

Queensland School Sport



**Queensland School Sport
Management Group
Competition Procedures**

Updated 1/11/2018



Queensland School Sport

Queensland School Sport (QSS) provides, fosters and develops sporting programs within state schools and colleges, and non-state schools affiliated with QSS. Our purpose is to give Queensland students, through school sport, the knowledge, skills and confidence to effectively engage in the community. QSS seeks to maximise opportunities for all Queensland students to participate and excel in their chosen sport through organised district, regional, state and international competitions.

The Queensland School Sport Board (QSSB) oversees the strategic functions and operational guidelines of the representative school sport program within the state. Reporting to, and implementing these guidelines is the Queensland School Sport Management Group (QSSMG). The school sport events are delivered by the Regional School Sport Boards and state-wide sport specific committees.

The QSSMG, representing the 12 sporting regions and 21 approved sports, ensures the policies and procedures of QSS are actualised. The Management Group meets four times a year. Both Management and Competition Procedures, which have been developed over time, form the foundation on which the QSS program operates.

Currently there are 34 sport specific committees and one Disability Advisory Committee in the representative school sport program. Each school sport program is managed by a committee of teachers who utilise a suite of policies (Management, Competition and Financial Operating Procedures) which guides the management and operation of state championships and other associated events. Please refer to the individual sport for specific guidelines for specific sport details.

The following competition procedures represent decisions of policy by QSSMG and are binding on all sport specific committees. These sport specific competition procedures can be found on the QSS Website: <https://queenslandsschoolsport.eq.edu.au/Pages/default.aspx>



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1 Queensland School Sport Internal Structures

1.1 Sport Specific Committees and Advisory Groups

1.1.1 Approved state-wide sport committees

Athletics — 13-19 years	Australian Football — 10-12 years
Australian Football — 13-19 years	Basketball — 10-12 years
Basketball — 13-19 years	Baseball — 12-19 years
Cricket — 10-12 years	Cricket — 13-19 years
Cross Country — 10-12 years	Cross Country — 13-19 years
Football — 10-12 years	Football — 13-19 years
Golf — 10-19 years	Hockey — 10-12 years
Hockey Girls — 13-19 years	Hockey Boys — 13-19 years
Netball — 13-19 years	Netball — 10-12 years
Rugby League — 13-19 years	Rugby League — 10-12 years
Rugby Union — 11-19 years	Softball — 10-12 years
Squash — 10-19 years	Softball — 13-19 years
Swimming — 13-19 years	Swimming — 10-12 years
Surfing — 13-19 years	Tennis — 10-12 years
Touch — 10-12 years	Tennis — 13-19 years
Track & Field — 10-12 years	Touch — 13-19 years
Triathlon — 11-19 years	Volleyball — 13-19 years
Water Polo — 13-19 years	

1.1.2 Approved state advisory committees

Disability Advisory Group—10-19 years

1.2 Registration of New Sports

1.2.1 Applications for the registration of new sports must be lodged with the executive officer for consideration by the QSSMG.

1.2.2 Such applications must contain the following:

- the names and signatures of at least four registered teachers willing to promote and foster a particular sport.
- a statement of intent from those listed above that they propose to establish a sport specific committee executive group to promote a particular sport and abide by the Management Procedures and the Financial Procedures for sport specific committees.
- a copy of the proposed competition procedures pertaining to the sport.
- information concerning existing competitions (school based, district, regional).
- an undertaking that, within two years of the date of registration, the committee will have organised an inter-regional championship containing at least six regional representative teams, or show cause why any such registration granted should not lapse. The inter-regional event (invitational) will require approval by QSSMG prior to invitations going to regions.

1.2.3 Applications for the registration of new sports must be approved by the QSSB.

- 1.2.4 Only recognised sports are to be considered (defined by registration with the Department responsible for sport and recreation).
- 1.2.5 Applications for a new division of sport must be approved by the sport specific committee and the QSSMG.

1.3 Alternative Procedures Enabling Participation at a School Sport Australia Competition

- 1.3.1 School Sport Australia (SSA) conducts annual championships for its member bodies in 21 approved sports.
- 1.3.2 Where a non-affiliated sport body is wishing to participate in a national school aged competition, an alternate procedure outlining criteria and responsibilities must be met to enable Queensland's representation (section 1.3.4).
- 1.3.3 QSS may also require additional commitments in accordance with advice received from the Department.
- 1.3.4 QSS will require:
 - (a) an undertaking that the sports association is committed to the care and well-being of the students and staff during the selection, preparation and participation in the SSA event. This will include:
 - participation of practising teachers within team management including accompanying team
 - documentation outlining the selection, preparation and participation processes and how this will support the well-being of students and staff.
 - (b) the minutes of the meeting where the sports association determined to make an offer to QSS to select and prepare a Queensland School Sport Team
 - (c) the name and address details of the key contact person authorised by the sports association to negotiate with QSS in this matter
 - (d) the name, address details and Queensland College of Teachers registration number and the position of all "practising" teachers within the team management
 - (e) written advice detailing the commitment for all aspects of liability. This includes a certified copy of the current Public Liability Insurance Policy endorsed by a Justice of the Peace
 - (f) written advice of the cost to each student (e.g. cost of nomination, uniform, travel, accommodation, officials levy)
 - (g) written assurance that, as the coaching, management and care of the students may be also undertaken by non-departmental employees working in a school context (such as volunteers), all persons who will have an official capacity with the students will have a blue card. In addition, evidence will also be required that these persons have signed off that they have read and understood the Queensland Student Protection Policy and signed The Confidentiality and Privacy Deed
 - (h) the list of school students participating in the event to be provided to the Queensland School Sport Unit (QSSU). This list will also show each student's school principal giving approval for the student's attendance at the event
 - (i) a completed risk assessment of all student activity outside the scope of the risk assessment completed by SSA for the event as directed by QSSMG

separate assessments will be required from the manager, coach and convenor

- (j) details of all known deadlines that must be met and a written assurance that deadlines, as stipulated by the host state, will be met
- (k) the sport association must be registered with the Government Department responsible for sport and recreation
- (l) all the above information must be submitted to the QSSU six months prior
- (m) final assessment will be undertaken by QSSMG in conjunction with the relevant sport association and approved by the QSSB
- (n) if approval is given, a written report on Queensland's participation, results, acquitted financial statement and recommendations at the championships will be provided to the QSS no later than eight weeks from the conclusion of the event
- (o) the sports association will provide teacher relief costs (TRS) to the school for any teacher officials if necessary.

1.4 De-registration of Sports

The QSSMG reserves the right to de-register a sport specific committee under any or all of the following conditions:

- 1.4.1 Deliberate breach of the QSSMG Procedures and Department Policies.
- 1.4.2 Failure to convene an inter-regional championship consisting of a number of teams equivalent to at least half of the total number of regions for a period of two years, unless exemptions are approved by the QSSMG following formal application by a sport.
- 1.4.3 An annual audit of regional participation for all sport specific events for the year will be tabled at the November meeting.
- 1.4.4 The annual participation audit will identify sport specific events that are "at risk" due to participation rates. The relevant sport specific committee will be informed that the QSSMG will be enacting section 1.4.2.

1.5 Sport Specific Committee Reports

- 1.5.1 All sport specific committees shall furnish to QSSMG by 31 December each year, a report on their activities for inclusion in the annual report/year book. Refer to Appendix 3 - *Annual Report Template* ([Annual Report Template.docx](#)).
- 1.5.2 All sport specific committees shall furnish to QSSMG through the QSS Unit, as soon as possible after their AGM, an annual financial statement for the calendar year and confirmation of their executive members. QSS grants and sponsorship for the following year will not be paid until a signed and approved annual financial statement is furnished.

1.6 State Sport Committee Finances

- 1.6.1 All financial activities must be in strict accordance with the QSS Financial Operating Procedures for sport specific committees.

2 Approval of Competitions

Each sport specific committee shall furnish to QSSMG for approval, a current copy of their sport specific competition procedures.

Sport specific committees shall seek approval by QSSB, of all competitions conducted under their auspices. Each sports committee shall furnish this information to QSSMG for approval prior to the final QSSB meeting each year.

3 Competition Programs

3.1 State Championships (Inter-regional Competition)

- 3.1.1 Each region may nominate one team in each division.
- 3.1.2 A regional team is defined as a team which is comprised of at least 50% of the total participants (students and officials) from that region.
- 3.1.3 Students from non-participating regions will have access to the representative school sport program through a designated participating region (to be pre-determined by their home region).
- 3.1.4 The minimum number of teams shall represent half the number of regional teams and the maximum number of teams shall be equal to the number of regions.
- 3.1.4.1 Exceptions include surfing where five regions and one additional team participate due to event specific considerations.
- 3.1.5 Committees may apply for the inclusion of a special consideration team based on the following criteria:
- targeted departmental policy and initiatives
 - relationship with state sporting organisation
 - incurred costs to QSSMG, regions and committee.
- 3.1.6 Where a competition does not have the maximum number of regions participating, there is opportunity to apply for extra teams.
- Should an additional team be required to facilitate a draw that enhances the experience for all participants at the state championship then:
- 3.1.6.1 an Invitational team may be included.
- Any region may apply to QSSMG and the sport specific committee to enter an invitational team to create an even state championship draw, provided adherence to 3.1.2.
- 3.1.6.2 a Special Consideration team may be included.
- A region or sport specific committee may nominate an additional team if approved by special application to QSSMG and the sport specific committee, provided adherence to 3.1.2.
- 3.1.7 Duration of championships are to be scheduled to use no more than two school days for competition unless exemptions are approved by the QSSMG following formal application by a sport or region for an additional day(s) because of issues such as availability of venues, number of games played per day etc. Applications need to be received by the final QSSMG meeting of the previous year.

- 3.1.8 At each state championship for team sports, the draw must ensure that all teams play on each day of the event.
- 3.1.9 At each state championship team sport event the draw must **not** include 'city vs country games.
- 3.1.10 At each state championship a Queensland team may be selected and named (as a touring team or a merit team). No other teams are to be named (eg. 'Old Country Teams')

3.2 State Championship Competition Rules

Each approved sport specific committee must ensure the policies and procedures of QSSMG are implemented. The 34 sport specific committees guide the management and operation of the sport specific state championship, sport specific Queensland representative team/s and any other associated events. For further guidelines on state championships refer to the individual sport specific committee for their competition procedures.

3.3 School Based Competitions

- 3.3.1 Sport specific committees can offer interschool competitions to schools.
- 3.3.2 When the competition is state-wide, all schools should be invited to participate.
- 3.3.3 Where possible, matches should be played out of school time.
- 3.3.4 Approval to conduct the competition will be given only to competitions which are organised by a sport specific committee or a committee comprised of members of sport specific committees and state sporting organisations or sporting associations. These competitions will abide by all QSS policies and procedures.

Dual enrolments—priority is to the school which enters the student academic results onto the student data capture system for the issuing of the QCE by Queensland Curriculum and Assessment Authority (formerly QSA) or the capture of NAPLAN data.

3.4 Sponsorship

- 3.4.1 Sponsorship may be obtained for all competitions conducted by sport specific committees.
- 3.4.2 All sponsorships must meet the Guidelines for Sponsorship determined by the Department.
- 3.4.3 All sponsorships must be registered with, and a copy of the contract must be sent to the executive officer of QSSMG in order to avoid a "conflict of interest" between sponsors or sport specific committees and school sport regions.

4 Access to State Championships

4.1 Eligibility

- 4.1.1 To be eligible to participate in a state championship in any of the registered sports, a student must be enrolled at an approved affiliated school.

- 4.1.2 To be eligible to participate in a state championship in any of the registered sports, a student must be a minimum of 10 years of age and not have attained the age of 20 years on 31 December in the year of competition. Age must be verified by the school principal. The student must also meet any age restrictions appropriate to specific championships.
- 4.1.3 Where a region does not nominate a team for a state championship students from that region may access the representative school sport program through another designated school sport region (to be pre-determined by the regions).
- Regions must ensure that students attending trials/nominating to be considered for selection in designated regional teams are suitably skilled.
- Regions may send a maximum of less than 50% of the size of the regional team for the respective sport to any other region for consideration for selection.
- 4.1.4 Any student who is enrolled or registered with an institution approved by the Department, and meets age and selection criteria, may be eligible to participate in regional teams at state championships.
- 4.1.5 Students enrolled at a School of Distance Education can choose the region in which they reside or the region in which they are enrolled when attending trials. Students may only trial once for selection in any regional team, in any specific sport.
- 4.1.6 Students who are registered for home education in accordance with the *Education (General Provisions) Act 2006*, and wish to trial for representative teams, must provide proof of registration to the regional school sport office of the region in which they reside.

4.2 Schools of Excellence

For students enrolled in Schools of Excellence the following conditions apply:

- 4.2.1 QSS recognises programs providing specialised courses in a sport for an elite group of students which are registered with the department.
- 4.2.2 Such students will be considered for selection in the regional team for the sport, except that, students who have transferred from one region to another to enrol in the course may be considered for selection by the former region.
- 4.2.3 It is the responsibility of the coordinating teacher at the School of Excellence to advise those regions which wish to give consideration to the selection of such students the names of the available students at such a time that would allow the students to be considered for selection.
- 4.2.4 Students may only trial once for selection in a yearly regional team.

4.3 Guidelines for Gender Equity in Sport

These operational guidelines are to supplement the:

- Inclusive Education Policy Statement <https://education.qld.gov.au/students/inclusive-education>
- the Anti-Discrimination Act 1991 (Queensland) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085> to include direction regarding gender equity in representative school sport.

Specific reference should be given to Section 39, Section 105 and Section 111 of the *Anti-Discrimination Act 1991* and should be read in conjunction with each other. While Section 111(2) prohibits selection for competitive sporting activity on the basis of sex for children

less than 12 years of age, Section 105 permits affirmative actions for a period of time until equality of access to, and participation in, sport is achieved.

4.3.1 Team selection

The following guidelines are to assist schools and team selectors to implement inclusive education in regards to gender equity in school sport.

4.3.1.1 For students 10 - 12 years of age, these guidelines should be followed:

- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play.
- If there is no representative pathway for both genders in a particular sport, then either gender should have access to the representative pathway that is offered (i.e. it becomes a non-gender specific sport).

4.3.1.2 For students 13 - 19 years of age, these guidelines should be followed:

- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play and, where relevant to a particular sport, strength, stamina and physique.
- If a representative pathway is not offered for both genders in a particular sport:
 - Female students may be selected in a male students' team on merit provided that this complies with the rules and guidelines followed by SSA and/or the State or National Sporting Organisation associated with that sport.
 - Likewise, male students may be selected in a female students' team on merit. This is provided care is taken to ensure compliance with *section 105 of the Anti-Discrimination Act 1991 (Queensland)* and provided that this complies with the rules and guidelines followed by SSA and/or the State or National Sporting Organisation associated with that sport.
 - Consideration should be given to the physical suitability and competence of each student to participate in the specific sporting activity. When selecting any team, the safety and welfare of all students must be given priority. As outlined in the *Anti-Discrimination Act 1991 (Queensland) s11*, it is possible to restrict participation in sporting activity due to strength, stamina and physique issues.

4.3.2 Health and Safety

Student health and safety issues are raised when considering gender and sport/physical activity. Principals, teachers and coaches have a duty of care regarding the safety and welfare of students participating in school sport and physical activity.

Risk management of all activities should be undertaken by principals, teachers and coaches and taken into consideration for all school sports. Curriculum activity risk management documentation is available at:

<https://education.qld.gov.au/curriculum/school-curriculum/CARA>

This policy can be accessed for guidance on the risk management aspect of school sports. Specific information regarding risk management for individual sports can be accessed here:

<https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines/sport>

4.3.2.1 Involvement in sport and physical activity by pregnant students:

Sporting activities and physical education should be made available to pregnant students should they wish to participate, unless medical advice indicates otherwise.

Principals aware of a student pregnancy should seek written confirmation from a medical professional before allowing the student to participate in school sport and physical activity.

The Australian Sports Commission has published guidelines regarding the participation of women who are pregnant in sport.

The guidelines are intended as an information source for sporting administrators, coaches and officials. They are not intended, nor are they suitable to be used as, advice to sports participants. The guidelines are available at

http://play-by-the-rules.s3.amazonaws.com/Resources/R127_Pregnancy_and_exercise.pdf

For further information and references regarding gender equity issues please refer to the below links.

- Legislation:

The Anti-Discrimination Act 1991 (Queensland):

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AntiDiscrimA91.pdf>

- Departmental policy:

Inclusive education: <https://education.qld.gov.au/students/inclusive-education>

Curriculum activity risk management:

<https://education.qld.gov.au/curriculum/school-curriculum/CARA>

<https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines/sport>

- Student protection:

- <https://intranet.qed.qld.gov.au/Students/studentprotection/Pages/Studentprotectionprocedureandguidelines.aspx>

<http://education.qld.gov.au/parents/school-life/health-wellbeing/student-protection-policy.html>

External sources and publications:

Australian Sports Commission:

https://www.playbytherules.net.au/assets/media/interactive/Getting_Young_People_Involved.pdf

5 Conduct of State Championships

5.1 Championship Host

- 5.1.1 The host, which may be either the region or the sport specific committee, is to be determined in advance in accordance with the roster approved by QSSMG. The host region is responsible for liaison with the QSS Officer assigned to the sport and the personnel of the particular sport specific committee to see that suitable venues are chosen and all other arrangements are appropriate.
- 5.1.2 A roster sub-committee of the QSSMG will meet prior to the 3rd term meeting of the QSSMG to finalise the state championships roster and calendar for the following year with confirmation to be made at the QSSMG 3rd term meeting.
- 5.1.3 Date preferences are sought in consultation with sport specific executive and the host region prior to the roster sub-committee meeting.

5.2 Participation

- 5.2.1 By the end of each calendar year all RSSOs will notify the QSS executive officer of those state championships in which their regions intend to participate.
- 5.2.2 Regional team lists are to be confirmed at the pre-championship meeting. No changes are to occur after the list is confirmed at the meeting.

5.3 Finance

The host region or sport specific committee will collaboratively prepare a budget for the championships, on the adopted QSS Budget, Levy and Acquittal Form, and submit this to the QSSU for endorsement on behalf of QSSMG, at least eight weeks prior to the championships. Refer to the Appendix 1 – *State Championship Budget Policy* ([State Championship Budget Policy.docx](#)).

5.4 Accommodation Framework

- 5.4.1 The QSS preferred method of accommodation for participants at state championships is via arrangements made by parents/guardians i.e. parents attending or making arrangements with family/friends.
- 5.4.2 If 5.4.1 is not possible then QSS encourages regional team officials to arrange for participants to be accommodated with other regional team members. This will require negotiation between the parents of both team members. Written notification of this arrangement should be included on regional accommodation forms.
- 5.4.3 If 5.4.1 and 5.4.2 are not possible then the host region will provide all visiting regions with a list of available accommodation options for both teams and individuals which are close to the playing venue. This may include such options as:
 - Camp style accommodation options available for teams (to be arranged and supervised by the visiting region)
 - Caravan or holiday park options available close to the playing venue (to be arranged and supervised by the visiting region)
 - Hotel/motel style accommodation options available close to the playing venue, (to be arranged and supervised by the visiting region)

The cost of any accommodation option is to be covered on a 'user pays' basis as arranged by the visiting region.

5.5 Event Officials

- 5.5.1 It is the responsibility of the host region in conjunction with the sport specific committee to see that appropriately qualified officials are available to conduct the championship.
- 5.5.2 Supervised student officials may be used provided that a risk assessment has been made in relation to the use of such students.
- 5.5.3 Sports specific committees have the opportunity to apply to QSS for a student official manager for the following year if there are six or more student officials in attendance at the state championship. Sport specific committees who have received approval for the appointment of the student officials manager at the event will ensure compliance to duty of care for student officials. Refer to Appendix 7 – *Student Officials' Participation Policy* ([Student Officials Participation Policy.docx](#)).
- 5.5.4 Non-teacher event officials are required to hold a Blue Card.

5.6 Complaints Management

In the event of an issue developing which cannot be resolved by the organising committee, they shall immediately notify the sport specific committee and QSSMG for resolution. Refer to departmental policy - A Guide to Managing Complaints through the link below.

<http://ppr.det.qld.gov.au/education/management/Pages/Complaints-Management---State-Schools.aspx>

5.7 Meetings

- 5.7.1 A pre-championship meeting, chaired by the host RSSO/ARSSO, in conjunction with the sport specific committee executive shall be convened for the purpose of discussing the conduct of the championships.
- 5.7.2 Towards the conclusion of the championships a post-championship meeting may be convened and from this meeting recommendations may be put forward for consideration by the state sport specific committee. If recommendations are endorsed by regional delegates, these must then be submitted to the QSSMG for approval.
- 5.7.3 All regional officials must attend all meetings and official functions as organised by the championship convenor and/or the sports specific committee.

5.8 Health and Safety

- 5.8.1 At all championships and school-based competitions, organisers must adhere to the Curriculum Activity Risk Assessment (CARA) for that sport and other relevant policies contained therein (e.g. risk management, administration of medications etc.).
- 5.8.2 Qualified first aid/sports medicine personnel must be present for the duration of the championships.
- 5.8.3 Championship convenors should perform a risk assessment which includes using the risk management process during preparation and planning for the state

championship. Refer to Appendix 5 – *Risk Management Checklist - Event Convenor* ([Risk Assessment - Event Convenor.pdf](#)).

5.8.4 At all championships and school based competitions, team management personnel should be guided by the Department of Education "Sun Safety Strategies" including:

- maximising the use of available shade for outdoor activities
- considering sun protection when determining or reviewing uniforms
- providing SPF 30+ broad spectrum water based sunscreen for students to use on uncovered areas of the skin promoting the importance of teachers, voluntary helpers and parents as role models for students in relation to sun safety.

5.8.5 At all championships and school-based competitions, team management personnel should be aware of the hydration guidelines and ensure that students are properly hydrated before and during participation in physical activity.

QSS programs provide both sporting and educational opportunities for students. The purpose of these guidelines is to ensure that students become aware of the benefits of proper hydration practices before, during and after physical activity.

It is essential therefore that all team management at QSS events ensure that students are not placed at risk and are properly hydrated before participating in physical activity.

5.8.5.1 The following key messages should be used to help convey the benefits of proper hydration:

- thirst is a poor indicator of fluid need
- hydrate before, during and after play.

5.8.5.2 The following procedures are suggested for all QSS events.

- Host regions should ensure that water is available at all venues at all times and if necessary, water carriers should be provided during matches. Other fluids which may be used include diluted sports drinks, diluted cordial and diluted fruit juices. Carbonated drinks should not be used.
- The procedures to be followed for providing fluid to students during competition should be clearly identified at the pre-championship meeting or in pre-championship bulletins.
- Sports which do not have appropriate scheduled re-hydration strategies (e.g. drinks breaks) should implement strategies for allowing fluid to be provided to participants during matches.
- Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.
- Where possible, team management should actively promote the use of interchange rules as a tool to prevent dehydration.
- Participating teams may designate their water carriers. These may be. Officials appointed by the Regional School Sport Office (Manager/trainer) or team members designated as water carriers for specific games. Any additional personnel must be listed on the team sheet submitted to the host region and be approved by the Regional School Sport Office.

- No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.

5.8.5.3 Regional School Sport Boards should ensure that all their teams are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

5.8.6 Should an injury occur that results in a suspected concussion, it must be referred to a medical practitioner. If concussion is diagnosed then the state/national sporting organisations' concussion policy must be followed. If there is no sport specific concussion policy then Appendix 10 – *Concussion Recognition and Management Policy* ([Concussion Recognition and Management Policy.docx](#)) must be adhered to.

5.9 Excursions and Functions

Excursions and functions for students are not to be arranged as part of the state championship program.

5.10 State Team Selections

5.10.1 The selection of the state team/s or honour team should take place in accordance with the sport specific committee's selection policy as adopted and approved by the QSSMG.

5.10.2 Team members should be provided with the appropriate paperwork either on the day of or within one week of selection.

5.11 Host Report

The host region report is to be produced by the host body within two calendar months of the completion of the championships. This report is to be forwarded to the Executive Officer, QSSMG, and a copy to the sport specific committee. Refer to Appendix 2 – *Host Region Report for QSS* ([Host Region Report to QSS.docx](#)) for the required template.

5.12 Travel Subsidy

QSSMG will pay a percentage of the bus costs, as determined through the budget process, that involved the transfer of regional teams between the airport and host centres upon arrival at, and departure from the state championships. It is expected that regions will share buses and coordinate air travel accordingly. Where a region does not accept a shared arrangement, full costs must be met by the region.

5.13 Requests for Access to Students

5.13.1 Championship convenors, regional and state management officials should be aware of their duty of care, responsibilities and the protocols necessary when dealing with requests for access to students at state championships.

5.13.2 Officials and agents are 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 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 during a state championship/invitational carnival.
- If any of these groups wish to distribute any promotional material for their school, club or organisation to students attending state championships or invitational carnivals, they are to make copies of the information available to the event convenor who will make a general announcement that the material may be collected from them at the conclusion of the event. No direct contact with students is approved.
- Team management must not, under any circumstances, provide student contact details to any other person (teaching staff, school/club agents) without parental consent. Team management cannot use their position to influence students' or parent's decisions as to which schools/clubs they/their child will attend.
- School/club agents may leave their contact details with team management for contact by parents of students after the conclusion of the state championship/invitational carnival.
- Schools wishing to forward information to students must do so through the student's school principal.

5.14 Loss or Damage of Equipment at State Championships

In the event of equipment being lost or damaged at a state championship, a formal request for the reimbursement of such equipment is to be made to QSSMG. All reasonable care must be taken to ensure that event equipment is secured and maintained for the duration of the event. Such reimbursement will be judged on a case by case basis.

5.15 Photography

5.15.1 QSS is mindful of the possibility of indecent photography of students participating at sporting events and:

- owes a duty of care to students participating in sporting events and has an obligation to comply with departmental policy concerning child protection matters
- recognises that it is a normal and appropriate expectation of parents/carers to be able to visually record the sporting achievements of their children. However this expectation must be balanced against legitimate concerns that may be raised about inappropriate photography of students
- recognises that some venue managers/owners may not permit photography in their venue.

5.15.2 Statement of Practice

- The taking of photographs (for personal/family use) is permitted at QSS events except where an event is held at a venue where venue management prohibits such photography.
- Where a venue prohibits photography, signage stating that photography is not permitted will be displayed to spectators on venue entry points.
- Where a QSS representative reasonably considers that a spectator is engaged in photography of an indecent nature or is engaging in photography contrary to the venue owner's prohibition, if the spectator does not desist they will be asked to leave the event premises. Police may be called to assist where the event convenor considers it prudent.

The management of this policy is the responsibility of the event convenor in consultation with team officials and venue management.

5.16 Trophies and Presentations

The maximum standards for team and individual awards/trophies, to be presented at the official closing ceremony of state championships, is listed below.

- 5.16.1 Regional team awards – perpetual trophy to winners and runners-up (optional). Individual sports may have additional team awards such as relay and percentage (%) trophies.
- 5.16.2 Individual awards 1st, 2nd and 3rd medallions.
- 5.16.3 Fair play/umpires/sponsors/other awards: only if deemed necessary by the sport – e.g. to service a sponsor and are sport specific committee funded.
- 5.16.4 Individual team awards, such as most valuable player awards, are optional and should not be presented at the official closing ceremony but rather at an individual team presentation.

5.17 Areas of Responsibility

- 5.17.1 The championship host region shall:
 - obtain permission, at an early date, to use grounds and facilities. Consider wet weather alternatives
 - prepare a bulletin for distribution to RSSOs (copies to the sport specific committee and QSSU) to include:
 - (a) playing dates including start and finish times
 - (b) suggested arrival and departure dates and times
 - (c) venue details
 - (d) student and official's accommodation
 - (e) request for details of team officials, travel arrangements, team list, project consent summary etc.
 - (f) team or individual levy.
 - arrange catering facilities in line with departmental policy and procedures
 - arrange accommodation for team and sport specific committee officials
 - if necessary organise transport for teams and officials
 - arrange an official dinner and ensure that appropriate guests are invited
 - organise match and technical officials
 - be in constant contact with the sport specific committee and establish early the responsibilities of both groups
 - organise venues for all meetings to be convened during the championship
 - chair pre-championship meeting in conjunction with the sport specific committee
 - make arrangements for first aid/sports medicine facilities. Inform team officials of nearby physiotherapy, dental and other related centres
 - arrange any other equipment required for the conduct of the championships, e.g. stop watches, air horn, PA systems, provision of shade for participants etc.

- conduct an opening and closing ceremony and ensure appropriate guests are invited
- arrange for the preparation and printing of the championship program according to program template. Refer to Appendix 8 – *State Championship Program Template* ([State Championship Program Template.docx](#))
- arrange media cover in line with departmental policy and guidelines
- make arrangements for team photographs.

5.17.2 The sport specific committee shall:

- provide to the host region all details that will enable the region to conduct the championships e.g. number of fields/courts, technical officials, equipment, competition procedures, rules etc.
- provide Queensland representative team nomination forms and information
- organise the draw/competition format
- the championship convenor must be consulted with regard to local requirements, which could determine the structure of the draw and match times
- prepare score/results sheets for display
- seek sponsorship, in consultation with the host region and in line with departmental policy and guidelines
- assist with technical officials and umpires, etc. where required by the host region
- arrange transfer of duty requirements through the QSSU Manager for any sport specific committee officials attending
- forward information regarding the sport specific committee meeting and a meeting agenda, including any notices of motion, to all regions, convenors and team officials prior to the championships
- conduct the sport specific committee meeting and provide all relevant materials, minutes etc.
- organise the selection of state representative teams and the distribution of information to team members prior to the publication of the first bulletin
- advise the host region of any event specific playing equipment required or supplied by sport specific committee.

5.17.3 The sport specific committee and the host region shall negotiate:

- preparation of the championship budget for presentation to and endorsement by QSSU
- collection of the event levies and the cost of the official dinner
- State championship payments will be the responsibility of the host region, unless specifically negotiated with the sport specific committee and agreed by both parties. If the sport specific committee collects event levies, they will then be presented with an itemised invoice from the host region to recover the event costs.
- arrangements for souvenir shirts (if required) which are in line with departmental policy and procedures
- provision of trophies/medallions/pennants.

5.17.4 The QSS Officer who oversees the sport will:

- assist in the preparation and conduct of the event, through negotiation between the sport specific committee and host region
- endorse the budget for the championships
- endorse the budget acquittal for the championships.

Note: The above sections constitute guidelines for the organisation of the championships. The allocation of the responsibilities can be negotiated between the region and the sport specific committee. Agreement to any change to the above should be in writing.

5.18 Minimum Venue Standards

5.18.1 The host region venue must comply with audit requirements and:

- have sufficient suitable (e.g. cabin/motel style) accommodation within the host town/city to provide places for all visiting parents/supporters competitors/student officials/team officials
- have access to appropriate transport to/from the host town/city
- have access/proximity to 24 hour medical services e.g. hospital, ambulance, dentist, physio etc.

5.18.2 The playing venue must be a suitable standard and must comply with the sport specific minimum requirement. Consideration must also be given to factors such as:

- sufficient number of suitably sized change rooms present
- spectators must be adequately catered for with suitable viewing, toilet facilities, canteen etc.

5.19 Regional Delegates Role

The regional delegate plays a role in connecting the work of the sports committee executive and committee with their region in consultation with the RSSO. The regional delegate can also be a person with influence especially in working with RSSOs and the local sport community.

The role of the regional delegate is to:

- establish a strong working relationship with the RSSO
- participate in all sport specific committee meetings
- advise the RSSO of any issues that may affect the school sport program within the region
- represent the views of the Regional School Sport Board at the committee meetings
- vote each year in an informed manner on the make-up of the Queensland team official positions.

Additional roles can be found in the duty statement — refer to Appendix 9 – *Regional Delegates Role (Generic Sport)* ([Regional Delegates Role.docx](#)).

6 Queensland Teams

6.1 State Team Selection Policies

- 6.1.1 Each sport specific committee will develop a selection policy based on the framework listed in section 6.2 dealing with the selection of the Queensland team/s for that sport. This selection policy will be included in the competition procedures for each sport specific committee and approved by the QSSMG.
- 6.1.2 All students must be advised of the selection criteria prior to the commencement of the selection process.
- 6.1.3 In accepting a nomination for selection to a QSS team, the student must ensure that prior commitments will not affect their availability and full participation in the championship/exchange programs. This applies from the time of team assembly to the conclusion of the event. Full participation, for purposes of day to day activity, is defined as all competition and pre-competition activity the student is involved in as a team member or as an individual athlete or any activity as directed by Queensland team officials (e.g. educational excursion, opening and closing ceremonies, training sessions).
- 6.1.3.1 Exemptions to 6.1.3 may be issued by QSSMG for sports during Pacific School Games.

6.2 Selection Policy Guidelines

The following guidelines should form the framework of all sport specific committee selection policies.

- 6.2.1 The major criteria for selection shall be the performance of the student at the state championships. Areas considered shall include:
- the level of skills exhibited by the student
 - the performance of the student as a member of a team
 - the attitude and behaviour of the student on and off the field of competition
 - the age of the student.
- 6.2.2 In all events, a player who due to:
- a medical condition on the days of competition
 - competing at a higher level event in the same sport and same discipline
 - competing with another QSS (state team) or SSA (national team) in a different sport
 - bereavement or compassionate reasons
- cannot compete at the time of the state championships may be considered for selection provided that (a) the student was selected in the Regional Team (b) the Absentee Application for Exemption from QSS Competition Form is completed, signed by
- the student's school principal
 - the Regional School Sport Officer
- and submitted through the Queensland School Sport Office at least 24 hours prior to the pre-championship meeting.

The regional team manager is to contact their regional sports office for the Absentee Application Form and follow the appropriate process.

6.2.3 Team size

The number of team members and reserve/shadow team members to be selected shall be determined by the sport specific committee prior to the state championships and should be stated in the sport specific competition procedures. Team size should reflect the maximum team size permitted at the SSA / Exchange event for which the team is selected. Any requests to vary from this should be submitted in writing to QSSMG for endorsement with justification.

6.2.4 Selection panel

The state team selection panel shall consist of a minimum of 3 selectors. One of whom should be the QSS State Team Coach (where one has been appointed).

It is preferred that the sport specific committee determine members of the selection panel prior to the state championship pre-championship meeting wherever possible.

6.2.5 Selection process

6.2.5.1 It is recommended that the selection panel outline to all regional team coaches what the selection process will be at the pre-championship meeting.

6.2.5.2 The selectors shall meet at least once per day of competition. A member of the sport specific committee should chair all selection meetings.

6.2.5.3 The selectors shall meet with the coaches of competing teams on each of the first three days of competition as a minimum and give them the opportunity to put forward the names of and comment upon students they consider worthy of selection.

6.2.5.4 Team coaches may submit a written report to the selectors.

6.2.5.5 At least one selector shall be present at all games/ matches.

6.2.5.6 The selectors shall maintain a written record of all competition viewed.
Minutes of all selection meetings must be kept and made available to QSSU staff upon request.

6.2.5.7 Team coaches shall advise the selectors of students not available for selection at the earliest opportunity at the event.

6.2.5.8 Some of these processes may not apply to all sports (i.e. swimming, cross country and track and field), however all sport specific committees must follow a clear and transparent selection policy as outlined in their sport specific competition procedures.

6.2.6 Announcement of Queensland Team

6.2.6.1 The chair of selectors must ratify the selected team. The chair of selectors may submit the final team to the regional team officials, and where possible, to the executive of the sport specific committee for ratification, prior to the announcement.

6.2.6.2 The state team must be announced at the conclusion of the state championships by the chair of selectors or the chair of the sport specific committee. Any variation to this must be requested in writing to QSSMG for endorsement prior to the state championship event.

6.2.6.3 The names of reserve/shadow team members may be announced if deemed suitable by the executive of the committee.

6.2.7 Notification

6.2.7.1 A team list including students name, school, region and date of birth must be sent to QSSU as soon as possible following the announcement of the team

6.2.7.2 School principals must be advised of students selected in the state team within one week of selection.

6.2.7.3 Immediately upon selection, the manager should provide to the students information concerning the state team. Further information should be provided as soon as possible thereafter.

6.3 Participation at National Events

6.3.1 It is the aim of each state team to perform at its highest level of ability. Therefore participation time for students will be at the discretion of the state coach, taking into account equity issues including fair and reasonable participation time.

6.3.2 Students selected should therefore be made aware that participation time at national events will depend on their form at the event.

6.4 Appointment of Team Officials

6.4.1 Where there are multiple applicants for any one position all applications will be considered on merit (non-teacher officials must provide certification of holding a current Blue Card).

6.4.1.1 If two or more applicants are equally qualified and suitable for the position, preference should be given to practicing registered teachers.

6.4.2 At least one of the officials appointed to each team must be a registered teacher.

6.4.3 The Queensland:

- coach should possess at least a current level one coaching accreditation or equivalent
- team officials must all possess a current first aid/sports medicine qualification prior to departure to their event
- sports trainers must possess at least a current level one sports trainer qualification.

6.4.4 The process for the appointment of state team officials will be:

- Vacant positions will be advertised on the QSS website <https://queenslandsschoolsport.eq.edu.au/Officialsandexecutives/Applications/Pages/Applications.aspx>. Sport specific committee executive, regional personnel and school staff will be informed of the application timelines and processes.
- Persons applying for vacant positions must ensure that their applications are received by the due date.
- Committee executive members ensure that all nominations comply with their sport specific requirements. Each sport specific committee then determines and implements a method by which they will:

- either endorse the applicants or provide written feedback as to why they would not endorse any specific application
- rank and/or provide comments/feedback on each of the applicants based on:
 - qualifications for the position for which they are applying
 - experience relevant to the position for which they are applying
 - general suitability for the position for which they are applying on their application and past performance at state championship events.
- Each sport specific committee will then forward ranking and/or feedback/ comments to QSSU for consideration by the selection panel.
- QSSU will forward a list of applicants to RSSOs for endorsing.
 - RSSOs either endorse the applicants from their region or provide written feedback as to why they would not endorse any specific applicant based on their application and past performance at a regional level or below e.g. district/school. They will then forward their endorsement and/or feedback to QSSU for consideration by the panel.
- The selection panel (consisting of the a QSSMG delegate, QSSU Manager and QSSU Officers) will meet to consider all endorsed applications based on:
 - applications submitted
 - sport specific committee rankings and /or feedback
 - RSSOs feedback
 - past performance at as a state team official (if applicable)
 - succession/ forward planning for the sport.
- The panel will then appoint QSS team officials to all vacant positions as advertised.
- QSSU will notify all successful and unsuccessful applicants by email.
- QSSU will upload list of successful applicants on QSS website <https://queenslandsschoolsport.eq.edu.au/Officialsandexecutives/Applications/Pages/Applications.aspx>.

6.4.5 Subsequent appointments to fill vacancies:

- The position may be readvertised.
- When no applications have been received for a readvertised position, the executive of the sport specific committee and a representative of the school sport unit may appoint a suitably qualified official to fill the vacancy.
- When an elected official resigns, the QSSU will appoint the next ranked available reserve applicant. If a reserve applicant is not available then an appointment is made as is stated above.
- Where an extra official is approved by QSSMG and time does not permit the usual method of appointment as in 6.4.4 then procedures as detailed in 6.4.5 will apply.

6.4.6 Responsibilities of officials:

- The responsibilities of coaches and managers are contained in the QSS Team Officials Handbook.

- Team officials must participate in an information session as deemed necessary by QSS.
- A Duty of Supervision Statement applicable to all state team officials is contained in Section 9.

6.4.7 Coach mentoring:

- Sport specific committees must apply to QSS for the addition of a coach mentoring position to their state team officials.
- No TRS will be available for the position from QSSMG.
- Principal approval is required in addition to the completion of a Transfer of Duty Form.
- The official has no sole “duty of care” responsibilities.
- Sport specific committee funds may be allocated at the discretion and approval by the committee.

6.4.8 Additional team management personnel:

Sport committees wishing to include additional personnel (other than those officially appointed) to their state team management, must seek approval from the QSSMG for these additional personnel, including justification for positions, on an annual basis. Such personnel must comply with child protection requirements.

6.5 Uniforms

6.5.1 Competition uniforms

6.5.1.1 Queensland teams (excluding invitational teams) participating in the same interstate exchange, national championship, Pacific School Games event or SSA championships are to wear the same competition uniform with regard to the colour and design:

- The dominant colour must be maroon (colour code: PMS 7645C).
- Highlight colours may include white, gold (colour code: PMS 130C) and navy (colour code: PMS 296C)
- Uniforms must display the QSS logo.

6.5.1.2 If an invitational team participates in an interstate exchange, national championship, Pacific School Games event or SSA championship they are not to wear official state competition uniform, but their uniform should still utilise the same colours in a different or reverse design.

6.5.2 Travel and off-field uniform

6.5.2.1 Students' minimum standards whilst travelling or participating in any off-field event, ceremony, function or excursion etc. are:

- QSS polo shirt
- QSS shorts, QSS tracksuit pants or navy or black slacks or skirt
- closed in shoes.

6.5.2.2 Team officials' minimum standards whilst travelling or participating in any off-field event, ceremony, or excursion etc. are:

- QSS team official polo shirt, QSS business shirt or dress shirt
- QSS shorts, QSS tracksuit pants or navy or black slacks or skirt

- closed in shoes.

6.5.2.2.1 Minimum standards for team officials at official functions (e.g. official dinner, presentation evening) are:

- QSS business shirt or dress shirt
- navy or black slacks or skirt
- closed in shoes.

Based on specific requirements (e.g. climate), the sport specific committee may choose to enhance the minimum standards. Any items not from the QSS apparel list must be of the same colours as listed above in 'competition uniforms' and must include the QSS logo.

6.6 Travel Policy

The preferred method of travel for Queensland team members is as a single team group.

- All travel is to be coordinated through the school sport unit in collaboration with the sport specific committee.
- Variations to the group booking must be received 28 days prior to departure.
- Extenuating circumstances only will be considered for variation to the travel policy outlined above.
- Any variations to pre-organised team travel may incur a cancellation fee.
- Cross country, track and field and swimming have exemption from this policy.

6.7 Queensland Team Preparation

For the purpose of any one team's preparation, a student could be requested to be absent from his or her school for a period of five days.

- The QSS appointed state team coach must submit a proposed training schedule to the QSSU a minimum of two (2) weeks prior to the state championship.
- Training is to be limited to one week end or school holiday 'camp' and up to 5 days immediately prior to team departure. Any requests for additional training sessions must be submitted to the QSSU for consideration. Following approval of the detailed training program the associated risk management documents must be submitted to the QSSU.

6.8 Risk Management

- 6.8.1 Queensland team managers must use the risk management procedure for team managers during preparation and training for the state team and prior to departure for the event. This form must be used at district and regional levels of competition. Refer to Appendix 4 – *Risk Management Checklist - Regional/State Team Manager* ([Risk Assessment - Team Manager](#)).
- 6.8.2 All Queensland team management should be aware of the hydration guidelines in section 5.8.5 and ensure that students are properly hydrated before and during participation in physical activity.
- 6.8.3 All Queensland team management should be aware of the QSS Concussion Policy. Please refer to section 5.8.6.

- 6.8.4 Queensland event convenors must use the risk management procedure for events convenors. This form must be used at district and regional levels of competition. Refer to Appendix 5 – *Risk Management Checklist - Event Convenor* ([Risk Assessment - Event Convenor](#)).
- 6.8.5 Queensland team managers must have readily available a list of all other paperwork e.g. parent consent, personal details, medical history and authorisation, project consent forms, principal approval and uniform order etc. Refer to the Queensland Team Officials' Handbook for further details.

6.9 Guidelines for Interstate Exchanges/Non School Sport Australia Events

- 6.9.1 An application for an interstate exchange /non SSA event must be submitted on a briefing paper to QSSMG for consideration at least 12 months in advance.
- 6.9.2 The event is to utilise no more than five school days.
- 6.9.3 At least four matches (when utilising the five school days), against quality opposition are to be scheduled. Quality opposition is deemed to be a level equivalent to at least a state/territory school sport representative team.
- 6.9.4 An educational excursion is to be included within the program of events.
- 6.9.5 A reciprocal arrangement for the hosting of the event is to be organised between the competing teams.
- 6.9.6 The structure of the organisation, itinerary are the responsibility of the sport specific committee to arrange and all details must be included in the application submitted to QSSMG for consideration.
- 6.9.7 It is preferred that the booking for travel logistics (flights/ accommodation/ ground transport if required) be made through the QSSU utilising the preferred travel agent. As such, booking requirements are to be made known to the QSSU immediately after QSSMG endorsement of any application for an exchange.

6.10 International Tours

- 6.10.1 All international tours require QSSMG approval in principle, at least twelve months prior to the event. Dates of the tour are to be placed on the QSS calendar by the August meeting of the year prior to the submission to Education Queensland International.
- 6.10.2 As a general rule, QSS does not support regular overseas tours for 10-12 years students because of the following considerations:
- desired sporting and educational outcomes can be achieved within Australia through our highly developed and hierarchal representative school sport program, culminating in the SSA championship program
 - the cost of overseas tours and the equitable access for all students in all sports
 - philosophically, overseas sporting tours are an inappropriate level of competition for 10-12 year old students in a developmental framework. SSA and the Australian Sports Commission also hold this view
 - the national championship program should remain a main priority of QSS, as a member of School Sport Australia
 - risk assessment using sport specific CARAs and in conjunction with the sports event convenor and sports event team manager risk assessment templates.

6.10.3 Favourable consideration may be given to a proposed tour as a special, one-off event, such as a youth tournament in conjunction with a major event. Any application by a sport to participate in an overseas tour will be assessed with due consideration to the following factors:

- the duration of the proposed competition – sporting component of the whole tour itinerary/program
- whether the level of competition is of a higher level than what can be achieved within the existing state and national programs
- whether the proposed overseas sporting program is appropriate for the age group
- whether the proposed tour is compatible with the state and national programs
- whether there are reciprocal hosting arrangements
- current government policy.

6.11 Costs

All costs associated with the operation of a state team shall be met by an equal levy on all student members of the team. Costs will be calculated using the Levy Calculation Form contained in the Queensland Team Officials' Handbook.

7 Accommodation Framework for State Team

7.1 Accommodation for state team members

Accommodation will be determined by the sport specific committee in consultation with QSS. This will be stipulated in the information bulletin distributed to team members on selection. Options may include:

- 7.1.1 private accommodation via arrangements made by parents/guardians
- 7.1.2 supervised team accommodation organised by team officials in consultation with sport specific committee and QSS (for 13-19yrs teams only)
- 7.1.3 a combination of 7.1.1 and 7.1.2.

8 Codes of Conduct

8.1 Team Officials, Team Members, Parents and Spectators

- 8.1.1 The safety of all staff, students and visitors at a school sport event is essential. Please refer to Appendix 6 – *Codes of Conduct* ([Codes of Conduct.docx](#)) applicable to team officials, team members, parents and spectators.
- 8.1.2 The codes of conduct for team officials, team members, parents and spectators should be publicised in championship programs and distributed to all players and parents upon a student's selection in a school sport representative team.
- 8.1.3 Also refer to departmental policy - *Procedures for Control of Spectator Behaviour* for hostile people attending school sporting events through the link below:
<http://ppr.det.qld.gov.au/corp/governance/Pages/Hostile-People-on-School-Premises,-Wilful-Disturbance-and-Trespass.aspx>

1. For Code of Conduct breaches by Team Officials, refer to the Ethical Standards Unit (now called Reporting, Systems and Compliance). Guidelines and procedures can be accessed by the link below:

<https://intranet.qed.qld.gov.au/Services/strategymanagement/Ethicalstandards>

9 Team Officials – Duty of Supervision

- At all times team officials must display exemplary conduct as a model for students.
- When students are in the team officials' care, ensure they are supervised to a level that would satisfy a prudent parent/guardian.
- It is the responsibility of the team officials to exercise duty of care until the appropriate time negotiated with the respective families/parents. There is an expectation that team officials will be responsible for the majority of the day.
- 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. A phone contact is essential.
- Ensure students have team officials' telephone contact numbers.
- 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 gender 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.
- When travelling, team officials should be situated in seating so that they can supervise their team.
- 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.
- In any cases of student misconduct, i.e. a breach of the Code of Conduct, team officials are to refer to section 10 – Procedures for the Investigation and Recording of Misconduct.
- All team management are to become familiar with the Student Protection Policy as contained in the Policy and Procedures Register SMS-PR-012: Student Protection, and report any concerns they may have about a student to the relevant school principal.
- All team officials must be aware of any students with specific needs e.g. asthma, anaphylaxis, allergies, disability, mental health difficulties etc., and implement appropriate management strategies.

10 Procedures for the Investigation and Recording of Misconduct

Queensland team officials should be aware of the duty of care, which is associated with the position and should adopt the following procedures in cases where the behaviour of a student team member contravenes the code of conduct and requires disciplinary action:

- Identify the breach of the code of conduct.

- Offending students and witnesses should be questioned immediately after the incident. Everyone should be questioned individually and not in a group situation.
- A written record of the incident should be made. Alleged offenders, witnesses and team officials should be requested to provide a written record.
- All records should be signed and dated by the contributor and countersigned by a team official. Information should include precise facts and detail without any emotional connotation.
- Team officials should determine the appropriate disciplinary action. If in doubt, seek advice from other authorities to help determine appropriate responses.
- The students should be advised of the immediate disciplinary action to be taken and of the subsequent disciplinary action, which may result from the referral of the incident to QSSMG.
- Complete a final report which includes the documentation gathered as detailed above, including the procedures taken and resultant action. Copies of this report must be forwarded to the QSS executive officer and the secretary of the relevant sport specific committee. This information should also be sent to the parent and the principal of the school at which the student is enrolled so that appropriate action can be taken.
- QSSMG shall be responsible for any subsequent disciplinary action and not the officials or the sport specific committee from which they come. QSS will inform the sport specific committee of any further action taken.