TO: Team Officials North West School Sport
FROM: Linda Ashburn, Regional School Sport Officer
RE: Duties of Team Officials

This handbook is to assist you with your pre planning, State Championships and post carnival responsibilities and I trust will assist in your preparations so that your experiences with School Sport will be as rewarding as possible.

In the Handbook I have listed a number of areas that may be of assistance as well as providing copies of the various forms that you will require in your duties. All forms are also available on the North West School Sport Website: www.northwestschoolsport.eq.edu.au

If you are unsure or require further information regarding any aspect of your role or responsibilities please don’t hesitate to contact me at the number above.

The Department of Education, Training and Employment’s PPR [Policies and Procedures Register] provides convenors with planning processes to identify minimise and mitigate the inherent risks involved in school sport activities. The module Curriculum Activity Risk Management provides details for each sport being undertaken. Web links below will provide the required information to Team Officials

http://ppr.det.qld.gov.au


### Handbook Table of Contents

**Section 1 – Information**
- Page 5: List of NW Schools by District & Contact Details
- Page 8: Cultural Information

**Section 2 – Duties**
- Page 10: Duties of Team Officials
- Page 15: Duties of a Regional Coach
- Page 16: Coaches Checklist
- Page 18: Duties of a Regional Manager
- Page 19: Managers Checklist
- Page 21: Duties of Regional Trainer
- Page 22: Duty of Supervision

**Section 3 – Finance and Discipline**
- Page 26: Accounting Procedures & Financial Requirements of Regional Teams
- Page 27: Withdrawal Policy
- Page 30: Memo to Schools re Levy & TRS

**Section 4 - Forms**
- Page 32: Summary of Forms available for Team Officials on NW Website

**Section 5 - Policies**
- Page 34: Summary of NWSS Policy Documents & Forms
- Page 35: Risk Management
- Page 40: Code of Conduct
- Page 43: Selection Policy
- Page 45: Access to Students
- Page 47: Travel Policy
North West School
Sport

Section 1

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GENERAL CULTURAL COMPARISON

Extended Families
While a non-indigenous nuclear family many consist of four members which can be a mother, father, sister and brother, and may be living quite comfortably in a three bedroom house, the extended family kinship would prove to be an extremely crowded situation. In such a household numbers could vary from four to twenty or more. This sharing contributes to survival under difficult circumstances. Therefore loyalty is a priority where family is concerned.

Deaths
When a death occurs in a non-indigenous family, often three days are acceptable for compassionate behaviour. However, for Aboriginal and Torres Strait Islander, that mourning period could be from one week to a month or so. It is seen to be disrespectful if other commitments overshadow this event, and some family members could disown any person guilty of this.

Parental Support
Lack of parental support does not mean that parents are unconcerned. On the contrary, they often feel threatened by the language barrier, or because of their lack of formal education. A visit to schools were they are always in a minority could become less threatening using the assistance of Indigenous Education Workers.

Absenteeism
There could be many reasons for this occurrence. Students will wag a day of school if they are late, because they cannot cope with the ridicule that they receive from a teacher when they walk in late.

Communication
Smiling/Grinning/Giggling – if a student displays either of the three behaviours when being disciplined, this can be a sign of embarrassment or being frightened and rather than disrespectful. Shyness and a fear of failure are often disguised by cheekiness and bravado which can be extremely insulting to non-indigenous people.
Eye Contact – depending on which community students come from they will often hang their head and not look at the person speaking to them. Direct eye contact can at times be regarded as being disrespectful in their culture.
Body language – Aboriginal people are skilful interpreters of silent language. They will know your feelings and attitudes with unerring precision, no matter how carefully you arrange your smile, modulate your voice.
Sign language – engage in eye talk – (staring to cause trouble) and coughing to catch attention of another to pass a message on.
Parental contact – Because the understanding of written communication differs from community to community it is very important that every avenue be explored to ensure maximum interaction takes place and an understanding is reached.
North West School
Sport

Section 2

Duties
DUTIES OF TEAM OFFICIALS

Overview

What does the RSSO do?
- Student letters and arrangements
- Forward host centre newsletters
- All initial notification to host centre and participating students’ schools
- Finalise team information to host centre
- Notify final travel itineraries/manifests
- Allocate meal allowances
- Negotiate additional day in host centre for training
- Student participation certificates
- Provide playing equipment/water cooler/first aid kit for each team
- Allocate a Uniform Allowance to all officials
- Provide non teachers with child protection policy information
- Negotiate TRS allocation for release of teaching staff

What does the MANAGER do?
- Contact schools re: team members acceptance to the team and payment of deposit (DATES)
- Liaise with RSSO in relation to withdrawals and invitees
- Collate student handouts for all team members
- Ensure uniform orders have been sent to RSSO
- Liaise with billeting school of host region if request to billet has been received
- Compile and return all relevant reports to RSSO upon return from championships
- Forward all student official documentation to RSSO on return
- Ensure that all official documentation (permission, consent, contract, media) is returned to the RSSO for archiving (need to be kept for five years)

What does the COACH do?
- Announce regional team following completion of trials
- Provide a training program for all team members (to be given out at NW trials)
- Provide training for those students who are located in your centre
- Complete coach training outline
- Ensure all students receive equal game time at championships

Roles of Coach & Manager:
- Complete order form for your own uniform requirements and send to RSSO (payment due prior to departure) – send RSSO a copy of your payment receipt.
- Stay in allocated accommodation at host centre
- Attend all official functions at championships
- Remind students re: policies in relation to sun safety, hydration and disease
- Ensure students being billeted are aware of their expectations
- Ensure all aspects of duty of care are met
- Complete Relevant Risk Management Forms

District Commitment
It is expected that if you are a Regional Official then you will also apply to be a District official in your chosen sport. This will ensure you direct access to the Regional Trials.

Compulsory Attendance at Regional Trial
It is expected that you will attend the Regional trials preferably as a District Official. If you have a specific reason for not being able to attend please contact the RSSO at your earliest convenience.
Entitlements
While away from home to perform your official role you will be provided with the following allowances:

$ Public service meal rates

$ Travel by prescribed method for team

$ Accommodation (on a twin share same gender basis)

$ Reimbursement for legitimate expenses at the carnival (eg phone/taxi)

Policy
The North West Region has adopted policies which generally follow the Management Procedures and Competition Guidelines set down by Queensland School Sport. Some adaptations have been made for areas required which are unique to our program. The following more detailed information is provided for your perusal. If you are unsure of anything please contact the RSSO and ask the question. It is also recommended that you view the relevant Curriculum Activity Risk Assessment Guidelines to fully understand DETE’s policy and requirements. Do not attempt to deviate from the set itinerary as this may place you in a compromising position. Prior contact with the RSSO should be made prior to any changes being implemented.

More detailed information in relation each area of the expected roles and responsibilities follows. Coaches and Managers are advised to read all to ensure that all have a thorough understanding of the set procedures and expectations.

Detailed Information on Duties of Coach and Manager

✗ Student Handout

  o Every student selected in a regional team receives a handout at the conclusion of the trials. This handout explains travel arrangements, responsibilities as a team member, uniform order, permission slips and conditions for participation. The RSSO prepares this handout and takes it to the trials.

✗ Initial Administrative Paperwork

  o The RSSO will forward to relevant principals of each school an advice of student selection together with a copy of the student handout paperwork. Copies of this information will also be forwarded to you for your information.

✗ Carnival Bulletins

  o State carnival Convenors will send all relevant information through the RSSO and this information will then be forwarded to you as it comes to hand. If forms are required to be completed the RSSO will usually do this and send them back on your behalf.

✗ Accounting

  o Students are required to pay their levies and uniform expenses into their school internal account. The Sports Office will then invoice schools to recoup these amounts prior to students traveling away. The manager is required to complete a form (Levy Tracking Sheet) which details the uniform and levy costs applicable to each individual student and return to the RSSO to facilitate this process.

✗ Uniform Orders

  o Student paperwork will be forwarded by individual schools to the team manager. On receipt of all student’s uniform orders it is important to check that these forms have been completed and faxed through to the RSSO as soon as possible to ensure that uniforms can be delivered prior to departure. Most schools will have done this for you but please check with RSSO.
**Permission/Medical Forms**

- Managers need to ensure that all paperwork has been received and correctly completed for each student. These forms then need to be taken to the championships. Should there be any medical information which relates to a student being billeted please ensure that it is recorded on the billeting request form so that the host family is made aware.

**Team Officials Apparel**

- Team Officials receive a $100 FOC Uniform Allowance. Extra apparel is to be ordered and paid for either direct to Sports Office or through your school's account.

**Travel Arrangements**

- All group team travel arrangements and bookings are made through the RSSO. A copy of the itinerary is included with the student handout at the conclusion of the trials. It is important for managers to liaise with RSSO in the event of student withdrawal to ensure that bookings are changed.

**Closing dates**

- All selected students are required to have their paperwork and non refundable deposit returned to their school within one (1) week of the regional trials. If the deposit is not paid the student is to be withdrawn. Schools will forward completed paperwork to the team manager and it is up to the manager to then follow up full payment of the levies by the due date. No student is to travel without full payment being received. Please liaise with the RSSO if experiencing difficulties in this regard.

**Carnival Expenses**

- The region is generally invoiced for expenses incurred at state carnivals. Should there be any additional expenses that the RSSO is aware of prior to departure funds will be paid as an expense to the Team Official. In the event that additional unforeseen expenses are incurred receipts must be obtained and reimbursement for these amounts will be made upon return.

**Student Certificate**

- Certificates for distribution to individual students will be supplied by RSSO and included with the manager's paperwork.

**Reports**

- the following reports are to be completed and returned to the RSSO as soon as possible following the completion of the championships:
  - State Carnival Report
  - Discipline Reports (if applicable)
  - Accident Reports (if applicable)
  - Player Time Register

Templates of these reports are provided by RSSO with the manager's paperwork.

**Newsletter**

- The manager is to provide a newsletter with final arrangements and reminders to all team members prior to departure. A sample newsletter will be emailed to team officials to edit. This newsletter should be emailed to the relevant schools for delivery to the students or by direct email to parents if this information has been provided.
Supervision Responsibilities

- On arrival at your destination the coach and manager are responsible for the supervision of students until the scheduled billet collection time. Generally this will be 3pm unless prior arrangements have been made. It is not your responsibility to contact host families to arrange collection of students prior to this time. During the championships you are required to be at the venue from the scheduled start time each day as billet families will be dropping off students at that time.

- Please be cognizant of the Supervision guidelines and in particular the following:
  - A teacher acting as manager or coach of a school sporting team is responsible for supervision of students at all times unless the student is/are in the control of billet families. The manager/coach must ensure that procedures are in place enabling billet students to contact them at all times. In addition, contact numbers for parents of the students being billeted must be provided to the host families on arrival if not before.
  - Please remember that your first responsibility whilst away is to the students. Your social calendar must take second place to your duty of care.

Transfer of Duty & Team Training Schedule

- These forms are supplied and are to be completed by the coach and manager. It is used to inform Principals of full traveling details and training programs. It must be completed, signed by your Principal and copies supplied to the Principal, RSSO and yourself. This form provides greater legal protection for the Department.

Sports Equipment

- Some playing equipment is provided for the relevant sport. Personal equipment such as strapping tape, softball gloves and mouth guards etc are not provided. A fully equipped first aid kit is also provided. Please monitor its use. In 2008 North West Sport also purchased coaching whiteboards and these are now included in the kit bags. An equipment list is included with each bag – please ensure that all equipment is returned.

Sun Safety Policy/Hydration/Disease Management

- It is important that while away with students the Sun Safety Policy is adhered to. Act as a role model in relation to sun safe strategies.

- A water cooler is provided as part of the equipment – please remind students of the need to remain hydrated throughout the championships.

- Monitor student’s health during the championships and seek medical assistance if needed as per the medical details information supplied by the parents.

State Meetings/Conferences/Dinners

- Attendance at the state conferences and dinners are a compulsory part of your responsibility as coach and manager whilst at the championships. It is at these events that decisions are made in relation to future carnivals and changes to rules, organisation and management procedures. You may also be required to vote as a delegate of the North West Region and the program also includes recognition of the efforts of the sponsors and hosts.
Equality of Game Time

- The North West Region does have a policy which states that all team members are to have equal game time. Please try to ensure that this policy is adhered to although there will be occasions where this is not possible due to injury or illness etc. A Player Time Register is provided as part of the manager’s paperwork for recording of game time and reasons for not providing equal time if applicable. In the event that equal time cannot be given please advise students of the reasons to reduce possible criticism where students feel they have been disadvantaged.

Staff Accommodation

- Accommodation is allocated for all staff by the host region. It is a requirement that the coach and manager stay at the allocated accommodation. Any change to this arrangement must be negotiated with the RSSO. Accommodation is usually twin share with officials of the same gender.

Privacy Issues

- Issues of privacy and disclosure involving the type of information we are provided with for the purpose of the trip must be considered with caution. We collect personal information on permission forms, personal details advices etc and we require parental permission to disclose any of this information. Parents are informed of the reasons behind the need to provide this information and if we are to go outside of those reasons we must request additional permissions. If you are in doubt please check with the RSSO.

Additional Responsibilities

- Distribute relevant information received at pre-carnival meeting to students (eg programs) and advise of any directions that will assist students to meet all the requirements during the championships.
- Liaise with fellow management regarding sharing of responsibilities that have been highlighted from the pre-carnival meeting.
- Liaise with fellow management regarding sharing of social arrangements and expectations. It is essential that one or more of the management team are contactable by parents, billets, billeting officer or RSSO at all times. Do not impose on the good nature of your colleague.
- Ensure manageable timelines have been set for students to arrive at the venue each day.
- Ensure that you are at the venue to meet team members in the morning and remain at the venue until all team members have been picked up by host/billet families.
- Check with students who are being billeted if there any concerns with their host arrangements.
- Remind team members to keep in contact with their parents, in particular on arrival at the host region to advise of safe arrival.
- Set some pre-championship guidelines of what your expectations are in relation to the team as a whole
  - Designated team area
  - Team together, dressed and ready for warm up 30 minutes prior to competing
  - Individuals to request from coach/manager permission to leave team area to ensure that whereabouts is known at all times
  - General behavior guidelines

These pages provide an overview of generally what is involved when undertaking the role of coach or manager with a North West regional team. If you are unsure of anything or a situation arises which you are unsure about please contact the RSSO on 46584507 or 0428188790 or check with your colleague.

The District and Regional carnivals provide a means to gain experience at performing these duties as the procedures are generally the same across all levels of participation. The CARA applicable to your particular sport also offers a guide on what acceptable practice is.
DUTIES OF REGIONAL COACH

The primary task of the coach of a regional team is to be responsible for its selection, training/coaching where geographical location of the students involved allows, and participation in state championships. If you are appointed as a Coach of a Team for which a Manager is not appointed (or a non-teacher School staff member Manager is appointed) you are required to perform the duties of that position also.

To that end, these are some essential duties:

a) Address all students at the regional championships prior to the commencement of competition to ensure that they are aware of the selection procedures/criteria and commitment required of those selected in the regional team.

b) Address the selected students to give detail (preferably in print) of any training sessions proposed for those able to attend.

c) Accept full responsibility for training/coaching the selected team.

d) Organise venues for training sessions and preparation matches. Try to find out dates of other training or matches in which selected students are likely to be involved to avoid clashes.

e) Plan coaching sessions that are active and varied.

f) Lead by example in all matters. e.g. punctuality, appearance.

g) Ensure sufficient equipment in good condition is available for training sessions and matches. (Any purchases must be authorised by the Regional Sports Officer).

h) Take complete charge for equipment during training and matches.

i) Be responsible for on-field behaviour and appearance of team members.

j) Endeavour to develop a positive team spirit.

k) Ensure at the end of each training session or match that all students know the arrangements for the next.

l) Ensure that all team members have equal opportunities in front of the selectors at the state championships.

m) Liaise with the manager at all times in all aspects concerning the team. e.g. uniforms, dress, behaviour.

n) Ensure that you are familiar with the CARA requirements for your sport.

o) Ensure that you do not use your position to recruit students into school and club teams

* It is expected that under normal circumstances, the Coach will be a selector and be at the selection trials.

* It is hoped that where possible, teachers applying for positions are accredited Coaches or are attempting to take accreditation courses.
CHECKLIST – NORTH WEST REGIONAL COACH

Prior to Regional Trials

☐ Read the “Role of Coach” section in the NW Handbook

☐ Prepare and copy your NW Training Program for distribution to selected students at the trial. (Remember due to the geographic location of our students it may not be possible to train with your team prior to departure to the State Championships) Copies needed for NW Team, Shadows (4) and RSSO (1).

☐ Liaise with the NW Convenor re the preparation and distribution of selectors books. It is the responsibility of the Coach to forward selection sheets to the Convenor prior to the trials for copying OR bring sufficient copies with you to the trials (1 per District per Age Group)

☐ Read the NW Selection Policy (in your NW Team Officials Handbook)

At the Regional Trials

☐ You are the chief selector of the NW Team (of your age/gender). You will need to liaise with other District officials to assist with selections re the make up of the NW Team. During the trials you may request certain students play in specific positions to assist this process. Please keep notes on your selections.

☐ You will announce the NW Team (+ 4 shadows)

☐ You will talk to your selected team re their positions and training requirements.

☐ Assist students with filling out their NW Apparel sheet & answer any parent questions.

☐ You may be asked by parents/officials to justify your selections. Please be prepared to do so.

After the Regional Trials

☐ Complete and return the following paperwork to the RSSO
  o Team Training Schedule
  o Transfer of Duty Form
  o Meal Allowance Claim Form (this will be emailed to you to sign and send back). (Meal allowances will not be paid until all requirements are completed.)
  o Team Officials Uniform Order (please ensure your payment is made prior to departure).
  o EFT Payment Form

☐ Check with your Principal re cover for your absence ie. TRS/internal supervision

☐ Read all documentation/forms provided (in your Team Officials Folder)
☐ Liaise with the Team Manager regarding replacement players for students who have withdrawn (if applicable)

☐ Complete the CARA Sports Specific Module for your Sport/Team. NB – This MUST be emailed to the RSSO PRIOR to beginning preparation for State Championships (ie BEFORE any training commences)

Prior to Departing for the State Championships

☐ Read through the State Championship Bulletins to ensure you are familiar with personnel and details when you arrive.

☐ Ensure that you are familiar with travel details (for students & teachers)

☐ Contact RSSO regarding the equipment you will require for the trip. NW Sport can provide Balls, Water Coolers, Water Bottle Carriers, Sunscreen, First Aid Kit, Markers, Bibs, Blood Bin Jerseys, Coaching Whiteboards, Ball Pump, etc. If you require any additional items, please liaise with RSSO.

☐ Prepare lesson supervisions/work (if required) for your students during your absence.

At the State Championships

☐ Attend the Pre/Post Carnival Meetings

☐ Conduct a Parent/Supporter meeting (re Code of Conduct, Carnival Format, Expectations, Player Game Time/Positions etc) PRIOR to play on Day 1.

☐ Attend the Official Dinner.

☐ Ensure that all students are aware of and abide by the Code of Conduct & Conditions of Participation details.

☐ Ensure that all players get equal game time. Record details on the Player Time Register Sheet.

☐ Complete the Game Results Sheet after each match.

Upon Return from State Championships

☐ Complete (with the Team Manager) the State Championships report.

☐ Advise RSSO of any votes/decisions made by the sporting Committee.

☐ Fill in the Team Officials Expenses Claim Form if you incurred any expenses

☐ Complete any Disciplinary Reports and send to RSSO & Students Principal ASAP

☐ Complete the Monitor & Review section on your CARA and send to RSSO
DUTIES OF REGIONAL MANAGER

The primary task of the manager of a regional team is to ensure the proper conduct and welfare of team members to a level that would satisfy a prudent parent or guardian. If you are appointed as manager of a team for which a coach is not appointed, you are required to perform the duties of that position also.

To that end, these are some essential duties:

a) Address the selected students. Emphasise the “Team Members’ Code of Behaviour” which will be attached to the “Student Team Invitation”.

b) Complete a “Team List” and give it to the Regional Sports Officer immediately. The Regional Sports Officer will notify the Principal of each school with students involved. Schools will be provided by the Regional Sports Officer with a copy of the invitation and any other information issued to students.

c) Ensure, if supplied, students selected in Regional team try on sample uniforms before leaving Regional Carnival. Sample uniforms must be kept clean and returned in total. Sizing must be accurate as uniforms once numbered must be purchased.

d) Study all detail forms and note any special problems. e.g. medical. Be aware of departmental policy for administering medications to students. Be aware of any special circumstances that might create later problems. e.g. students from isolated communities, no home telephone contact.

e) Complete and forward “Parent Consent Summary” Form to RSSO.

f) If the team is assembling for training prior to departure to the state championships ensure that the principals of the billeting schools and the competitors’ schools are notified. Arrange for any billets required.

g) Liaise with the coach on all matters of team preparation.

h) If travelling to the state championships, double check:
   - That all students know assembly time and place. You should arrive at the assembly point at least fifteen (15) minutes prior to the time by which students are asked to be there.
   - Ensure a responsible attitude to dress and behaviour from team members at all times but especially while travelling.

i) At the State Championships:
   - When using buses for ground transfers, roll calls must be observed at all times.
   - Be responsible for dress, general behaviour and supervision of all team members.
   - Ensure awareness and observance of all aspects of the “Code of Behaviour”.
   - Be responsible, along with the Team Coach and Trainer, for the behaviour of the team at all times.
   - Be familiar with the procedures for dealing with Critical Incidents and the Control of Spectator Behaviour.
   - Remain with the team while at the carnival site, (host families are not expected to look after students during the day whether required for matches or not).
   - If you have to leave (e.g. With an injured student) you must advise another regional official or other person who can assume responsibility for the remaining students.
   - Be available to attend officials’ meeting or other carnival meetings, (please remember - decisions from these meetings can only be recommendations to your parent body.)
   - Pass on all relevant paperwork to carnival organisers.
   - In case of serious misconduct by a student, make immediate contact with the Regional Sports Officer and note details in case of later investigation.
   - Make suitable arrangements for the control of pocket money and the protection of valuables (if applicable).
   - Attend to first aid requirements and note details of any injuries received by a team member. (Details of injuries on an Accident Report will be required to be attached to your report. Advise the student’s parents of the details as soon as possible.)
   - In all cases of misconduct, issue a separate written Disciplinary Report to Principal/s of school/s involved and to the Regional Sports Officer.
### CHECKLIST – NORTH WEST REGIONAL MANAGER

#### Prior to Regional Trials
- ✔️ Read the “Role of Manager” section in the NW Handbook

#### At the Regional Trials
- ✔️ Liaise with the Team Coach re team selections
- ✔️ Assist students with filling out their NW Apparel Sheet
- ✔️ Complete the Team Members Detail Sheet
- ✔️ Hand out the NW Team Paperwork to selected students.

#### After the Regional Trials
- ✔️ Complete and return the following paperwork to the RSSO
  - Team Training Schedule
  - Transfer of Duty Form
  - Meal Allowance Claim Form (this will be emailed to you to sign and fax back).
    - (Meal allowances will not be paid until all requirements are completed.)
  - Team Officials Uniform Order (please ensure payment is made prior to departure).
  - EFT Payment Form
- ✔️ Type up the Team Members Detail Sheet (Form A) and email to RSSO and Team Coach.
- ✔️ Check with your Principal re cover for your absence ie. TRS/internal supervision
- ✔️ Read all documentation/forms provided (in your Team Officials Folder)
- ✔️ Liaise with Team Coach regarding replacement players for students who have withdrawn (if applicable)
- ✔️ 3.00pm First Thursday after NW Trials – Ring Schools to check paperwork and $50 deposit returned. Contact RSSO if students have not paid. Fill in the date/time/name of person spoken to at School on Levy Tracking Sheet
- ✔️ Upon receipt of student’s paperwork please check that the details provided on the initial Team Members Details Form are correct (ie phone numbers, DOB’s etc). Edit the Team Members Detail Sheet if required. Fill in the details on the Paperwork Summary Sheet to use as your record. If there is paperwork missing, not signed or incomplete please attend to it ASAP.
- ✔️ One week prior to the final payment due date please contact each team members family to remind them of the levy payment date and the amount they owe (record details on Levy Summary Sheet).
- ✔️ 3.00pm on the date of final levy payment please phone schools to determine if final payment has been made. If NO contact RSSO re arrangements.
Complete the NW CARA “Representative Sports Event – Team Manager”. NB – This MUST be emailed to the RSSO PRIOR to beginning preparation for State Championships (ie BEFORE any training commences)

Prior to Departing for the State Championships

- Read through the State Championship Bulletins to ensure you are familiar with personnel and details when you arrive.
- Liaise with RSSO re changes to travel details for students.
- Contact RSSO regarding Uniform & Kit Bag Collection. NB Students Playing uniforms are usually given to the manager to hand out at team training.
- Type up and distribute the Student Newsletter (as per sample in Handbook) to students to disseminate updated information re travel, draw, souvenir shirts etc.
- Prepare lesson supervisions/work (if required) for your students during your absence.

At the State Championships

- Attend the Pre/Post Carnival Meetings
- Conduct a Parent/Supporter meeting (re Code of Conduct, Carnival Format, Expectations, Player Game Time/Positions etc) PRIOR to play on Day 1
- Attend the Official Dinner.
- Ensure that all students are aware of and abide by the Code of Conduct & Conditions of Participation details.
- Ensure that all players get equal game time. Record details on the Player Time Register Sheet.
- Complete the Game Results Sheet after each match.

Upon Return from State Championships

- Complete the following documents and return to RSSO ASAP
  - State Championship Report
  - Player Time Register
  - Game Results Sheets
  - Accident Report forms (copy to RSSO & students school)
  - Discipline Forms (copy to RSSO & students school.
  - Managers Levy Tracking Form
- Advise RSSO of any votes/decisions made by the sporting Committee.
- Fill in the Team Officials Expenses Claim Form if you incurred any expenses
- Return all student paperwork to RSSO for archiving (as per listed on Envelope provided)
DUTIES OF REGIONAL TRAINER

- Attend all team training sessions and games.
- Liaise with the team coach regarding other duties aside from injury prevention and management.
- Liaise and co-operate with the manager in the assessment of players whilst on tour.
- Liaise with the appointed State Championship Sports Medicine Officer on issues concerning North West team members.
- Educate athletes and officials in all areas of the Sports Trainers responsibilities.
- Accurately and effectively communicate with team officials, team members and their parents in relation to injury prevention and management.
- Accurately maintain appropriate records of injuries managed.
- Maintain appropriate stock of first-aid equipment (with approval of Regional School Sport Officer).
- Be responsible for the Sports Trainers Room (if available).
- Organise fluid replacement for the athletes during training and competition.
- Effectively implement infection control practices.
- Provide appropriate initial management of sports injuries and reduce the likelihood of further damage.
- Assist with the rehabilitation of the injured athlete and assessment of the athletes’ readiness to return to training and competition.
- Have knowledge of the components of a balanced meal, fluid replacement, pre and post event meals and recovery.
- Effectively tape the ankle and or thumb and or finger as required by athletes.
- Have knowledge of the use, advantages and disadvantages of dry wound and wet wound management.
- Be able to conduct an effective warm-up, stretching and cool down program.
- Ensure that you do not use your position to recruit students into school programs.
- Understand and perform all duties in accordance with the North West Region School Sport Codes of Conduct.
TEAM OFFICIALS - DUTY OF SUPERVISION

Responsibilities of Regional Team Officials at State Championships/Inter-regional carnivals/Invitational meets include;

1. At all times Team Officials must display exemplary conduct as a model for students.

2. When students are in the Team Officials’ care ensure they are supervised to a level that would satisfy a prudent parent / guardian.

3. The Duty of Care responsibilities to students is exercised through being at the Championship venue at all times while team members are in attendance.

4. If Team Officials are attending other functions or activities, at least one of the officials must at all times be available to attend to students in the case of an emergency.

5. Team Officials must ensure their ability to be responsive to the organising committee’s advertised and emergent requests and to the needs of the sport at all times either in person or through prearranged channels of communication.

6. Team Officials must ensure their ability to meet the stated expectations of the Region in assisting the Regional Team to perform to their optimum level of ability by:-
   - Developing awareness of opposition team / players level of ability and perceived strengths and weaknesses relative to their own team / players through viewing all relevant matches.
   - Ensure all players in the Regional Team receive equitable playing time and have the opportunity to play in their preferred position on sufficient occasions to allow selectors to be aware of their ability.

7. Adhere to the State Championship organising committees arrangements with billeting families and do not attempt to negotiate alternative arrangements with billet families, either for management reasons or on behalf of the billeted student’s parents, unless prior approval for such changes has been given by the organising committee.

8. When Team Officials are responsible for accommodation for students, e.g. Camp situation. Motels, etc., the following rules are to be adopted.
   - Team officials are to supervise to such a level that a prudent parent would be completely satisfied, e.g. Dress, rowdy behaviour, mixed boy/girl activities.
   - Sleeping arrangements should ensure that the girls are completely separate from the boys, and that teachers where possible are to situate themselves between the two groups.
   - Teachers should ensure that all students are accounted for before retiring themselves.
   A supervision roster for team officials should be drawn up and adhered to.

9. Fulfil “in loco parentis” responsibility to team members outside of Championship competition hours.

10. Be aware that while officiating with a Regional Sport Team the same requirements and guidelines that apply as an employee of Education Queensland during interaction with students in a classroom or school based situation still apply in a sport context even if it is not in a school environment.

   When talking to and otherwise interacting with members of the Regional Team, whether before, during or after a game, be mindful of the Code of Conduct and Student Protection Policy.

   The issues of physical, emotional and psychological harm to students all need to be considered during your dealings with Regional Team Members.

11. All areas of QSS Codes of Conduct must be enforced, disseminated and explained by the team officials. Team officials should read the Code of Conduct to the students outlining clearly what their expected behaviour would be and remind students that the Responsible Behaviour Plan for Students for their school remains in effect whilst part of the competition.
12. Team officials shall refrain from smoking at all playing venues and in sight of team members.

13. On occasions managers and coaches may be required to accompany students on bus runs (irrespective of having any team members in supervised accommodation).

14. Where possible, team officials should wear the team uniform & name badges to help team members, billeting families and championship officials identify them. The official's team uniform must be worn for the official team photograph.

15. Team officials should keep their RSSO informed of any extraordinary situations.

16. Team officials must be aware of any students with specific needs e.g. anaphylaxis, allergies, disability, mental health difficulties etc., and implement appropriate management strategies.

17. Team officials are to enforce all areas of the Code of Behaviour to all members. In any cases of student misbehaviour (ie. a breach of the Code of Behaviour) the RSSO of the N.W.S.S.B. should be contacted within twelve (12) hours of the incident, and a written report on the incident should be presented immediately upon the team’s return. Contact with the Principal of the school and forwarding of the report, will be the responsibility of the N.W.S.S.B. RSSO.

17. In the event of a major instance of misbehaviour, (e.g. drinking alcohol; absent without permission; moral misconduct; etc.) the procedure should be as follows:
   i. Contact the RSSO of the N.W.S.S.B. immediately.
   ii. Forward a written report on the incident to the RSSO of the N.W.S.S.B. immediately.
   iii. Contact the student’s parents.
   iv. Where possible, arrange for the student to be sent home immediately. Where this is not possible, closely supervised alternative accommodation must be arranged.
   v. The student must be withdrawn from further competition at the Championship or Tour. Contact with the Principal of the school, and the forwarding of the report, will be the responsibility of the N.W.S.S.B. RSSO.

18. All areas of Q.S.S. Code of Behaviour must be enforced by the Manager and Coach.

19. When students are in the Team Official’s care, ensure they are supervised to a level that would satisfy a prudent parent/guardian.

20. When travelling, Managers/Coaches should be seated so they can supervise their team. (When travelling on commercial transport, Managers/Coaches should ensure they are seated in the rearmost seat available)

Please Note:
   a. Currently all North Western Regional Officials are expected to be in attendance for the full duration of each day’s play.
   b. With most team sports, in particular those that have a full Round Robin / Pools structure involving multiple games, attendance is not a concern
   c. The major concern occurs for those sports that play one game per day where
      i. parents/host families were in attendance and
      ii. officials felt their obligations were finished at the conclusion of their game
Bus Supervision Guidelines When Transporting Students in Supervised Accommodation at School Sport State Championships.

Buses will be provided at State Championships when:-
1. Students are unfamiliar with the use of local public transport.
2. Students are unfamiliar with the locality.
3. The day’s competition finishes at a time that would cause the student to reach the supervised accommodation after dark or at a time when the locality would be unpopulated.

Teachers from those Regions whose students are staying in supervised accommodation will be required to provide supervision. However, in some circumstances, other Team Officials may be required to provide supervision also.

Regional Team Officials with students travelling on the bus should check with those students daily to ascertain whether they will be travelling on the bus and advise the supervising teacher of any alterations.

Bus Supervisors must be given and / or have with them the following;
1. A mobile phone.
2. A Schedule of times and locations of all stops.
3. A Check List of all students getting on and off the bus at each stop.
4. Contact details, including home and mobile phone numbers, of all billet families.
5. Mobile phone numbers (if available) for:-
   - Team Officials of all Regions that have students on the bus.
   - State Championship Convenor
   - Host centre RSSO.

Students must not be left at a bus stop alone. The teacher supervisor will take appropriate measures to ensure the accommodated student/s reach the accommodation venue safely. Any cost incurred by the teacher supervisor, e.g. taxi fares, will be reimbursed by the Host Centre RSSO from the State Championship Budget.

The Bus should not leave the stop without all listed students unless all available avenues of checking for the student’s whereabouts have been used.

As soon as possible after arrival at the Championship venue, one of the Bus Supervisors will contact a Team Official from the Region any student is from who did not join the bus to ensure the student has arrived at the venue.
North West School
Sport

Section 3

Finance & Discipline
ACCOUNTING PROCEDURES AND FINANCIAL REQUIREMENTS
FOR REGIONAL TEAMS

Students selected for regional teams will be informed, in an information letter handed to them on their selection, to make cheques payable to their School’s Internal Account. The amount paid will include:

1. Non Refundable Deposit
2. The Standard Team Levy
3. Compulsory Uniform Items & Team Photo, both of which will be indicated on the Uniform Order Payment form.
4. Optional Uniform Items which the student will indicate on the form.

After the school has received and banked all levies from their selected students, the RSSO will invoice the school for the total amount.

The manager will contact the school one week after the regional carnival to ensure that the non refundable deposit has been paid. If not paid, the student is to be withdrawn from the team.

The manager will contact the school to ensure the final levies have been paid by the due date and then forward the information on to the Regional Sports Officer.

Any student whose levies have not been paid, or who have not made alternative arrangements with the Regional Sports Officer and/or Principal, by the due date will be replaced in the team.

Any child who pays their levies and withdraws from a team, within 7 days of departure, may forfeit a percentage of their money, except in the case of injury or illness.

Students who are withdrawn from teams due to non-payment of levy may be invoiced privately for their percentage of costs if no replacement player is available.

All money will pass through and be accounted for in the Regional School Sports Office.

TEAM OFFICIAL’S EXPENSES
Teachers accompanying teams will be provided with travel, accommodation and meal allowances with the following provisions:

1. Travel and accommodation will be prepaid by the Regional School Sports Officer
2. Team officials must obtain receipts for extra expenses and will be reimbursed accordingly along with a daily meal allowance at Public Service Rates.

TEAM OFFICIALS EXPENSES
• Transport costs to and from State Championship Venue
• Accommodation twin share (Bed ONLY) at State Championships outside of manager’s home town
• Officials Uniform Allowance $100
• Meals Allowance as per Public Service Rates & Conditions

Coaches/Managers accompanying Regional Teams will be responsible for expenses incurred with the following:-
• Telephone Calls
• Meals
• Any other costs involved at Championships
• Any legitimate Team expenses will be refunded to manager provided receipts are presented with Team Manager’s Expenditure Sheet

STUDENT LEVIES
Students selected in a Regional Team will be required to pay the levy to their School’s Internal Account. The school will then be invoiced for the team levy.

Schools will forward the required forms to the team manager.

The Team Manager will be required to:-
• receive all forms from team members or their schools
• ensure that uniform order form is sent/faxed to RSSO
• ensure that the non refundable deposit has been paid within 1 week after the Regional Carnival
• ensure that all team members have paid their levies into their schools internal account by the allocated date
• All levies must be paid before team departs – NO student will travel without payment having been received by their school
• All money will pass through, and be accounted for, in the North Western Schools Sports Board – Books of Account
The regional team is an extension of the sports program to provide opportunities for gifted and talented students.

All students are invited to join the Regional Team.

Students will be made aware of their obligations to a Regional Team as outlined in policy in each school.

Areas such as financial commitments involved for district, region & state levies, uniform, carnival dates etc are to be made known to schools as early as possible.

Students are not allowed to withdraw from a regional team unless there are very special circumstances (eg. Injury, Illness or Personal Family Circumstances) which have occurred since the team was selected.

If students withdraw late, the students and parents will be required to write to NWSSB with information showing reasonable cause as to the withdrawal, otherwise the student may be considered to be ineligible for selection in future regional teams. The period of restriction will be decided by the Sports Board or their Executive.

Where students withdraw late for reasons not acceptable to the Sports Board, they may be invoiced privately for their percentage of team expenses. This policy has been introduced due to students withdrawing without ample time to invite shadow team members and teams travelling short to State Championships.

The team members must return the required permission/acceptance forms along with a $50.00 non refundable deposit to their school within one week of the Regional Trial, with the balance of the team levy by the allocated date.

Should a team member not return their permission/acceptance forms and the $50.00 non refundable deposit by the set date, their position in the team will be forfeited, and a shadow member will be invited to join the team.

In this instance, as with late withdrawal, the team member may be considered ineligible for selection in future regional teams.

- students who are withdrawn from representation at regional level will still be eligible to represent their school / district but
- during the period of suspension the student will not be eligible for regional selection.

Any student, whose conduct shall be deemed as being detrimental to the welfare of the North Western Schools Sports Board, may be withdrawn from participation by resolution of the general committee or the executive of same.

The regional team is an extension of the sports program to provide opportunities for gifted and talented students.
MANAGERIAL PROCEDURE RE WITHDRAWAL POLICY

STEPS

1. Regional Carnival
   Students are selected at the Regional Carnival and advised of the procedure re $50.00 non-refundable deposit and return of forms to their school.

2. First Thursday Following The Regional Carnival (Form & Deposit due 3.00pm Thurs)
   On the afternoon of the first Thursday following the Regional Carnival, the manager rings through to the team member's school.

   The administration will advise if the student has returned their permission forms and their $50.00 non refundable deposit. (The student may have paid their full levy).

   If the student has paid their deposit and returned their forms, a request is made to the administrative assistant to post the forms directly to you.

   If the team member has not returned their forms and $50.00 non returnable deposit then
   i. They are automatically withdrawn from the team
   ii. You may ask to talk to the Principal and advise him/her that the student has been withdrawn
   iii. Request that the Principal advise the student re same

3. Selection of Shadow Members to the Team
   i. Please liaise with your team coach re selection of shadow members to the team.
   ii. Contact the shadow member and invite them to join the team. Suggest that they inform you by phone within two days of their intention and
   iii. Request that forms and non refundable deposit be returned to their school by the following Friday or earlier if possible.
   iv. Advise the Principal of their school that they have now been invited to join the team.

   (If possible, shadow members should be invited to join the team on the first Friday after the Regional Carnival. This gives them an opportunity to talk with their parents over the weekend and advise you on Monday of their intention).

4. Final Payment
   Managers will need to contact team members' schools 1 week prior to departing to ascertain if final levy payments have been made. If they have not been paid, parents will need to be contacted and advised that their child's place in the team may be withdrawn as no student is to travel without full payment of all levies.

   In some cases, parents may have negotiated with schools to pay off the levy in instalments. Please confirm these details with the school Principal

5. Uniform Order Forms
   Please fax through student uniform orders to me ASAP to assist with the organisation and disposal of same back to students through their schools.

   Any queries/problems, please ring me at the Regional Sports Office (07 4652 6607)
Regional Carnival

First Thursday
Contact Schools re Forms and Deposit

If Yes
School Requested to Send Forms through to the Manager

If No
Student Withdrawal
Principal Notified
Shadow Member Invited

Following Monday
Shadow Member Confirms Participation or Additional Shadow Invited

Second Friday
Shadow Member Forms and Deposit returned to their School
School contacted re same

1 Week Prior to Departure
Schools contacted re Final Payment of Levies
Contact Parents or Principals re Non Payment where Applicable
Contact Regional Sports Officer re Problems
2016 North Western School Sport Teams

NOTICE TO SCHOOLS – Levy Info & Student Forms

a. Students will return their Uniform Order, Sports Request Acceptance Form & Independent Travel Request with a $50.00 non-refundable deposit.

b. The school receipts the deposit and stamps the Sports Request Acceptance Form and faxes these forms to the RSSO ASAP.

c. The other student forms are to be sent to the team manager (information on Sports Request Acceptance Form) as soon as possible. This is very important as contact details & final arrangements are coordinated from these forms.

d. Once uniform orders are filled, the regional sports officer will notify the school that the clothing will be arriving by Bus Queensland. We would request that the uniform is collected by a school representative and not handed out to students until the final levy/uniform payment is made.

e. Managers of teams have been requested to contact the schools re payment of their deposit and their final payment by the allocated dates.

f. Should students not have met these conditions for participation, they may be withdrawn from the team and shadow members may be invited to fill their position.

FOR FURTHER INFORMATION: Contact Regional Sports Office (07 4652 6607)

NOTICE TO SCHOOLS – TRS Claims & Payments

The following practise will be adopted for claiming TRS from the School Sport Office for Teachers released at Regional Level to attend State Championships or other approved activities.

1. All schools will receive an email from the Regional School Sport Office notifying of the dates absent & the allocated number of days for the released teacher.

2. Schools will claim TRS Relief out of your school’s account through Payroll Services Centre using the electronic TRS form available on One School.

3. A copy of the Claim Form attached to an Invoice to the North Western School Sport Board will be forwarded to the Regional School Sports Office for reimbursement of the TRS outlay.

4. Where schools have access to the DRT, a copy of the LRT/DRT Fortnightly Summary – Short Term Relief Proforma must be attached to TRS Payments Schedule and forwarded to Linda Ashburn. The forms will be cross checked and processed to have cost drawn from the NWSSB account (for days related to School Sport Only).

5. In the instance where a school does not provide cover/relief for a teacher on the dates absent TRS will still be paid upon notification from the school that TRS will be required/provided at a later date/time suitable to the school.
North West School
Sport

Section 4

Forms
The following forms will be provided to Team Officials:

- QSS Risk Management – Representative Sports Event – Team Manager
- Team Officials Uniform Order Form
- NW Paperwork Summary Form
- Team Officials Expenditure Claim Form
- Game Results Sheets
- Transfer of Duty Form
- Team Training Schedule
- Discipline Report
- State Carnival Report
- Player Time Register
- Form A – Team Member Details
- Managers Levy Tracking Sheet
- Team Officials Code of Conduct
- MYHR Offline Accident Report Form
- Register of Student Injuries
- Student Protection Disclosure of Harm or Suspected Harm to student/s
- Parent Consent Summary Form
- Team Officials – Request for Independent Travel

Hard Copies of forms will be put in team officials folders given out at the Regional trials. Forms will also be emailed to Team Officials following the Regional Trial.
North West School
Sport

Section 5

Policies
North West School Sport has the following policy documents:

- NWSS Competition Procedures
- NWSS Management Procedures
- NWSS Policy Documents

1.0 Photography & Media
2.0 Sun Safety
3.0 Hydration & Heat Policy
4.0 Risk Management
5.0 First Aid
6.0 Access to Students
7.0 Student Protection (Child Protection & Blue Cards)
8.0 Billeting & Accommodation
9.0 Code of Conduct
10.0 Behaviour Management
11.0 Late Withdrawal from Teams
12.0 TRS
13.0 Finance
14.0 Age Policy
15.0 Smoking & Drug Related Incidents
16.0 Selection Policy – Students
17.0 Appointment Policy – Team Officials
18.0 Allocation of Trials & Carnivals
19.0 Duty of Supervision
20.0 Duties of Team Officials
21.0 Gulf Participation
22.0 Grievance Procedures/Complaints Management
23.0 Procedures for Control of Spectator Behaviour
24.0 Critical Incidents
25.0 Managing Incident involving Volunteers in School Sport
26.0 Student Officials
27.0 Gender Equity/Inclusive Education
28.0 Awards/Future State Greats
29.0 Record Keeping
30.0 Travel/Transport
31.0 Registration/De-registration of Sports
32.0 Participation & Invitation Conditions
33.0 Team Officials Entitlements
34.0 Uniforms
35.0 Student Officials
RISK MANAGEMENT

On the advice of audit and legal advisory personnel North West School Sport has had to develop Risk Management Procedures covering all North West Regional Sporting events.

The attached Risk Management Forms are to be completed as part of the Convenors duties prior to Regional trials AND by NW Team Officials prior to State Championships. They draw heavily from the CARA Health & Safety Modules. Regional Convenors & Team Officials must consult the appropriate CARA Module to ensure that all relevant departmental procedures are being followed.

Risk Assessment/Control Procedures have been a part of school audit requirements for some time now. The Risk Assessment forms are to be forwarded to the RSO ONE week prior to the Regional Trials (Convenors) and one week prior to the NW Team assembling (pre-training/travel) for Coaches/Managers.

Health & Safety

1. At all NW Trials, NW Training Sessions, State Championships & School-based competitions, organisers must adhere to the CARA Guidelines for that Sport
   (See Appendix 1- CARA – Representative Sports Event – Team Manager)
   (See Appendix 2 – CARA – Representative Sports Event – Convenor)
   • Risk Management Policies – CARA Guidelines & Modules
     HLS-PR-012: Managing Risks in School Curriculum Activities
     Curriculum Activity Risk Assessment (CARA) Guidelines

2. Qualified first aid/ sports medicine personnel must be present for the duration of the trial, training or championship. Relevant Accident Report or Injury forms must be completed as applicable.
   • Government and Non Government Accident Report Forms
     https://oneportal.deta.qld.gov.au/Services/HumanResources/Projects/MyHR/Trainingandsupport/Pages/WHS.aspx

   Curriculum Activity Risk Management - HLS –PR-012: Managing Risks in School Curriculum Activities

The Department of Education and Training is committed to the health, safety and well being of students, staff and others involved in all curriculum activities conducted at schools or other locations. This requires all schools to proactively manage all aspects of curriculum activities with consideration of learning outcomes and the safety and well being of participants.

Risk management is a structured process that provides a process for identifying hazards, managing risks and reviewing activities. This procedure provides a framework for the approval and management of curriculum activities in Education Queensland schools.

When effectively implemented, risk management processes enable the department to demonstrate a systematic approach to safely manage curriculum delivery and also fulfill obligations under the Workplace Health and Safety Act 1995 and other relevant legislation.

The statutory obligations under the Workplace Health and Safety Act 1995 and the common-law duty of care apply to staff and others who have responsibility for the supervision of students. All employees and non-employees also have a duty of care to ensure the health and safety of themselves and others. Accountability rests with every person to perform their duties in a manner which ensures a safe and healthy environment for all.

Many worthwhile curriculum activities (in common with most situations outside school) entail situations, materials or events that involve a controlled element of risk. This procedure enables schools to plan for, approve and implement potentially hazardous learning activities in a manner that reduces and manages the risk of illness or injury to participants. This procedure which applies to all curriculum activities is to be read in association with the relevant activity which outline specific factors applicable to the activity to be undertaken.
NORTH WEST SCHOOL SPORT – Curriculum Risk Management

This document summarises how curriculum risk management is to be undertaken in North West Region. These curriculum risk management processes are based on the requirements of HLS-PR-012 Managing Risks in School Curriculum Activities – the DET procedure that outlines our responsibilities for curriculum risk management.

All staff (existing, newly appointed or temporary) who have responsibilities for planning and/or delivering curriculum activities should understand this procedure and adhere to these processes.

1. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity.

2. For all curriculum activities (regardless of assigned level of Risk) Team Officials MUST submit a written Curriculum Activity Risk Assessment (CARA). This MUST be completed and approved 1 (one) week prior to the Regional Team’s assembly (training/competition). Send your completed CARA to North West School Sport to Linda Ashburn on linda.ashburn@dete.qld.gov.au.

3. These people have been delegated authority to approve CARAs for Regional Teams:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Areas/Subjects to Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Ashburn</td>
<td>RSSO</td>
<td>All Regional Teams (Primary, Secondary &amp; AWD)</td>
</tr>
</tbody>
</table>

4. Ideally, the CARA should be completed and submitted electronically (e.g. via email).

5. CARAs should be submitted with sufficient time (at least 1 week prior to Team departure) for it to be approved or otherwise.

6. Once approved:
   a. a printed copy of the CARA will be signed and returned to the person who submitted it
   b. if completed electronically, a copy will be saved at:
      (G:\0178_Longreach DO\Sports\Sport\North Western School Sport Board\General Policy Documents\Risk Management\CARA’s Approved)
   c. the details of the CARA will be entered in the School Curriculum Activity Register.
      (G:\2438_Longreach DO\Sports\Sport\North Western School Sport Board\General Policy Documents\Risk Management\Curriculum Activity Register)

7. Activities are to be conducted in accordance with the approved CARA, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the CARA.

8. Once the approved activity has been undertaken, the Monitor and Review section of the CARA is to be completed. Any significant issues should be brought to the attention of the person who approved the CARA.

Please contact a supervisor if you would like any clarification on any of these processes or if you have any other issues relating to curriculum risk management.

IMPORTANT LINKS

- HLS-PR-012: Managing Risks in School Curriculum Activities

- Curriculum Activity Risk Assessment (CARA) Guidelines

NOTE: The above link will allow access to Sport Specific CARA Guidelines

- SCM-PR-002: School Excursions
MANAGING RISKS IN SCHOOL CURRICULUM ACTIVITIES

This document aims to assist staff undertake effective curriculum risk management. The information presented here should be seen as the 'minimum expected standard' to manage risk, rather than the definitive list of requirements.

All the information presented should be carefully considered in respect to the nature of the activity and your specific context, such as:

1. Which students will be involved? (Age, maturity, experience, specific needs, number)
2. What will students be doing? (Jumping, swimming, cutting, cooking, throwing etc.)
3. What will students be using? (Hazardous materials, sporting equipment, tools, stove etc.)
4. Where will students be? (Classroom, outdoors, pool, creek, at height etc.)
5. Who will be leading the activity? (Experience, qualifications etc.)

THE RISK MANAGEMENT PROCESS

The workplace health and safety risk management process involves the following steps:

1. Identify the potential hazards
2. Assess the risk
3. Decide on the control measures
4. Implement the control measures
5. Monitor and review

Ideally, this risk management process should be integrated into routine lesson planning.

Risk assessments are best completed by more than one person thinking about the hazards, risks and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

By incorporating effective risk management processes into curriculum planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

Step 1. IDENTIFYING THE POTENTIAL HAZARDS

Hazards are those things that have the potential to cause harm.

Hazards come in many forms – some are common and easily identifiable, such as: using machinery, falling from heights, javelin throwing, heavy impact in contact sports and infectious diseases.

Other hazards may not be as common and may be harder to identify. For example, activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as, with younger students, with large groups of students, in unfamiliar settings, or for the first time.

Once the hazards have been identified, the level of risk they pose needs to be assessed.

Step 2. ASSESS THE LEVEL OF RISK

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when we are exposed to a hazard.

As such, a risk level is made up of two elements, the:

(a) Likelihood of an incident happening, and
(b) Consequence if it did happen.

Risk = Likelihood x Consequence

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

- duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
- competence of those undertaking the activity (no training or inexperience may lead to an accident)
- environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
- speeds, heights and weights of objects being used. The greater the force, the greater the impact.
To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

Use the matrix below as a guide to assist with your risk assessment.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Almost Certain</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>4. Likely</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>3. Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>2. Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>1. Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consequence Rating</th>
<th>Description of Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insignificant</td>
<td>No treatment required</td>
</tr>
<tr>
<td>2. Minor</td>
<td>Minor injury; First Aid treatment (e.g. minor cuts, bruises, bumps)</td>
</tr>
<tr>
<td>3. Moderate</td>
<td>Injury requiring medical treatment or lost time of four or fewer days</td>
</tr>
<tr>
<td>4. Major</td>
<td>Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days lost time</td>
</tr>
<tr>
<td>5. Critical</td>
<td>Loss of life, permanent disability or multiple serious injuries</td>
</tr>
</tbody>
</table>

**Step 3. DECIDE ON THE CONTROL MEASURES**

Your assessed inherent risk level will determine the degree of planning and approval required.

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Action Required / Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Manage through regular planning processes</td>
</tr>
<tr>
<td>Medium</td>
<td>Document controls in planning documents and/or complete a Curriculum Activity Risk Assessment</td>
</tr>
<tr>
<td></td>
<td>Consider parental permission</td>
</tr>
<tr>
<td>High</td>
<td>Curriculum Activity Risk Assessment required</td>
</tr>
<tr>
<td></td>
<td>Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment</td>
</tr>
<tr>
<td></td>
<td>Once approved, activity details to be entered in the School Curriculum Activity Register</td>
</tr>
<tr>
<td></td>
<td>Parental permission is recommended</td>
</tr>
<tr>
<td>Extreme</td>
<td>Consider alternatives to doing the activity</td>
</tr>
<tr>
<td></td>
<td>Curriculum Activity Risk Assessment detailing significant control measures will be required</td>
</tr>
<tr>
<td></td>
<td>Principal to review and approve risk assessment</td>
</tr>
<tr>
<td></td>
<td>Once approved, activity details to be entered in the School Curriculum Activity Register</td>
</tr>
<tr>
<td></td>
<td>Parental permission must be obtained for student participation</td>
</tr>
</tbody>
</table>

Curriculum Activity Risk Assessment (CARA) Guidelines have been developed for many common curriculum activities. These are available online and are updated when necessary. If a Curriculum Activity
Risk Assessment Guideline exists for a specified activity being planned, the Guideline is to be adhered to and completed as a risk assessment.

If you are unsure when you need to do a risk assessment, or how to do one, refer to HLS-PR-012 Managing Risks in Curriculum Activities and/or consult with your supervisor for advice and assistance.

Control measures are the things we do to lower the level of risk to an acceptable level. The types of control measures are listed below in the ‘hierarchy of control’ – they should be considered and used in this preferred order:

I. **Elimination**: remove the hazard completely from the workplace or activity
II. **Substitution**: replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
III. **Isolation**: separate people from the hazard (e.g. safety barrier)
IV. **Redesign**: making a machine or work process safer
V. **Administration**: putting rules or training in place to make a workplace safer
VI. **Personal Protective Equipment**: protective clothing and equipment (e.g. helmet, gloves, shin-pads)

**Step 4. IMPLEMENT THE CONTROL MEASURES**

You will need to implement sufficient control measures to reduce the risk to an acceptable level. For all high and extreme risk activities, the controls measures should be implemented in accordance with the approved Curriculum Activity Risk Assessment.

**Step 5. MONITOR AND REVIEW**

At all times the control measures should be monitored to ensure they are providing the intended level of safety.

It is important to assess the effectiveness of the controls you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked.

If necessary, modify or add control measures to ensure safety.

Record any changes to the safety measures in the Monitor and Review section of the Curriculum Activity Risk Assessment for future reference.

**IMPORTANT LINKS**

- HLS-PR-012: Managing Risks in School Curriculum Activities
- Curriculum Activity Risk Assessment (CARA) Guidelines
- SCM-PR-002: School Excursions

**FURTHER INFORMATION**

For further support with risk management contact:

- trained staff in schools such as:
  o Curriculum Risk Management Coordinators
  o Workplace Health and Safety Officers (WHSOs)
  o Workplace Health and Safety Representatives (WHSRs),
- regional staff such as, Senior Health and Safety Consultants.
North West/ Queensland School Sport

CODE OF CONDUCT (Students, Parents & Spectators)

The following code of conduct highlights the level of expected behaviour of students, parents and spectators when participating in / attending North West (NW) or Queensland School Sport (QSS) events. Consequences for not honouring this code of conduct are listed in the boxed sections. Please ensure that you have read and understand this code prior to participating in / attending NW or QSS events. Further information is available by contacting the North West Sports Office on (07) 4658 4507 or Queensland School Sport on (07) 3350 7833. Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.

EXPECTATIONS OF STUDENT PARTICIPANTS

As a team member
- Take responsibility for your own behaviour and performance
- Compete by the competition conditions and rules.
- Never argue with the Judge’s, Referee’s or Umpire’s decision.
- Control your temper – no criticism by word or gesture.
- Work equally hard for yourself and your team – your team’s performance will benefit and so will your own.
- Be a good sport. Encourage and support your own team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, facebook, email and texts.
- Smoking, drinking of alcoholic beverages, use of any illegal substances and substance abuse is strictly forbidden.
- Entering or remaining upon restricted licensed premises unless under the supervision of team officials or billeting parents is strictly forbidden.
- Going to bed at a reasonable hour will assist your own and your team’s performance.
- Wear the official team uniform at all times, as directed by team management/officials.
- Check-in and check-out with team management/officials each day.
- Stay in the designated team area and support other team members during times when you are not competing.
- Follow all directions of team management/officials.
- Ensure that you have telephone numbers of team managers with you at all times that you are not with the team.

As a billeted guest
- Stay with your assigned billeting family for the duration of the event.
- If there are problems with your billet consult with your Team Manager
- Be courteous.
- Social activities other than those organised or approved by host centres are not permitted.
- Advise your billets when and where you will be.
- If delayed unexpectedly, contact your hosts immediately.
- Pay for phone calls – don’t borrow money.
- Respect the wishes and routine of your billeting family.
- Be responsible – you are representing your family, your school, your Region or your State.
- Bring a small gift for your billeting family or write a letter of thanks.
- Say THANK YOU – often!
- Do not consume alcohol, smoke, use any illegal substances or partake in substance abuse.

As a guest in motels, colleges, dormitories, caravan parks, surf clubs etc.
- Check for any damage to premises on arrival and notify your team official.
- Keep your room tidy – make your own bed, help with chores.
- Do not leave the accommodation area without permission from the team manager.
- Be aware of which teacher is on supervision duty.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, it is advised to use pairs.
- Mixed sharing of rooms is not permitted.
Consequences for breaches of this code by students
Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents’ cost. Queensland School Sport (QSS) is responsible for imposing any longer term consequences to your future participation in QSS events.

Students may be notified orally or in writing of a temporary ban from participating or attending QSS fixtures until formal processes are conducted by QSS to determine complaints under this Code. Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.

Furthermore, QSS may provide a report to your school about your conduct and, as a school representative, you may be subject to discipline in accordance with the Education (General Provisions) Act 2006 (EGPA).

**EXPECTATIONS OF PARENTS AND SPECTATORS’**

**Parents Code of Conduct**
- Cooperate with the school to achieve the best outcomes for your child
- Support team and event officials in maintaining a safe and respectful learning environment for all students
- Maintain positive relationships with team officials regarding your child’s learning, wellbeing and behaviour
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Support School Sport Australia’s policy of a smoke and alcohol free environment.
- Do Not interfere with any billeting arrangements. Once requested you must accept the billet allocated by the host centre.
- If you consider there are problems with your child's billet consult with the Team Manager.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, facebook, email and texts

**Spectators’ Code of Conduct**
- Demonstrate appropriate social behaviour at QSS events.
- Remember children play for enjoyment, please don’t let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support our policy of a smoke and alcohol free environment

**Consequences for breaches of this code by parents / spectators**
Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. North West and/ or Queensland School Sport is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely. Parents and spectators may be notified orally or in writing of a temporary ban from attending QSS fixtures until formal processes are conducted by QSS to determine complaints under this Code. Parents and spectators will be afforded natural justice in respect of breaches of this code.

Parents and spectators should note that it is an offence to insult (meaning “to treat insolently or with contemptuous rudeness, to abuse”) an officer of a state educational institution in the presence or hearing of students – s.333(2)(b) Wilful Disturbance, of the Education (General Provisions) Act 2006 (EGPA). Breaches of this section of the EGPA may result in a complaint being made to police.
NORTH WEST SCHOOL SPORT

Team Officials
CODE OF CONDUCT

Queensland School Sport
CODE OF CONDUCT – Team Officials

- You are bound by the Department of Education and Training Code of Conduct
- Provide a safe and supportive sporting and learning environment
- Initiate and maintain constructive sporting and learning environments with students and parents/carers
- Promote the skills of responsible self-management
- Communicate high expectations for individual achievement and behaviour
- Ensure consistency and fairness in implementing the school sport behaviour codes.
- Ensure that your behaviour at all times, whether at or away from the playing venue, does not bring the name of North West or School Sport into disrepute
- Avoid over-playing the talented players. All players need and deserve appropriate time
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches
- Compliment participants on their efforts
- Condemn unsporting behaviour
- Ensure that your behaviour is consistent with the principles of good sporting behaviour
- Refrain from criticism of or reaction to the umpire’s/referee’s judgement and decision
- Maintain a standard of dress appropriate to the presentation of the team
- Refrain from over-zealous coaching from the side-line.
- Refrain from smoking and consuming alcohol at any time while in the direct supervision of students.

Acknowledgement

I have read and agree to abide by the Queensland School Sport (QSS) & North West School Sport Code of Conduct (Team Officials):

Name: ________________________________
School: ________________________________
Signature: ________________________________
Date: ________________________________
(Team Official)
NW Regional Teams Selection Policy
Policy For The Selection Of Regional Teams

A. Team Selectors
Selectors shall comprise district coaches and managers who will contribute equally to the selection of the regional team. Each district is entitled to one vote. However, should there be players of equal ability, the Regional Coach shall have the final say on selection.

B. Criteria For Selection
i. Selection of the team shall be based on performance in all aspects of the game. These aspects to include the following:
   a. Sportsmanship
   b. Coachability
   c. Display the ability to work as a member of a team
   d. Display more advanced levels of overall skills
   e. The attitude and behaviour of the player both on and off the field of play

ii. Selection of students will be based on performance in matches at the regional carnival. However, students not in attendance at the carnival may be considered for selection under the following circumstances:
   a. Where illness or injury has required their withdrawal from the regional carnival (medical certificate required).
   b. Absence due to competing at a higher level of competition (State/National/International) at club level in the same sport and same discipline.
   c. Absence due to competing with another NW Team at a QSS State Championship in a different sport.
   d. Bereavement or Compassionate reasons (must be verified with a letter from school Principal to support absence).

In these circumstances, selectors must seek information that would assist in the prudent selection of the team and all students must be notified that students not in attendance are being considered for selection. Absent competitors must submit a NWSS Exemption form (with applicable supporting documentation) to RSSO prior to the commencement of the Regional Trials. Students must have gained selection in their District Team to be eligible for exemption from the NW regional trials.

iii. The student must meet the age requirement of the specific sport and its level of competition.

D. Regional Team
i. Specific numbers are allocated for all sports (see specific sport)

ii. Shadow players will be selected and announced at the conclusion of the carnival.

E. Selection Procedures
i. The selectors will meet prior to the commencement of the regional trial to discuss specific guidelines for selection throughout the carnival.

ii. The selectors must meet on at least one occasion during the regional carnival.

iii. A meeting will be held at the conclusion of the carnival to finalise the selection of the regional team.

iv. In the event of cancellation due to wet weather or any other cause beyond the control of the organisers, the regional coach will need to contact district coaches and managers and liaise re the selection of the regional team.

F. Announcement of the Regional Team
i. The regional team will be announced at the conclusion of the regional carnival.

ii. School Principals will be advised by email through the Regional Sports Office of students selected in the regional team.

Sport Specific Information Team Numbers

<table>
<thead>
<tr>
<th>Sport</th>
<th>10-12rs</th>
<th>13-19yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triathlon/Aquathlon</td>
<td>Selected on times</td>
<td>Selected on times</td>
</tr>
<tr>
<td>Swimming</td>
<td>Selected on qualifying times</td>
<td>Selected on qualifying times</td>
</tr>
<tr>
<td>Softball</td>
<td>12 (14)</td>
<td>12</td>
</tr>
<tr>
<td>Rugby League</td>
<td>17</td>
<td>19</td>
</tr>
<tr>
<td>Netball</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Soccer</td>
<td>14</td>
<td>16</td>
</tr>
</tbody>
</table>
Tennis
4 Boys/4 Girls

Touch Football
12

Athletics
Selected on qualifying times

Cricket
12

Shadow member numbers will vary according to specific sport and request of regional coach. Where the region does not participate in a State Sport, students may be nominated by the region. However, the responsibility of attendance will rely with parents in terms of travel & supervision. The RSO will provide all details and assist with nomination.

Swimming
Selection of the regional team for both Primary & Secondary is based on qualifying times set down by the QPSS and the QSSS. The Regional team is selected on performance at the regional carnival. For events not run at Regional Trials students will be invited to submit times swum at a carnival at a standard commensurate with the regional trials ie. Qld Swimming meets. Times must have been swum in a 50m pool in the last 6 months & be verified by Meet Manager printout.

Athletics
Selection of the regional 19yrs team is on qualifying times set down by the QSST&F. The regional team is selected on performance at the regional carnival. Selection of the regional 12yrs team is based on qualifying standards. These standards are not set down by the QPST&F, but by the Regional Sports Officer in consultation with the regional athletics coach. The standards are used as a guide for selection of students and aim to consider their best interests by ensuring that the student will be competitive at the state level. Consideration will be given to students who have not achieved qualifying at the regional carnival but have in competition at a standard commensurate with the regional carnival for events not run at Regional Trials (Hammer, Hurdles etc).

Cross Country
In 2016 North West Region will host a regional Cross Country Trial. Selection of this team will occur at the NW Regional trials in consultation with team officials from each District. Results from the previous years State Championships are used as a guide to determine if a student would be considered competitive enough to attend this carnival.

Selectors Procedures
We are accountable to students and parents in our selection, so it must be done correctly

- important that Selectors are at all games
- coaches may like to highlight particular students for selectors to watch
- when not coaching/managing, it is important for selectors to be watching or liaising with other selectors
- students chosen in possible/probable selection trials must get an opportunity of playing in those trials
- copies of regional selection policy are available
- Students to be considered for selection if injured / ill. Please advise of this and important that students at the carnival are advised of this.
- Ages are - 12 Years and Under / 15 Years and Under / 19 Years & Under & 18 Years & Under
- No students turning 9 this year In the sport of Rugby League no 10yrs students can be selected in a 12yrs Team and no 13yrs students can be selected in a 15yrs Team
- Policy of Sun Safe / Dehydration / Infectious Diseases

Selection Procedures

- The selectors will meet prior to the commencement of the regional trial to discuss specific guidelines for selection throughout the carnival.
- The selections must meet on at least one occasion during the regional carnival
- A meeting will be held at the conclusion of the carnival to finalise the selection of the regional team

In the event of cancellation due to wet weather or any other cause beyond the control of the organisers, the regional coach will need to contact district coaches and managers and liaise re the selection of the regional team.
Requests for Access to Students

The NWSSB will provide support to Convenors, Coaches and Managers of sporting teams at Regional Trials and Carnivals. This support allows students to compete in these events without added pressure of Club Officials, Player Agents or Schools.

All students participating in these events are deemed to be participants in an educational excursion, officially sanctioned by Education Queensland. As such, the Teacher management in control of these events hold Duty of Care and the legal right to determine the program for students on and off the field.

Access to students by School/Club Agents other than NW Team Officials
- No approval will be granted for a request by a school team official or school recruitment officer, club or player agent for access to any student/s at a North West Regional Carnival or trial. If any of these groups wish to distribute any material to students attending regional trials or carnivals, they are to make copies of this information available to the Convenor who will announce to the students that the material may be collected from them at the conclusion of the carnival or trial. No direct contact with students is approved under any circumstances.
- No personal contact details of students attending the carnival or trial are to be made available to any other person (teaching staff included) other than the student's North West Regional Team Officials (Team Coach/Manager). Team management cannot use their position to influence students' decisions as to which school/club they will attend.
- Schools wishing to forward information to students must do so through the student’s school principal.

Access to students by North West Officials for individual school recruitment
- All sporting activities sanctioned by North West are endorsed by Education Queensland. North West Team Officials in their team duties are “employed” by Education Queensland for the duration of their involvement with their appointed team/s. As such, it is inappropriate under Education Queensland's Code of Conduct for students to be approached in any manner apart from the on field performance and behaviour management for student conduct at relevant trials or carnivals.
- Team management cannot use their position to influence students’ school/club decisions. No North West Team Official may approach students/parents directly under any circumstances.
- Failure to adhere to this policy will result in the immediate cessation of involvement with the current team and may seriously jeopardise future appointment to regional positions.
- Schools wishing to forward information to students must do so through the student’s school principal.
5.0 - REQUESTS FOR ACCESS TO STUDENTS

5.1 Access to Students (13 - 19 years) at Queensland School Sport Events

- Protocols for Team officials and School Agents, Club/Player Agents
  Officials and Agents are invited to observe the following protocol, which must be adhered to in order to communicate with and gain access to any student:
  - All students participating in these events are on a Department of Education excursion. The teacher management team has a duty of care and a legal right to determine the program for students both on and off the field.
  - Only a member of the Executive will coordinate meetings of officials and agents, at the conclusion of the player’s commitment to the championship, with either team management and/or parents of any particular students.
  - The executive member shall introduce the official or agent to team management.
  - The team manager may arrange a meeting between the official or agent and the student and/or parents.
  - At the meeting, the student will be accompanied at all times by the team manager and/or parents.
  - For any ensuing meetings, the official or agent may communicate directly with the player’s team manager.
  - A team manager, being in Loco Parentis, has the right to dissuade or terminate any discussions between parties that have not been arranged via the designated protocol.
  - Where a parent has directed team management not to permit communication with officials or agents, this will be adhered to strictly.
  - Team management must not, under any circumstances, provide student details to school/club agents without parental consent.
  - School/Club agents may leave their contact details with team management for contact by parents of students.

No consultation is allowable without first adhering to the above protocol. Any person who fails to or refuses to follow this protocol will be refused the right to communicate with players for the duration of the championship or the team.

5.2 Access to Students (10 – 12 years) at Queensland School Sport Events

- Protocols for Team officials and School Agents, Club/Player Agents
  Officials and Agents are invited to observe the following protocol, which must be adhered to in order to communicate with and gain access to any student.
  - All students participating in these events are on a Department of Education excursion. The teacher management team has a duty of care and a legal right to determine the program for students both on and off the field.
  - No approval is to be granted for a request by a team official, school or school recruitment, club or player agent for access to any student/s at a State Championship.
  - If any of these groups wish to distribute any material to students attending State Championships, they are to make copies of the information available to the State Championship Convenor who will announce to the students that the material may be collected from them at the conclusion of the championship. No direct contact with students is approved.
  - No personal contact details of students attending State Championships are to be made available to any other person (teaching staff included) other than the student’s Team Coach and Manager. Team Management cannot use their position to influence students’ decisions as to which schools/clubs they will attend.
  - Schools wishing to forward information to students must do so through the student’s school principal.
Memo To: NW Regional Team Officials  
From: Linda Ashburn  
Re: Use of Private Vehicles to attend Qld School Sport State Championships  
Alternative Travel to State Championships other than the prescribed method (i.e. Bus)

In 2016 all NW team members will be required to make independent travel arrangements for their travel to State Championships. Where possible NW Team Officials will travel by plane to State Championships. Team Officials will be notified by the RSSO of the approved method of travel for their sport/state championship. On occasion it is possible for alternative travel options to be considered.

In these instances NW Team Officials may make application to the NWSSB for approval by alternative methods. NW include the cost of travel via the prescribed method only in their levy calculations and any reimbursement or remuneration for independent travel costs should not exceed the amount of the prescribed/approved travel costs.

* For EQ Employees the following directive will be used a guideline: 9/10 Motor Vehicle Allowances

**EMPLOYEES WHO CHOOSE TO USE THEIR PRIVATE MOTOR VEHICLES**

4.1 Where the approved means of travel is other than the use of an employee’s private motor vehicle; and the employee requests it; and is granted permission to use his or her motor vehicle the allowance paid is to be determined by the chief executive. This allowance is not to exceed the rates prescribed opposite. Automobies – 37.5 cents per km Motorcycles - 15.0 cents per km

The allowance paid is not to exceed the costs associated with the approved means of travel.

* For Non EQ Employees a rate/allowance can be negotiated. A Statement by Supplier form is completed, ticking the private or domestic nature for me box. Create the individual as a vendor, GST Exempt and pay them the agreed amount.

* Community personnel can complete a NW Team Officials Claim form and attach receipts for reimbursement of private travel costs (reimbursement is not to exceed bus travel costs)

* Please note – for EQ Staff that reside outside the route for plane/bus travel (ie Gulf & Remote Staff) travel costs associated with meeting up with the team (at the bus/plane departure points) will be full kilometric rates to be negotiated and determined with the RSS0.

Should you wish to make application for Independent Travel please contact the RSSO for the applicable form.

* EQ Staff – Application for Authority to Claim Kilometric Allowance

* Non EQ Staff – Application for Authority to Claim Independent Travel Expenses

* From 2012 – Kilometric Allowance will only be paid when no other method of travel is available.