishing.

FORMS

All officials forms and the **SC Permission and Details booklet** are on the SSSC website (General, Managers, Convenors, Coach's). <http://southcoastschoolsport.eq.edu.au>. If you cannot locate a particular form please contact the SSSC Office for assistance.

FUNDING & FINANCIAL ASSISTANCE

A number of funding and financial assistance options are available to students / parents. This information is included in the *Detailed Team Letter* given to all parents / students. The same information can also be found on the SSSC website page under Support and Resource tab. <https://southcoastschoolsport.eq.edu.au/Supportandresources/Financialassistance/Pages/Financialassistanc e.aspxlassistance.aspx>

G

GENERIC APPLICATION FOR EXEMPTION FORM

In order for a student to be considered for selection in a South Coast team or a Queensland team they must meet the following criteria:

- Meet SC Selection policy criteria (see Selection Policy)
- Fully complete the generic **Absentee Application for Exemption from QSS (Regional Trial / State) Competition**
- Signed and approved by both the Principal and RSSO prior to the Regional trial
- Attach all appropriate substantiating documentation
- Prior to the RT, the Regional Convenor must announce to all students / parents / officials, that one or more students (but not the students names), are being considered.

GST

The following applies in relation to GST

- All payments associated with apparel (uniforms) and photos are GST (inclusive)
- All payments associated with levies for team sports (with exception of swimming, XC, T&F and Triathlon/ Aquathlon) must go through the schools Internal accounts in order to be GST (exclusive)
- All payments associated with levies for swimming, XC, T&F and Triathlon / Aquathlon, due to the team size, logistics and timelines are paid through the online system (QC), but as a consequence these levies will be GST (inclusive)

H

HYDRATION POLICY

The purpose of these guidelines is to ensure that students become aware of the benefits of proper hydration practices before, during and after physical activity. Remember the following key messages:

- Thirst is a poor indicator of fluid need
- Hydrate before, during and after play
- In accordance with this policy all students must have their own personal water bottle. (School Sport SC offers water bottles as an optional item on the apparel order form.)

For Hydration Guidelines please refer to Appendix 7 of the Queensland School Sport Management Group document located on the QSS website:

I

INJURY & OFFLINE WHS FORMS

Officials must complete appropriate summary **Injury Report Form** and **MyHR WHS – Health & Safety Incident Data Collection Form** as required / requested. It is imperative that a copy of all injury & offline WHS forms are forwarded to the SSSC office. They will be noted and a copy forwarded to the appropriate school / region.

INCIDENT REPORTS

Officials must complete appropriate **Incident ReportForms**. If an incident occurs in the first instance you should contact the State Championship Convenor / Host RSSO or the SC RSSO or Assistant RSSO for advice on how to proceed. The RSSO / Assist. RSSO / SSSC should be contacted asap for any major incident or if you require further advice on actions that may be required.

INSERVICE FOR REGIONAL OFFICIALS

It is mandatory for all appointed SC officials to annually undertake the designated School Sport South Coast online inservice course. Confirmation will be in the form of a certificate generated upon completion. SSSC must also receive confirmation of all officials having completed the mandatory **Student Protection** and **Code of Conduct** courses at their respective schools. For new or returning officials (more than 2 years away from a SC position), you must complete a face to face inservice (approx. 1 hour). Date and times will be negotiated and confirmed.

J K L

M

MEDIA & INCIDENT PROTOCOLS

For urgent or potential incidents and issues as well as good news stories please refer to the Media & Incident Protocols. If you require assistance in promoting good news stories, generating media interest, or make effective use of Facebook, contact the SSSC Office and complete the good news officer form . See Media & Incident Protocols for further details.

MEETINGS / CEREMONIES AT STATE CHAMPIONSHIP

It is compulsory for all Regional team officials to attend all ceremonies and associated state championship activities. This will include:

- Attendance at the Pre Championship meeting, Opening & Closing Ceremony and compulsory Official Dinner
 - Selectors meetings (as required).
 - Be present for the full duration and be available to attend to any emergent situations at the state championships.
 - Do not leave any students unsupervised at any stage.
 - Accompany and remain with any injured players to hospital if a parent is not present.
- Prior approval must be sought from RSSO if exceptional circumstances arise that prevent this.

N

NON PAYMENT OF LEVIES

No student under any circumstances is allowed to travel unless payment has been made in full. The only exception to this is where student's school is willing to go guarantor for the total amount of outstanding funds. This should be in writing. Likewise, students should not be given their team apparel until all appropriate monies (including levies), have been received. It is imperative that the SSSC Office / RSSO / ARSSO is notified if this situation occurs.

No regional official has the liberty or authority to abolish or decrease the levy of any students unless permission has been sought and gained from the RSSO

NUMBERS ON PLAYING SHIRTS

See Apparel (Numbering)

O

OFFICIAL'S ACCOMMODATION

Officials accommodation is arranged by host region. Accommodation is offered / provided for all SC officials when the state championship is held outside of the SC region. Except in exceptional circumstances, this does not apply in championships hosted in SC Region. Due to their role and responsibilities, State Championship Convenors are offered accommodation (if required). In all cases please inform the SSSC office if accommodation is not required.

OFFICIAL'S APPAREL

SC Regional officials receive an apparel allowance to the value of \$35. For first time SC officials, as a minimum you must select an official's polo (for you to be easily identified by students / parents) and for team photo purposes. If you wish to purchase apparel in excess of this amount you will be required to pay the balance. This allowance cannot be converted to cash.

OFFICIALS ACKNOWLEDGEMENT / APPROVAL

(For Transfer Of Duties / Team Training / Mobile Phone / Camera)

All officials must complete the **Officials Acknowledgement and Approval Form** (For Transfer of Duties / Team Training / Mobile Phone / Camera). NB. This form is different from the **Principal Approval form (Part B)** that is submitted when officials apply for an officials position. The **Officials Acknowledgement and Approval Form** (For Transfer of Duties / Team Training / Mobile Phone / Camera) indicates that the official has meet the expected stated criteria / obligations. This includes completing the SC online inservice, appropriate risk management documents and have gained approval from your principal in relation to your involvement with training session(s), if any and your use of your mobile phone and/or a camera. It will also include verification of the official having undertaken mandatory student protection and code of conduct training at their own school.

ONLINE ORDERING OF APPAREL - QUICKCLIQ (QC)

All SC team members must order/ purchase all apparel requirements through a designated online ordering process (QC). Instructions are available on our website

<https://southcoastschoolsport.eq.edu.au/supportandresources/uniforms/pages/uniforms.aspx>

These instructions will include :

- Go to School Sport SC website – Uniforms and select the Online Ordering Button. This will direct you to QC website.
- This website will include pictures and sizing details of all apparel items.
- Do not direct any parents directly to SSSC for students to try on gear, sizing charts are to be used.
- Compulsory items are listed on the detailed team letter. Compulsory apparel items will only be available for purchase up to the stated due date for payment of the levy.
- Parents / students will be given full details of this process via detailed team letter email.
- The RM, on behalf of the students can swap and return apparel items (If necessary). This does not apply to numbered playing shirts / jerseys.

P

PARTICIPATION POLICY

In accepting a nomination for selection in a School Sport SC (SSSC) / Queensland School Sport (QSS) team, all team members:

- Must ensure that prior commitments will not affect his or her availability to fully participate in the state championships / inter-regional programs. All students agree, by accepting this invitation to compete, that they commit fully to the team, both in training and for the duration of the championships.
- Are advised that leave will not be granted to participate in any other activity from the time of State Championship team assembly. Any students requesting to leave the championship, in emergent circumstances must seek the approval of the team management.

PERMISSION & DETAILS BOOKLET (SSSC)

All students participating in a Regional Trial **must** have fully completed and submitted the **Standard SSSC Permission and Details Booklet** prior to competing at any Regional Trials. From 2018 these booklets **must** be completed using the online method only. This will ensure that the version used is the most up to date, accurate and legible.. The online version allows information to be self populated throughout the document , thus speeding up the process for parents / students. In addition, students and parents having the ability to save the document. At the conclusion of the Regional Trials the RM, for their records, must collect from the District Officials the booklets pertaining to those selected in the team and all shadows.

PHOTOGRAPHY POLICY

Photography for personal and/or family use at Queensland School Sport Events can be viewed in Appendix 9 of the Queensland School Sport Management Group document located on the QSS website:

www.queenslandsschoolsport.eq.edu.au / About QSS / Policies and Procedures / QSSMG Competition Procedures.pdf

PLAYING TIME POLICY (FAIR & REASONABLE)

SC teams are made up of players of a range of ages, abilities and experience. Obviously it is not feasible for every player to have exactly the same playing time, nor would it be reasonable to do this. We ask that all students receive fair and reasonable playing time. There may be players who may get more or less playing time than others. At the very minimum all students must get at least half the game time throughout the championships. Everyone in the team is part of the team. No single player wins or loses any game or event. Each player contributes to the team, whether on the field / court / bench / pool / track or on the sidelines.

PRE CHAMPIONSHIP ACTIVITIES

Regional Officials should reinforce that team members, where possible, they should avoid involvement in activities that may lead to an increased risk of injury in the period leading up to a state championship. SSSC cannot guarantee a refund of fees paid in the event of a withdrawal of a student. SSSC must be notified prior to the beginning of a championship for a refund to be considered.

PRESELECTIONS

Under no circumstances should any students be pre selected in a SC team. Selections are based on performance on the day.

PRINCIPAL NOTIFICATION & BONA FIDE

Once the regional team has been selected please forward Principal Notification letters and Principals Approval (Bona Fide) Forms out ASAP but no later than within 1 week of the RT. You should attach a full copy of the team letter given to students with this notification form. Inform the school and SSSC Office ASAP if any student(s) withdraw from the team after the initial notification. NB. Principals ultimately have an overriding say as to whether approval is given for a student to compete or not.

PRIVACY GUIDELINES

School Sport South Coast as an operational unit of the Department of Education and Training, collects the information on the form in accordance with the Information Privacy Act 2009 for the purpose of contacting the parent / guardian in regard to your child's participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.

PROJECT CONSENT SUMMARY PROFORMA (PCF SUMMARY)

All RM are required to complete the appropriate **9.0c Project Consent & Third Party Consent – Summary form**. This form should be forwarded together with the **Standard Statewide Team List** to the SSSC Office approximately 3 weeks prior but no later than the stated due date in the state championship bulletin. NB. Officials should not send these documents directly to the Host Region / Host Convenor. Any team changes need to be reflected in a new PCF summary, if consent not granted. This form is made up of two parts:

Part A – Project of Consent Summary Form(from details within the **Standard Permission and Details Booklet**)

- This process is for every South Coast Team (*including invitational teams*).
- Provides the parents the opportunity to highlight any limitations they require for the State Championships regarding the use of their child's names (programs), results, operational matters, images (team photos, websites), and any South Coast Facebook posts. Limitations may be listed on the **Authority & Consent** page as well as specific sections within the **PCF** section in the **Standard Permission and Details Booklet**.

If there are no limitations listed in relation to any team members the manager then circles **Yes** to record that all Project Consent Forms have been received and approval been given and then prints nil in the table provided.

If limitations are listed then the RM circles **No** to record that not students have approval, the manager then lists the names and limitations in the table provided on the form.

Part B – Third Party Consent

- This process is only for sports / State Championships requiring third party consent
- Parents will be given a separate letter that they will indicate if they consent or do not consent to their child's personal information being used by the stated third parties.
- If there is a State Championships involving a third party media source for example Tennis using "Tennis Queensland to publish live results". If any parent/s, do not give consent, the students name and limitations need to be entered into the table at the bottom of the PCSF and forwarded SSSC office (who then passes it onto the host Region).

NB. If there is no third party involved then the third party section is left blank or not applicable is written in the table.



QSS POLICY DOCUMENTS RELEVANT TO ALL SCHOOL SPORT

QSS policy documents relevant to all school sport links are provided in Appendix 2 for:

- Championship Rules
- Queensland School Sport Codes of Conduct
- Photography Statement
- Hydration Guidelines
- Access to Students (10-19 Years) at QSS Events
- Concussion Policy

QUALIFICATIONS & EXPERIENCE FOR SC OFFICIALS POSITIONS

- Qualification section with expiry dates must be completed. Where nothing is entered into this section, the selection panel may regard this as out of date and preference may be given to the next most highly qualified applicant.
- Non-teacher officials must provide evidence of holding a current positive notice Blue Card.
- Preference will be given to suitably qualified, practicing, registered teachers and then Education Qld employees.

- The Queensland coach should possess at least a current Level 1 Coaching Accreditation or equivalent and the Regional Manager & Regional Trainer must possess a current First Aid or Sports Medicine qualification.
- In accordance with our Selection Policy (Officials), if an official has held a position for 5 or more years, a replacement may be appointed in the future if an applicant is deemed suitably qualified. Regional records are held and defined by age group, gender, sport and designation of official role, e.g. 13-15yrs Girls Touch.

QUICKCLIQ (CQ)

QC is the current online ordering system used by School Sport SC Region . This is used for the collection / processing of:

- Regional Trial levies (\$20/ student)
- Purchase of all South Coast apparel
- Regional Team Levies (Swim / T&F, XC, Tri/Aquathlon only)

R

REGIONAL TEAM SELECTIONS

The fully completed Regional Team Selections form, complete with all appropriate district selectors / team officials signatures must be forwarded in original format asap following the RT.

This document is stating that as a member of the Regional Team Selection panel, the undersigned:

- Agree that the School Sport South Coast selection policy has been adhered to
- Agree that the process and procedures followed were fair
- Agree with the final team selected

REGIONAL TRIAL LEVY – COLLECTION OF FUNDS

All students attending Regional Trials will be required to pay the \$20 Regional Trial levy. This is a flat rate fee across all sports. This must be paid online (QC). Instructions or links to how to pay online will be included in the RT Newsletter or via our website. All levies must be paid by stated due date. This will usually be on the Sunday prior to the Regional Trials. From 2018 all students must pay the RT levy online as cash at the RT will no longer be accepted.

REGIONAL TRIAL NEWSLETTER

All School Sports Coordinators / District Secretaries will receive all Regional Trials Newsletters. These will outline details pertaining to the trials including instructions of how to pay online via our website. NB. Contact details for the Regional Convenor , especially mobile phone numbers, must not be passed on to students, unless the Convenor has given specific approval.

RELIGIOUS GROUNDS

Students should not be discriminated against on religious grounds. Should you require any further clarification please contact the RSSO/ Assistant RSSO.

REPORTS

Please forward a copy of the respective Regional Convenors or Regional Managers report within 2-3 weeks of the conclusion of the Regional Trial or State Championships using the appropriate report template.

<https://southcoastschoolsport.eq.edu.au/Regionalofficials/Officialforms/Pages/Officialforms.asp>

RIGHT OF USE

All Right of Use bookings relating to Regional School Sport are completed by the SSSC Sport office. These include:

- Regional trial venues (Booked in the October of the year proceeding the trials)
- State Championship venues'
- Council Parks/grounds utilised for SC team training

Therefore if coaches require council training venues they need to contact the SSSC Office with preferred venues, dates and times for the SSSC Office staff to be able to request right of use. Convenors, coaches and managers **must not** book or request any Right of Use directly with council. Where possible , coaches should secure school venues at no cost if possible for training purposes.

RISK ASSESSMENT

Officials must complete the appropriate documents as listed. All are required to be finalised and submitted to Bruce.Hurford@det.qld.gov.au

Convenor

1. Sport Specific Risk assessment (*Sport Specific Guidelines & Generic CARA proforma*)
 - Indicates you are aware of risks associated with the sport
 - The document is to be dated for the RT date.
 2. Convenors Risk assessment. (*Risk Management Representative Sports Event – Convenor*)
 - Indicates you are aware of the risks associated with the conduct of the regional trial
 - The document is to be dated for the RT date.
- NB. These should be completed at minimum one week prior to the Regional trial.

Coach

1. Sport Specific Risk assessment (*Sport Specific Guidelines & Generic CARA proforma*)
 - Indicates you are aware of risks associated with the sport, training and venues used
 - The document is to be dated from the first training session up to and including the final training date.
- NB. These should be completed at minimum one week prior to the first training session.

Manager

1. Manager Risk assessment (*Risk Management Representative Sports Event – Team Manager*)
 - Indicates you are aware of all risks associated with non sport related matters, traveling to the State championships, the events at the State Championships and the travel home from the State Championships).
 - The document is to be dated from the Regional trial date until the return date of the State Championship
- NB. These should be completed at minimum one week prior to the first training session.



SAMPLE (SIZING KIT) BAGS

Sample sizing kits for stock items, with the exception of numbered playing shirts / jerseys, are not available. Sample sizing kits of playing shirts /jerseys that require numbering will be supplied at RT and must be returned to SSSC Office asap. Sizing charts are available when ordering online through QC.

SELECTION PANEL

The selection panel will be:

- Chaired by the Regional Coach (or nominee) with Regional Convenor overseeing the process
- Finalised at the officials' meeting prior to the commencement of the trials.
- Comprised of Regional Coach (or nominee) and a representative from each of the four Districts.

NB. This may vary slightly when individuals rather than teams attend regional trials and district representatives are not in attendance. Also, Regional Managers, unless they are also a district team official the RM does not have voting rights on the selection panel.

The Regional Coach

- only has a deciding or casting vote in the event of a tied vote.
- cannot over ride a majority decision.

Every SC selector

- must declare prior knowledge of known participants
- should not participate in any voting relating to the selection or non-selection of a relative.

SELECTION POLICY (STUDENTS)

SSSC Policy - In order for students to be selected in a SC Regional team **students must be in attendance at the Regional Trials.** The only exception to this is where :

- Students are away at a sporting event of a higher level (in one of the sports approved by QSS sports)
- Students have a medical certificate covering the regional trial date
- Bereavement or Compassionate reasons

NB. Section b) does not apply to Swimming or XC where no medical certificates are accepted.

NB. T&F has some additional criteria that must also be met due to tight timelines

It is essential that the following is adhered to in relation to selection of SC teams:

- The Regional Convenor / Regional Coach / or nominee Prior to the RT, must announce to all students / parents / officials, that one or more students (but not the students names), are being considered.
- That the students have completed the **Absentee Application for Exemption from QSS (Regional Trial / State) competition and gained appropriate approval from their Principal and the RSSO**, are being considered for selection, but are not in attendance. Whilst students meet the conditions of exception to selection policy, this in no way means that these

students are automatically selected in the Regional team. These students are just being considered.

- No students under any circumstances should be pre selected.
- No Squads are to be selected.
- Selectors must meet on a regular basis during the selection trials.
- Selectors must adhere to the above selection panel stipulation and process
- At least one member of the selection panel should be present at each game.
- The selectors should maintain a written report / assessment sheet of each game viewed for selection purposes.
- Regional Convenor /Regional Coach keeps all appropriate documentation relating to selection process.
- Be able to justify any selections made on the regional trial day performance.
- Prior to announcement of team, double check team size and age requirements.
- Students must be available for the full duration of the State championships.
i.e. Free from family or school commitments

SHADOWS

Shadows must be selected. It is at the discretion of the Regional Team officials, whether the students are named or not at the end of the RT.

SIZING CHARTS

Sizing charts for SC apparel are available as part of the SSSC website - online ordering system.

SPORTS MEDICINE

Sports medicine personnel are usually booked for all major trials. Please refer to CARA documents re determining the need in relation to other RT. At the very minimum, at least one official must be able to make contact through the use of a mobile phone with appropriate personnel should an emergency or need for an ambulance or other assistance occur.

SUN SAFETY

In keeping with the sun safety policy a bucket hat is compulsory for all 10-12 yrs school teams. Officials associated with 13-19yrs teams are asked to ensure that all students wear a SC hat or their own hat when outside.

SUPERVISION OF STUDENTS

At no stage should officials leave any students unsupervised. At least one teacher official must remain with students until they are collected. This may be at training, the airport or at the state championship venue.

STANDARD STATEWIDE TEAM LIST

See Team List - Standard State-wide (pg. 19)

STORAGE OF INFORMATION

Officials must take all precautions to ensure (until further notice), that all information relating to students paperwork and data on files is stored securely. All *Standard SSSC Permission & Details booklets*, *Principal Approval* and *PCF* forms as well as any other associated documents pertaining

to the team must be archived at the Regional Managers or Regional Convenors school under the same Retention of Records Guidelines as prescribed by Education Qld.

STRAPPING & FIRST AID REQUIREMENTS

Contact sport officials only - Please liaise with Lisa in SSSC Office at the beginning of the year if you have particular requirements with respect to strapping and first aid. We have always allowed a reasonably substantial amount for strapping for the contact sports. These costs will be included in the students levy.

STUDENT PROTECTION GUIDELINES

The immediate safety of a student is the foremost consideration. In the case of an emergency or where there is a concern that a child could be at immediate risk of harm, consider what actions may be necessary to protect the child. This could include calling Child Safety or police, or calling 000. Mandatory reporting obligations also apply. Please refer to SSSC : Student Protection Guidelines.

SQUADS

As per the SC Selection Policy squads are not allowed to be selected.

T

TEAM DETAILS SHEET

Following the selection of the Regional team, The Regional Manager should have a short meeting at the regional trials with all selected students and parents. At this time the following should occur:

- Try on playing shirts / jerseys
- Complete the **Team Details Sheet (TDS)** including noting sizes for students jerseys and any allocated numbers for students that already have a jersey with a particular number.
- Using the information collected above, please complete and email the **Uniform Numbers Sheet the day after the RT** to SSSC Office.
- The **TDS** should be forwarded together with the **9.0c Project Consent & 3rd Party Consent – Summary form** approximately 3 weeks prior but no later than the stated due date in the state championship bulletin.

TEAM LEVIES

Generally the following applies in relation to team levies / team apparel:

- All payments associated with apparel (uniforms) and photos are GST (inclusive)
- **Swimming, Cross Country, Track & Field and Triathlon teams** All payments associated with these teams, due to the team size, logistics and timelines **are paid through the online system** (QC), but as a consequence these levies will be GST (inclusive)
- **All other sports** All payments associated with levies for all team sports (with exception of Swimming, XC, T&F and Aquathlon / Triathlon) must go through the RM schools Internal accounts in order to be GST (exclusive). Therefore the team levies, cannot be paid through our online ordering system (QC). In some cases this would mean a saving of between \$20 – \$80 per student.

TEAM LETTERS / PAPERWORK

The Regional Manager will:

- Collect all the **Standard SSSC Permission & Details** booklets pertaining to all team members (and shadows) selected in the SC team from the respective DO.
- Disseminate a copy of the **Summary Team Letter**
- Ensure that the **Team Members Details Sheet**, is completed legibly and has correct parental email addresses and parental phone numbers.
- Reinforce due dates and other relevant information.
- Forward the **Team Members Details Sheet** to the SSSC Office within two days of the RT.
- Using the information collected above, please complete and email the **Uniform Numbers Sheet the day after the RT** to SSSC Office.

The Regional School Sport Office will:

- Attend all regional trials unless you are otherwise informed of alternative arrangements.
- Generate a single page summary team letter to be given by the Regional Manager / Coach to all regional team members at the conclusion of the trials.
- Following receipt of the **Team Details Sheet** the SSSC Office will generate a distribution list. Students and team officials will then be forwarded by email a copy of the:
 - The full letter (this will be generated when the **State Championship Bulletin** has been received from Host Region)
 - Tax Invoice
 - QuickCliQ online ordering instructions and links
 - Code of Conduct for Students, Parents and Spectators
 - Any associated documentation as required.

TEAM LISTS (STANDARD STATEWIDE)

This **Standard Statewide Team List** should be forwarded together with the **9.0c Project Consent & 3rd Party Consent – Summary form** approximately 3 weeks prior but no later than the stated due date in the state championship bulletin. Changes or withdrawals are to be forwarded to Lisa or SSSC Office ASAP to ensure that the host region and airlines are aware of any changes.

Information on the **Standard Team List** needs to be:

- Accurate as it may have ramifications in many areas (including airline ticketing, championship programs, summary lists to schools and certificates of participation).
- Confidential and not distributed to any interested persons. Any interested persons will need to get this information from state championship programs or the QSS website (if published). Privacy rules apply with respect to this information.

TRAINING REQUIREMENTS

Coach - The RC must contact the SSSC Office at least two weeks prior to the RT as to your anticipated training requirements and associated costs (if any) as well as indicating whether you wish to participate in any pre championship events that may have an entry fee attached. The RC needs to be mindful of the composition of the Regional team when selecting training venues.

Students will be advised as to when and where the team training will occur prior to the State Championships / Inter-Regional activities. It is essential that ALL team members attend training sessions. The Coach or Manager must be notified if students are unable to attend. Failure to meet

team training requirements may result in the withdrawal of the student’s invitation to participate in the team. If issues arise with respect to non-attendance at training discussion may be required with parents and / or students school.

TRAVEL POLICY

It is School Sport SC policy that all students must travel by the transport arranged by School Sport SC. As outlined in table below.

Distance/ Destinations	Travel Type	Student	Officials
Rockhampton and North	AIR TRAVEL compulsory arranged by SSSC	<ul style="list-style-type: none"> - Accurate full names to match student ID's or Drivers License. - Students should ensure they arrive at the Group Travel section of the airport a minimum of one and a half (1 ½) hours prior to the departure time.* 	Accurate full names to match Drivers License for ticketing
Metropolitan South East Qld and South of Rockhampton	PRIVATE/ OTHER	Parents must make private arrangements.	** Option of using their own car or transport arranged by SSSC

PLEASE BE AWARE FOR THOSE **TRAVELING BY AIR**, SHOULD YOU BY CHANCE RECEIVE A BOARDING PASS FOR A STUDENT THAT IS NOT TRAVELING, **DO NOT LOSE IT / OR THROW IT AWAY**. YOU SHOULD ENSURE THAT THE BOARDING PASS IS FORWARDED TO THE SSSC OFFICE ASAP AS THIS IS REQUIRED IN ORDER TO GET A REFUND. DUE TO A TIGHTENING OF CONDITIONS AND RESTRICTIONS ASSOCIATED WITH AIR TRAVEL WE WILL NOT BE ABLE TO VARY AIR TRAVEL ARRANGEMENTS EXCEPT IN VERY SPECIAL CIRCUMSTANCES (AND THEN ONLY TO POSSIBLY CHANGE DATE AND TIME OF FLIGHTS). PENALTY COSTS MAY ALSO APPLY. *NB. Air travel tickets are secured in the year prior to travel. Whilst internet flights might be able to be purchased cheaper, there are many conditions that are unsuitable for group travel.*

** If a **private car is being utilised**, ensure that you have a Certificate of Currency from your insurance company. Officials will then claim their mileage on their Income Tax.

U

UNIFORM NUMBER SHEET

From 2018 all team numbered playing shirts / jerseys will be made to order (instead of stock being held). Therefore in order to ensure these jerseys are made and numbered, it is essential that the **Uniform Numbers Sheet**, is **received the day after the RT**. NB.: Please check with all students to ensure that they do not already have a current style, numbered playing shirts.

W

WET WEATHER CONTINGENCY PLAN

Contact Regional School Sport Officer to determine what is the status of the Regional Trials if the weather is somewhat inclement. Contact District Officials ASAP to allow them time to communicate with their team members and schools. Follow through with wet weather contingency plans as required or outlined in (prior to trials) section / newsletter

V W X Y Z

CHECKLIST - REGIONAL CONVENOR

Tasks for Regional Convenor in relation to REGIONAL TRIALS	PRIOR	AT RT	FOLLOWING RT
Draft Regional Trial Newsletters	✓		
Prepare Budget	✓		
Liaise with SSSC re catering requirements	✓		
Complete Risk Management (CARA) process	✓	✓	
Receive District Team Lists	✓		
Outline Selection Process / Panel / Policy	✓	✓	
Conduct Officials Briefing		✓	
Regional Trial levy payment summary	✓	✓	
Announcement of any exempted students (prior to start of RT)		✓	
Monitor games / selection process		✓	
Verify selection procedures final team signed off by all selectors		✓	
Confirmation Final Regional Team		✓	✓
Announcement of Regional Team		✓	
Finalise Financial matters			✓
Prepare Convenor's Report			✓

CHECKLIST - REGIONAL MANAGER

Tasks for Regional Manager in relation to REGIONAL TRIALS	PRIOR	AT RT	FOLLOWING RT	At STATE CHAMPS
Confirm Apparel Requirements	✓			
Confirm Strapping / First Aid Requirements	✓			
Be aware of Selection Process / Panel / Policy	✓	✓		
Disseminate Summary Team Letter & Paperwork		✓		
Team Details Sheet		✓		
Size Playing shirts / jerseys (requiring numbering)		✓		
Receive State Championship Bulletins		✓	✓	
Email Uniform Number Sheet			✓	
Complete Risk Management (CARA) process			✓	
Complete/Email PCF Summary & Standard Statewide Team List			✓	
Send Principal Notification & Bona Fide (Approval)			✓	
Record injury / conditions that require monitoring			✓	
Collection of team levies (incl. photo)			✓	
Arrange Team Apparel Collection			✓	
Email Officials Acknowledgement / Approval (TRANSFER OF DUTIES/TEAM TRAINING/MOBILE PHONE / CAMERA)			✓	
Officials Financial Allowances / Accommodation			✓	
Collate & email PCF / 3 rd Party Consent Form			✓	
Finalise Financial Procedures			✓	
Attend all official State Championship meetings/ ceremonies & functions				✓
Ensure no student is left unsupervised at any time			✓	✓
Monitor the playing time of all players				✓
Report and record any issues / incidents / injuries			✓	✓
Complete the Regional Managers Report				✓

CHECKLIST - REGIONAL COACH

Tasks for Regional Manager in relation to REGIONAL TRIALS	PRIOR	AT RT	FOLLOWING RT	At STATE CHAMPS
Confirm Training Requirements	✓	✓		
Be aware of Selection Process / Panel / Policy	✓	✓		
Liaise with all selectors re selection of Regional team		✓		
Confirmation Final Regional Team		✓		
Receive State Championship Bulletins		✓	✓	
Confirm training venues (dependent on composition of team)		✓	✓	
Complete Risk Management (CARA) process			✓	
Receive State Championship Bulletins	✓		✓	
Constantly liaise with students / parents				✓
Monitor injury / conditions				✓
Officials Financial Allowances / Accommodation				✓
Email Officials Acknowledgement / Approval (TRANSFER OF DUTIES/TEAM TRAINING/MOBILE PHONE / CAMERA)				✓
Ensure no student is left unsupervised at any time			✓	✓
Attend all official State Championship meetings/ ceremonies & functions				✓
Monitor the playing time of all players				✓
Report and record any issues /incidents / injuries				✓
Assist in preparing Regional Managers Report				✓

CHECKLIST - REGIONAL TRAINER

Tasks for Regional Manager in relation to REGIONAL TRIALS	PRIOR	AT RT	FOLLOWING RT	At STATE CHAMPS
Confirm Strapping / First Aid Requirements	✓			
Contact Regional Coach / Manager to discuss the trainers role and responsibility	✓			
Be aware of Selection Process / Panel / Policy	✓			
Confirmation Final Regional Team				
Assist in Risk Management (CARA) process				
Officials Financial Allowances / Accommodation	✓			
Receive State Championship Bulletins	✓		✓	
Email Officials Acknowledgement / Approval (TRANSFER OF DUTIES/TEAM TRAINING/MOBILE PHONE / CAMERA)			✓	
Constantly liaise with students / parents				
Monitor injury / conditions				
Attend all official State Championship meetings/ ceremonies & functions				✓
Ensure no student is left unsupervised at any time			✓	✓
Monitor the playing time of all players				✓
Report and record any issues /incidents / injuries			✓	✓
Assist in preparing Regional Managers Report				✓

CHECKLIST - STATE CHAMPIONSHIP CONVENOR

Tasks for State Championship Convenor in relation to STATE CHAMPIONSHIPS	PRIOR	DURING STATE CHAMPIONSHIPS	AFTER STATE CHAMPIONSHIPS
Meet with RSSO / ARSSO and others as required	✓	✓	
Assist with draft of State Championship Bulletin	✓		
Assist Preparing State Championship Budget	✓		
Complete Risk Management (CARA) process	✓	✓	
Awareness of Selection Process / Panel / Policy	✓	✓	
Conduct Officials Briefing & Ceremonies		✓	
Finalise Financial matters			✓
Constantly liaise with RSSO / ARSSO / QSS sport specific officials / club personnel	✓	✓	
Monitor field / venue / weather conditions	✓	✓	
Finalise Financial matters			✓
Prepare State Convenor's Report			✓

DISTRICT /REGIONAL /STATE /NATIONAL CHAMPIONSHIP CALENDARS

These links to the following websites will provide information relating to:

DISTRICT

BROADWATER

Website - <https://southcoastschoolsport.eq.edu.au/Districtsports/Broadwater/Pages/1012years.aspx>

District Trial Calendar

<https://southcoastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/broadwater/Broadwater%20District%20Trial%20Information%202017.pdf>

HINTERLAND

Website - <https://southcoastschoolsport.eq.edu.au/Districtsports/Hinterland/Pages/Trialsinformation.aspx>

District Trial Calendar -

<https://southcoastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/hinterland/Hinterland%20District%20Trial%20Information%202017.pdf>

OCEANIC

Website - <https://southcoastschoolsport.eq.edu.au/Districtsports/Oceanic/Pages/Oceanic.aspx>

District Trial Calendar -

<https://southcoastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/oceanic/oceanic-district-trial-information-for-south-coast-website.pdf>

PACIFIC

Website - <https://southcoastschoolsport.eq.edu.au/Districtsports/Pacific/Pages/Pacific.aspx>

District Trial Calendar -

<https://southcoastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/pacific%20rim/2017-pacific-district-trial-information-south-coast.pdf>

REGIONAL TRIALS -

<https://southcoastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/south-coast-documents/Seperate%20Regional%20trial%20-%20sport%20order.%20xlsx.pdf>

CHAMPIONSHIPS (QSS) -

<https://queenslandsschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/News%20and%20calendars/2018%20QSS%20Event%20Calendar%20by%20sport%20version%202011%20October%202017.pdf>

REGIONAL TRIAL AND STATE CHAMPIONSHIPS DATES

<https://southcoastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/south-coast-documents/2017%20Combined%20Regional%20and%20State%20Trials.pdf>

NATIONAL CHAMPIONSHIPS (SSA) -

<http://www.schoolsport.edu.au/wp-content/uploads/2017/07/2017-SSA-Calendar-20170511.pdf>

QSS POLICY DOCUMENTS RELEVANT TO ALL SCHOOL SPORT

CHAMPIONSHIP RULES

The Football 13–19 Years Competition Procedures can be viewed on the Sports Information page of the Queensland School Sport (QSS) website:

www.queenslandsschoolsport.eq.edu.au / Sports Information / Sports A–G / Football 13-19 years

QUEENSLAND SCHOOL SPORT CODES OF CONDUCT

QSS Codes of Conduct for Team Members, Student Officials, Parents, and Spectators can be viewed in Appendix 8 of the Queensland School Sport Management Group document located on the QSS website:

www.queenslandsschoolsport.eq.edu.au / About QSS / Policies and Procedures / QSSMG Competition Procedures.pdf

PHOTOGRAPHY STATEMENT

Photography for personal and/or family use at Queensland School Sport Events can be viewed in Appendix 9 of the Queensland School Sport Management Group document located on the QSS website:

www.queenslandsschoolsport.eq.edu.au / About QSS / Policies and Procedures / QSSMG Competition Procedures.pdf

HYDRATION GUIDELINES

For Hydration Guidelines please refer to Appendix 7 of the Queensland School Sport Management Group document located on the QSS website:

www.queenslandsschoolsport.eq.edu.au / About QSS / Policies and Procedures / QSSMG Competition Procedures.pdf

ACCESS TO STUDENTS (10-19 YEARS) AT QSS EVENTS

Protocols for team officials, school agents, and club/player agents stipulating communication with and gaining access to any student can be viewed in Appendix 4 of the Queensland School Sport Management Group document located on the QSS website:

www.queenslandsschoolsport.eq.edu.au / About QSS / Policies and Procedures / QSSMG Competition Procedures.pdf

SOUTH COAST FORMS

All forms can be found on the SSSC website. Link is as follows:

<https://southcoastschoolsport.eq.edu.au/Regionallofficials/Officialforms/Pages/Officialforms.aspx>

GENERAL FORMS

- **Code of Conduct**
 - o Team Members
 - o Parents & Spectators
 - o Student Officials
 - o Team Officials
- **Officials**
 - o Officials Expenditure
 - o Acknowledgement and Approval Form (For Transfer of Duties/ Training / Mobile Phone / Camera)
- **Financial**
 - o Electronic Funds Transfer Form (EFT)
 - o Refund Form
 - o Online Payment (QuickCliQ)
- **Other pro formas / templates**
 - o Change of Details Form
 - o Generic Application for Exemption
 - o Non-Payment or Non-Attendance Forms
 - o Playing Time
 - o Mouthguard Permission Form
- **Reports**
 - o Accident Report Form
 - o Incident Report Forms
 - o My HR WHS – Health & Safety Data Collection Form
- **Guidelines / Protocols**
 - o Media & Incident Protocols
 - o Student Protection Guidelines
 - o Competition Divisions & Team Sizes

MANAGERS FORMS

- Financial Details Sheet
- Manager's Report template
- Principal Approval (Student Bona Fide)
- Principal Notification
- Standard State-wide Team list
- Team Members Details
- Uniform Number Sheet
- Project Consent & Third Party Summary Form

COACH FORMS

- Regional Team List Selections

CONVENORS FORMS

- Regional Trial Newsletter template
- Convenors Budget
- Convenors Report Template

SSSC PERMISSION & DETAILS BOOKLET

- Authority & Consent Form
- Parental Consent Form
- Student Details Form
- Medical Details Form
- Accommodation Details Form
- 9.0 Project Consent Form
-

LINKS FOR RISK MANAGEMENT DOCUMENTS

Convenor - - for representative

- ❖ [QSS Risk Management Representative Sports Events – Convenor](https://queenslandsschoolsport.eq.edu.au/Officialsandexecutives/Teamofficials/Pages/Teamofficials.aspx)
<https://queenslandsschoolsport.eq.edu.au/Officialsandexecutives/Teamofficials/Pages/Teamofficials.aspx>
- ❖ [CARA generic template](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/CARA-generic-template.docx)
<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/CARA-generic-template.docx>
[Refer to Sport Specific Guidelines](http://education.qld.gov.au/curriculum/carmg/sport.html)
<http://education.qld.gov.au/curriculum/carmg/sport.html>

Manager - Management to, during and return form State Championships

- ❖ [QSS Risk Management Representative Sports Events – Team Manager](https://queenslandsschoolsport.eq.edu.au/Officialsandexecutives/Teamofficials/Pages/Teamofficials.aspx)
<https://queenslandsschoolsport.eq.edu.au/Officialsandexecutives/Teamofficials/Pages/Teamofficials.aspx>

Coach -in relation to Training leading towards State Championships

- ❖ [CARA generic template](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/CARA-generic-template.docx)
<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/CARA-generic-template.docx>
[Refer to Sport Specific Guidelines](http://education.qld.gov.au/curriculum/carmg/sport.html)
<http://education.qld.gov.au/curriculum/carmg/sport.html>

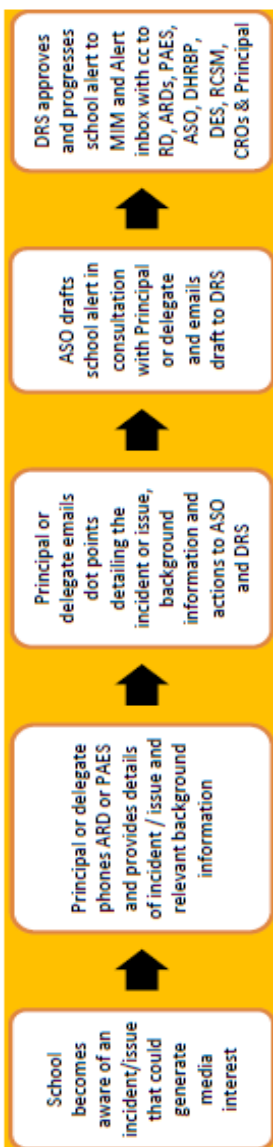
MEDIA & INCIDENT PROTOCOLS

SOUTH EAST REGION MEDIA AND INCIDENT PROTOCOLS

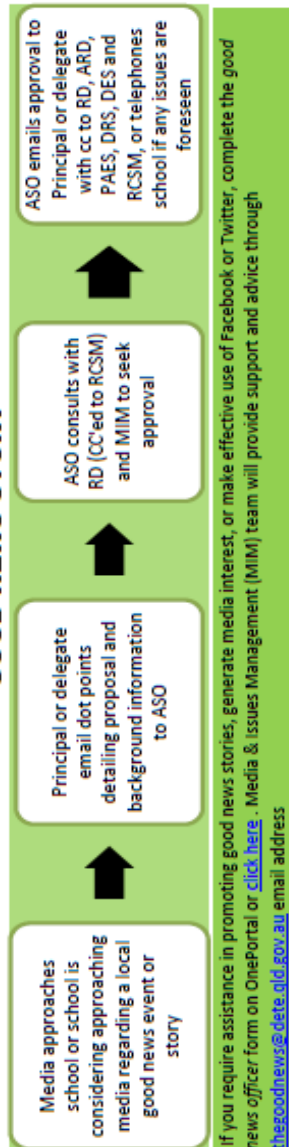
URGENT INCIDENT / ISSUE



POTENTIAL INCIDENT / ISSUE



GOOD NEWS STORY



KEY CONTACTS

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STUDENT PROTECTION GUIDELINES

SCHOOL SPORT SOUTH COAST: STUDENT PROTECTION GUIDELINES

The immediate safety of a student is the foremost consideration. In the case of an emergency or where there is a concern that a child could be at immediate risk of harm, consider what actions may be necessary to protect the child. This could include calling Child Safety or police, or calling 000. Mandatory reporting obligations also apply as follows:

- A Regional team official / Convenor becomes aware or reasonably suspects the sexual abuse or likely sexual abuse of a child under 18yrs old **OR**
- Forms reasonable suspicion that a child is suffering or is at risk of suffering significant harm* **and** may not have a parent able and willing to protect them
- Regional team official consults with their RSSO or the host RSSO

- If you suspect sexual abuse or likely sexual abuse, you must **immediately** report this to police in writing, if for any reason there could be a delay in providing a written report to police, call PoliceLink on 131 444 and let them know a report will be progressed in writing ASAP. If this is done, make sure you make notes of this.
- For cases of significant harm, Regional team official or RSSO to consult the online *Queensland Child Protection Guide* at <https://www.communities.qld.gov.au/> to determine if a report to Child Safety is required
- RSSO to consult with the Director of Regional Services (DRS) or Principal Advisor

- Report suspicions of sexual abuse or likely sexual abuse **immediately** to the QPS (see above) as per *Education (General Provisions) Act 2006*
- For cases of significant harm, if the threshold for reporting to Child Safety has been met, Regional team official or RSSO commences a Child Protection Report using the Department of Communities, Child Safety and Disability Services website <https://secure.communities.qld.gov.au/cbir/home/ChildSafety>
- If child is experiencing harm, contact Regional Intake Services 1300 682 254 (Brisbane)
- RSSO to contact the student's principal

- Regional team official to continue to monitor and support the student while at the State Championship
- Regional team official to provide all notes to the RSSO for secure storage
- Regional team official / RSSO to collaborate with Child Safety, QPS and other agencies as per the *Student Protection Procedure*

* Harm can be caused by physical, psychological or emotional abuse or neglect, sexual abuse or exploitation. You must take action – refer to the [Student Protection Procedure](#) (DET employees) for more information

KEY CONTACTS

South Coast RSSO:

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Principal Advisor

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Principal Advisor

Student Protection (Metro):

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