

Queensland School Sport



Team Officials Handbook

Updated 1/03/2018



QUEENSLAND GOVERNMENT

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1 Introduction

Welcome to a new year in School Sport.

The Queensland School Sport Unit staff are pleased to present the 2018 Queensland Team Officials' handbook.

The handbook's format has been designed to present information in a succinct manner. Furthermore, the information is set out in a chronological order of essential tasks required. Subject headers create the timelines required for ensuring the continued success of our representative school sport programs.

A checklist for team officials is contained on page 2. You will find this useful in ensuring that all tasks have been completed. The key elements to effective management of our state teams are preparation and organisation. The Queensland School Sport Unit is very much aware of the significant contribution of time volunteered by state team officials to our programs and the information contained within this handbook will help ensure you make the best use of the time available.

It is essential that you, as a state team official, engage in regular consultation with the executive of your sport specific committee and the Queensland School Sport Unit. Do not operate in isolation as most decisions regarding our state teams require consultation.

Communication with the selected state team players, parents, schools, sport specific committee and the Queensland School Sport Unit is vital. A list of unit staff contact details is provided on the website. Regular communication is essential if not mandatory for our state team officials.

All forms required are available from the Queensland School Sport website www.queenslandsschoolsport.eq.edu.au or by contacting the Queensland School Sport Unit.

The Reference section contains a list of vital links, DET and Queensland School Sport policy and procedures. It is your responsibility to fully understand DET policy and procedures, in particular Code of Conduct policy, Student Protection policy and Risk Management procedures. Please refer to page 7 for team officials' responsibilities in regard to risk management.

Knowledge of Queensland School Sport policy and procedures is also essential in fulfilling your duties. If in any doubt, you should contact a sports officer within the Queensland School Sport Unit.

Once again, congratulations on your appointment. Our school sport programs could not operate if not for your generous donation of time, effort, enthusiasm and professionalism.

I wish you well for 2018.

Steven Murray

Manager, Queensland School Sport Unit

15 January 2018

2 Team Officials Checklist

(Tick when task is completed)

Prior to State Championships		Actioned by
	Read relevant School Sport Australia and Queensland School Sport (QSS) policies	Coach/Manager
	Negotiate travel arrangements and costs with the QSS Unit	Manager
	Finalise student and team official uniforms in consultation with the Sport Committee	Coach/Manager
	Arrange training session details and seek approval of executive	Coach/Manager
	Prepare student levy in consultation with the Sport Committee	Coach/Manager
	Submit student levy calculation sheet to School Sport Unit for checking	Manager
	Make arrangements with the Committee Treasurer for collection of monies	Manager
	Prepare information bulletin	Manager
	Arrange sample uniforms for sizing	Manager
	Submit training program to your Principal to ensure work cover arrangements	Coach/Manager

At the State Championships		
	Arrange suitable Qld team meeting and uniform try-on room for students and parents	Manager
	Introduce team officials, explain roles and provide contact details	Coach/Manager
	Explain commitments, expectations and responsibilities of students and parents	Coach/Manager
	Distribute an information bulletin to students and explain return timelines	Manager
	Size students for uniforms and record information for parents and manager	Manager
	Detail training arrangements	Coach
	Record email addresses and personal contact details for students and parents	Manager

Prior to Departure to Interstate / International Event		
	Set up email distribution list for players and parents – check that all are receiving	Manager
	Keep regular contact with students through email (use your work email) and bulletins	Manager
	Complete DET & QSS Risk Management forms and submit to QSS Unit for approval	Coach/Manager
	Collect all required student forms	Manager
	Notify each of the students' schools of their selection	Manager
	Collect Principal Approval Forms	Manager
	Finalise uniform orders	Manager
	Order team uniforms (at least 6 weeks prior to departure)	Manager
	Confirm airline bookings and passenger list (at least 6 weeks prior to departure)	Manager
	Notify QSS Unit of students requesting travel variations	Manager
	Forward Queensland team list to the QSS Unit	Manager
	Complete SSA Checking Sheet (where applicable) – send to QSS Unit for signature	Manager
	Check bulletins from Interstate host centre re deadlines for the return of forms	Manager
	Collect information on event souvenir apparel (if applicable)	Manager
	Prepare storage of all student forms (suggest alphabetical order)	Manager
	Submit Travelling Allowances Claim Form to Committee Treasurer	Coach/Manager
	Arrange for collection of uniforms and 'supporters apparel'	Manager
	Arrange for distribution of uniforms to students	Manager
	Forward signed team officials Transfer of Duties Form to the Sport Unit	Coach/Manager

At the Interstate / International Event

	Review Risk Management documentation – alert the host centre of identified risks	Coach/Manager
	Reinforce codes of behaviour and responsibilities with students / parents	Coach/Manager
	Be familiar with the Officials Codes of Behaviour and Responsibilities of Supervision	Coach/Manager
	Be familiar with event meeting procedures and attend all official functions	Coach/Manager
	Monitor player welfare on a daily basis	Coach/Manager

After the Interstate Event

	Complete report and forward to Sport Unit (with team photo) and to Sport Committee	Manager
	Monitor and review Risk Management Documentation	Coach/Manager

All forms are available from the Queensland School Sport (QSS) website.

The duties as recommended in the action column are a suggested division of responsibilities.

3 Prior to the State Championships

There are four (4) major tasks to be performed prior to the state championships. The quality of preparation undertaken with these tasks will determine the standard of commitment and organisation from the players and parents. The better prepared you are the greater will be the level of confidence of the parents. The four major tasks to be performed prior to the State Championships are:

- Calculating the Player Levy
- Preparing the Information Bulletin
- Arranging sample uniforms for sizing
- Planning the Queensland Team Training Program (to be approved by sport committee executive)

3.1 Calculating the Player Levy

Calculating the player levy requires consultation with the executive of the sport specific committee and the QSS Unit. Once that is determined and approved by the sport executive, also determine who will collect player levies (manager or treasurer).

An excel spreadsheet (*Form 2.0 – Player Levy Calculation Form*) has been developed to assist with this calculation. Information required to complete the calculation include:

- Host Championship levy
- SSA Administration levy - \$22 per person (GST inclusive)
- National Secretary Levy - \$22 per student (if School Sport Australia event, GST inclusive)
- International player levy - \$11 per student (if applicable to sport, GST inclusive)
- Cost of Airfare (check with QSS Unit) – Important: Check QSS Travel Policy – Reference QSSMG Competition Procedures Section 6.6
- Ground transport (e.g. fuel, tolls, parking, insurances, car hire)
- Education excursion cost for students and officials including transport and lunches if applicable
- Accommodation and meal costs (if staying in team accommodation)
- Training costs and assembly costs
- Subsidies from sport specific committee or QSS

- Compulsory uniform costs – Important: Uniform Policy – Reference QSSMG Competition Procedures section 6.5.

3.2 Preparing the Information Bulletin

In preparing the Information Bulletin, consider what information parents will need to know when their child is travelling interstate. Regular bulletins should be distributed to players, parents, team officials, sport specific committee executive and the QSS Unit. A distribution list by email is the most efficient means of publication (use Departmental email, not personal email). However there may be some families who require an alternative format or language to accommodate specific needs.

See *Form 1.0 – Team Bulletin*.

If you have any concerns with this process please contact the QSS Officer responsible for assisting your sport.

3.3 Arranging sample uniforms for sizing

A major task in this section is the delivery arrangements of sample uniforms to the state championships. Sample uniforms (non-playing uniform) are available from the QSS Unit in kit bags. These uniforms are available in a range of sizes that should cater for your team needs. The team manager needs to collect and return this kitbag from the QSSU or consult with the host RSSO. If you cannot collect / return the kit bag the team manager needs to make alternative arrangements with the QSSU / host region.

The playing uniform is the responsibility of the sport specific committee and discussions need to be conducted with the sport's executive with regard to the style and costs. The availability of 'try on' uniforms for sizing would be beneficial.

Supporters' apparel is available for parents and supporters via this link: <http://sportswearqld.com.au/store/supporters>. In order to make a purchase all customers will need to create an online account through this website, and prior to 'Checkout' customers must nominate a Qld school sport team to support.

3.4 Queensland Team Training

The Queensland team training schedule should be considerate of the traveling / accommodation requirements and costs involved of all team members when requested to attend training. Team management need to ensure that all team members feel they are valued within the team structure. The team training schedule must be endorsed by the sport specific committee and QSSU. This approval should be sought and received prior to this information being distributed to students at the state championships. Once endorsed, the training schedule (*Form 3.0 - Team Training Schedule*) should be submitted to your school principal in order to approve your participation and ensure your work cover requirements are met. A copy should also be sent to the QSS Unit who will record this for the QSS Management Group.

Please ensure that participation in the training camp is covered in the risk management documentation submitted to the QSS officer.

Sport Specific Committees may apply to QSS for up to a total of 2 days TRS funding to assist schools releasing staff for training that is conducted immediately prior to departure for SSA Championships. If further TRS is required this must be negotiated between Team Officials, their school principal and the sport specific committee. This must be listed and approved on *Form 3.0 – Team Training Schedule*.

Important: Queensland Team Preparation Policy – Reference QSSMG Competition Procedures section 6.7

NOTE: Officials must be familiar with the forms and need to gather all necessary information to complete the player levy and information bulletin. This will require

negotiation with the other team officials, sport specific committee executive and the QSS Unit sport officer responsible for your sport.

4 At the State Championships

One of the first tasks upon your arrival at the venue for the state championships will be to secure a suitable location for the meeting with the selected Queensland players and their parents. The area should be large enough to cater for the team meeting and the 'try on' of the team apparel.

The location and time for this meeting should be conveyed to all state championship officials at the championship pre-event meeting. Consider that some regional teams will have a short timeline between the conclusion of the closing ceremony and their departure.

The meeting with the team and players will provide the parents with a firsthand experience of your level of organisation and management, so again be prepared and organised.

The meeting should convey the following:

- Introductions of all team officials and their roles.
- Location and dates of the National / Interstate event.
- Expectations, especially the Codes of Conduct.
- Make parents aware that their child's name and personal information may be passed on to organisations responsible for the specific logistical aspects of the event. It is not compulsory for parents to provide consent for this to occur, and if this is a concern please contact team officials immediately.
- Work through the required information and the process you are using (i.e. website, forms). A suggestion is to have one copy of the forms to show and refer to whilst speaking.
- Explain the cost breakdown, financial timelines and process for payments – reiterate NO PAY (by due date), NO PLAY.
- Travel and accommodation bookings.
- Uniform try-on and the recording of sizes – have players try on all apparel, this is most important. It is advisable to have duplicate copies of the uniform order form – one for the student to keep and one to be retained by the manager for uniform ordering purposes. Don't forget to have the team officials try on the apparel. The non-playing QSS team uniform is also available for viewing on the QSS website.
- Record the email addresses and contact details of both the players (school email only) and parents.
- Answer any questions or queries.

NOTE: It is important that you use plain language and clear in all of your instructions when communicating with the players and their parents. Be prepared and organised, consider all likely scenarios prior to the meeting.

5 Prior to Departure to Interstate / International Event

After the state championships, collate all emails from the parents and players and make a distribution list. Ensure that the privacy statement is included in all of your emails to players and their families – and use the BCC option to ensure that contact details of other players and their families are not inadvertently shared without permission. A quick email to the team immediately after the state championships will serve as a check on the email addresses provided and as well ensuring that all team members have your email address.

Important: You should become familiar with and abide by the Code of Conduct for the Queensland Public Service. Further guidance is provided in the DET Standard of Practice. Section 1.5 of the Standard refers to protecting students from harm and officials need to ensure they comply. The

use of private or personal email, personal mobile phone, Facebook etc. is provided (see link in References).

You must not use internet social networks such as Facebook, Twitter, Myspace etc. to contact or access present students enrolled in any school or institute.

Please refer to the use of social media for departmental promotion guidelines here:

<http://ppr.det.qld.gov.au/corp/commmark/Pages/Use-of-Social-Media-for-Departmental-Promotion.aspx>

The team officials need to confirm which team official will distribute the regular communication updates. One official distributing the information will reduce confusion and duplication of effort. In all communication it is desirable to include copies for your sport specific executive.

In this section there are some critical timelines, these include:

- Risk Assessment for all aspects of your Queensland team's activity (training, travel and competition).
- Completed forms from all players.
- Notifying the player's school principal regarding selection and subsequent principal approval.

5.1 Student Officials

Team officials have a responsibility for Queensland Student Officials whilst attending and travelling to and from the event. Student officials are to be treated as a team member for paperwork, uniforms (travel), attendance and Codes of Conduct. Whilst at the event, student officials may work with a national officiating official. This official will assign games and official activities during the days of the event. If there are any issues the Queensland team management need to take charge of the situation.

5.2 Uniforms

All QSS travel uniforms will be purchased online by the parent/carer for each student through *Sportswear Qld*. The committee treasurer's school will not be collecting money for these apparel items.

Any other team apparel such as on-field playing apparel is to be ordered through the committee via the team manager placing the order, and arranging payment and delivery directly with the supplier being used. The committee treasurer should be made aware of the order and the invoice sent to the committee treasurer's school for this apparel.

5.2.1 Process for ordering QSS uniforms online through Sportswear Qld:

5.2.1.1 At the state championships **Form 16.0 - Online ordering details** is to be completed by the team manager. The team manager then emails this completed form to Sportswear Qld within 48 hours after the conclusion of the state championships.

5.2.1.2 Parents/carers of QSS team representatives and QSS team officials that are required to purchase QSS apparel will need to register for an account through the *Sportswear Qld website*. Parents can register an account immediately after the conclusion of the championships using the email address provided to the team manager. To register for an account please use the following link :
<https://sportswearqld.com.au/store/qldschoosport/customer/account/login/>

Parents and team officials will be able to start purchasing once their registered account has been approved by *Sportswear Qld*.

5.2.1.3 The online ordering of uniforms for your QSS team will cease two weeks after the completion of the state championships.

- 5.2.1.4 Each order will be individually packed and then either available for pick up from *Sportswear Qld* by the parent/carer or sent to the team manager. Please note: Team managers may request with *Sportswear Qld* that all individual orders are only to be collected by the team manager for distribution at team assembly. Any uncollected orders will automatically be sent to the team manager prior to the team assembly.
- 5.2.1.5 Each QSS team official is provided with a \$220 (gst inc) uniform subsidy every three years. The amount of subsidy available will appear as a store credit on the official's online account and can be applied to the order total when 'checking out' an order online.
- 5.2.1.6 **Team officials uniform paid by committee.** Any items purchased by a team official that will be paid for by their sport specific committee will need to follow the steps below :
 - 5.2.1.6.1 Team official to prearrange and confirm approval with the sport specific committee before purchasing such items.
 - 5.2.1.6.2 These items must be purchased as a separate order by the official on their account.
 - 5.2.1.6.3 At checkout please state in the additional comments box " this order is to be invoiced to.... (provide the age/name of the sport specific committee. Eq 10-12 yrs Swimming).
 - 5.2.1.6.4 Select the direct debit method of payment then place the order. Note – the official will not need to do a bank transfer, instead an invoice requesting payment will be emailed by *SportswearQld* to the treasurer of the sport specific committee for these items on this order.
- 5.2.1.7 **Student uniform paid by a sponsor.** If any team member is being sponsored by a third party then the parent is to follow the following steps when ordering online.
 - 5.2.1.7.1 Parent to notify team manager of the third party sponsorship.
 - 5.2.1.7.2 Team manager is to confirm the third party sponsorship and notify Gail Everett at sales@sportswearqld.com.au of the third party sponsor.
 - 5.2.1.7.3 These items must be purchased as a separate order by the parent on their online account.
 - 5.2.1.7.4 At checkout please state in the additional comments box " this order is to be invoiced to.... (provide sponsors details including : name of organisation, contact person's name, email and phone number).
 - 5.2.1.7.5 Select the direct debit method of payment then place the order. Note – the parent will not need to do a bank transfer, instead an invoice requesting payment will be emailed by *SportswearQld* to the sponsor for these items on this order.
- 5.2.1.8 Non-payment of orders. No online uniform orders through *SportswearQld* will be made available for collection until final payment has been received by *SportswearQld*.
- 5.2.1.9 QSS sport specific executive members are also able to register an account online using their school email and purchase QSS uniform items

online. Although no uniform subsidy is available, if the order is sponsored by the committee please follow the same steps as in 5.2.1.6.

5.2.1.10 For all enquiries regarding the purchasing and payment of uniforms online please contact Gail Everett at sales@sportswearqld.com.au.

5.3 Flight Arrangements and Passenger Lists

Confirmation of passenger numbers is required one (1) month prior to travel. Flight passenger lists (including names as per official identification documents and date of births for all passengers 12 years and under) are required to the Sports Unit at least two (2) weeks prior to departure. Please use *Form 22.0 – SSA Team List Checking Sheet with QSS Docs*.

5.4 Organisational Details of the Event

Interstate event hosts will publish organisation details of the event – see the host bulletins for deadlines for team lists, arrival and departure times, transport, and accommodation requirements and after completion please forward the requested documents to the Sports Unit.

The Unit staff will forward these documents to the event host.

5.5 Risk Management and Assessment

Risk assessment documentation (including the training camp) is required to be completed and forwarded to the QSS unit for approval prior to any training and / or departure.

5.5.1 QSS State Team Coach

It is required that each QSS State Team Coach completes the CARA documentation to assist in the planning of the activity in order to manage risk to students. Sport specific activity guidelines must be accessed via this link: <http://education.qld.gov.au/curriculum/carmg/sport.html> and vital they are referred to when completing the “**CARA generic template**” found via the following link: <http://education.qld.gov.au/curriculum/carmg/index.html>.

The completed CARA generic template document is to be emailed to the QSS Unit Sport Officer responsible for that sport for their approval.

5.5.2 QSS State Team Manager

State Team Managers must complete and submit *Form 19.0 – Risk Assessment: Team Manager*.

When Queensland teams are competing interstate, the host centre should complete and publish a risk assessment document. If this is not provided please contact the QSS Office.

5.5.3 QSS convenor (hosted event)

The convenor of a Queensland hosted interstate / national event is responsible for completing *Form 20.0 – Risk Assessment: Sports Event Convenor*.

All risk assessments MUST be completed and approved two (2) weeks prior to the state team’s assembly (training / competition). Please send your completed Risk Management form electronically (email) to the relevant Sports Officer at the QSS Unit.

Once approved:

- A copy of the approved Risk Management template will be returned to the person who submitted it.

- A copy of the approved document will be filed at the QSS Unit with details of the document entered in a Risk Management Activity Register.

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

Failure to fulfil these Risk Management responsibilities may place unnecessary risk to players and officials. If you have any concerns with risk management prior to or during the event please contact the QSS Officer overseeing your sport or another QSS Officer:

Name	Position	Mobile Number	Email Address
Steven Murray	Manager, QSS Unit	0417 713 726	steven.murray@qed.qld.gov.au
Victoria Aley	School Sport Officer, QSS Unit	0419 785 571	victoria.aley@qed.qld.gov.au
	School Sport Officer, QSS Unit	0417 713 776	
Steve Cameron	School Sport Officer, QSS Unit	0418 870 876	steven.cameron@qed.qld.gov.au

5.6 Team List

A full team list, player's names and school are required by the QSS Unit prior to departure. Refer to *Form 22.0 – SSA Team List Checking Sheet with QSS Docs form*.

An endorsed and signed copy of the Team List Checking Sheet must be presented in hard copy at the pre-championship meeting to the National Secretary at all SSA events.

5.7 Allowance / Transfer of Duty

Submit your allowance claim form to your committee treasurer by completing *Form 25.0 – Travel Allowance Claim*. Any other personal 'out of pocket' expenses may be claimed. By completing *Form 26.0 – Personal Expenses Claim Form*. Please note that receipts must be attached.

Transfer of Duties Form to be submitted to the QSS Unit Manager. These forms will be sent to your Principal with notification of your appointment as a Queensland team official prior to your team's travel.

5.8 Student Forms

Once all of the student forms have been collected, these must be stored appropriately according to departmental guidelines:

<https://oneportal.deta.qld.gov.au/Services/InformationTechnology/IMtoolkit/recordkeeping/recordsretentiondisposal/Pages/Recordsretentionanddisposalpractices.aspx>.

Information from these forms must travel with the manager at all times. Team officials must have immediate access to all medical details and emergency contact information (as supplied on *Form 6.0* and *Form 7.0*). Team officials must also have access to all other student paperwork throughout the event. Do not pack this information with your check-in luggage.

NOTE: Be vigilant with the receipt of information, keep all members aware of the timelines and follow up where necessary.

6 At the Interstate / International event

Team officials have a significant role in managing the safety, health and wellbeing for all players, student officials and officials. This responsibility is detailed in:

- Officials Code of Conduct and Duty of Supervision
- Duty of Care and Student Protection
- Risk Management
- Player Management / Student Welfare
- Clearly defined roles of all team officials

6.1 Officials Code of Conduct / Duty of Supervision

Team officials are expected to have a full understanding of the expectations detailed in the QSSMG Competition Procedures – Section 8.0 Team Officials' Code of Conduct and Section 9.0 Duty of Supervision, which have been detailed below in Section 8.6 of this document.

6.2 Duty of Care and Student Protection

All teachers are expected to maintain vigilance in regard to their duty of care and student protection responsibilities. Being away with a school sporting team does not change the emphasis of these important areas. Student Protection Policy applies to all employees. Members of teaching staff, principals and members of the administration team, specialist and support staff are required to adhere to the Student Protection Policy and must complete the online course and discussion module. All employees and volunteers are required to report any concerns they may have about a student direct to the principal. Every Queensland team official is required to adhere to the relevant policies and procedures detailed in the Department of Education and Training Policy and Procedures Register: <http://ppr.det.qld.gov.au/Pages/default.aspx>

This register provides officials with parameters to gauge the risk to students when they are engaged in the activity, and details the appropriate responsibilities and legislative requirements.

Please refer to the website links that are found in the References section below.

NOTE: The safety, health and wellbeing of each student is paramount. Ensure that each official clearly understands their role in assuring the Duty of Care of all students.

6.3 Risk Management

Prior to the commencement of the event, the event convenor should provide a risk assessment document for your consideration. Officials should evaluate the risk of the interstate / national / international venue in accordance with the QSS risk management procedures. If there are risks identified, it is the responsibility of the team officials to take appropriate action to ensure the safety of staff and students. If a risk assessment is not provided then it is the team officials' responsibility to ensure a written risk assessment has been completed and any action taken to minimise risk from identified hazards should be noted on risk assessment documentation (*Form 19.0* and *Form 20.0*).

6.4 Player Management

Player management is giving consideration to the players' health and well-being. Team officials need to be aware of how each player is coping in regard to the following:

- the rigours and stresses of competing daily
- being away from home in an unfamiliar environment
- the impact of team dynamics on the individual

- the management of personal health or medical issues.

Player management also includes ensuring:

- equitable playing time
- the supervision of players during non-competition.

Student Welfare

Please refer to the following forms:

- *Form 21.0 – MyHR WHS Incident Report*
- *Form 24.0 – Breach of Code of Conduct Report*
- Hydration Guidelines – QSSMG Competition Procedures Appendix 7.0

6.5 Team Officials' Roles

Team officials take on different roles when travelling with sporting teams, however, all officials are responsible for the duty of care of each student. When attending official functions, at least one team official must have access to student information and be able to offer support to any emergency that may arise. Officials are expected to attend all official functions conducted at the event; however attendance by all team officials may depend on the accommodation used at the event and supervision levels required.

Results

Results of the event are normally posted onto:

- the host's website
- the SSA website (where applicable); and
- they may be posted on the QSS website on the sport specific page.

7 After the Interstate / International event

For many students, this will be their first experience of state team participation. It should be an experience that they will remember and cherish for many years to come. Students and officials should enjoy a wonderful journey commencing from the players' performance at the state championships, to being selected for Queensland, the build-up and preparation for the national / interstate event, competing at the event and then returning home. You do not want the last part to be an anti-climax.

Winning certainly makes the whole state team experience more memorable, but in reality not all teams go home as champions. Ensure that you take necessary measures to ensure that the total experience is one to be fondly remembered – not just the 'winning' or the 'losing'.

Therefore, an area that will require some thought is how to provide "closure" for the students and parents. Previously, officials have provided 'closure' in a variety of ways. These have included, a team meeting directly after the Closing Ceremony; providing certificates for team awards, farewells at the airport, providing a "report card" to the players on their performance and suggestions in how they might improve.

Team officials need to conduct an activity that will provide some form of "closure" for all team members. It is very important that this occurs.

7.1 Final Report

A final report (*Form 27.0 – Team Report*) needs to be completed. This document will help to identify areas that worked well, in addition to those where some rethinking needs to

occur. The recommendations will help to assist the QSS Unit, the sport specific committee and the future team officials in improving the program for our state teams.

QSS also relies on this documentation when collecting team data used in reports to Education Queensland and the QSS Council.

The report should be completed with collaboration of all team officials.

Note: Your sport committee may require a more detailed report than the one page format provided in *Form 27.0*. Please discuss your sport specific requirements with your committee executive.

7.2 Risk Management

A requirement of Curriculum Risk Management is the need to monitor and review at the conclusion of the event. In most cases this will be very quickly completed with a few questions contained at the end of the risk management documents. If there are serious concerns, please discuss with a Sports Officer from the QSS Unit.

8 References

All Queensland team officials need to become familiar with the following DET and QSS policies and procedures in order to carry out your required duties as a Queensland team official. In doing so, you will be significantly reducing the risk both to yourself and the students in your care.

8.1 Code of Conduct – Department of Education and Training

<http://education.qld.gov.au/corporate/codeofconduct/index.html>

8.2 Student Protection Policies and Forms

- Student Protection

<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>

Other relevant policies:

- Safe, Supportive and Disciplined School Environment

<http://ppr.det.qld.gov.au/education/learning/Pages/Safe,-Supportive-and-Disciplined-School-Environment.aspx>

- Managing Data held by the Department:

<http://ppr.det.qld.gov.au/corp/ict/management/Pages/Information-Management.aspx>

- Infection Control:

<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Infection-Control.aspx>

- Management of Prescribed Contagious Conditions:

<http://ppr.det.qld.gov.au/education/community/Pages/Management-of-Prescribed-Contagious-Conditions.aspx>

- Administration of Medications in Schools:

<http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

- First Aid:

<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>

- Supporting Student Health and Wellbeing Policy Statement (including Sun Safety):

<http://education.qld.gov.au/schools/healthy/student-health-wellbeing-policy-statement.html>

8.3 Risk Management Policy (CARAs)

- Risk Management Modules:
<http://education.qld.gov.au/curriculum/carmg/index.html>
- Curriculum Activity Risk Assessment (CARA) Guidelines:
<http://education.qld.gov.au/curriculum/carmg/sport.html>
- Managing Risk in Schools:
<http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
- Inclusive Education Policy:
<http://education.qld.gov.au/schools/inclusive/index.html>
- School Excursions:
<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>

8.4 Queensland School Sport Website

www.queenslandsschoolsport.eq.edu.au

- All QSS forms
- QSSMG Competition Procedures
 - 6.0 Queensland Teams
 - 7.0 Accommodation
 - 8.0 Codes of Conduct
 - 9.0 Team Officials – Duty of Supervision
 - 10.0 Procedures for the Investigation and Recording of Misconduct
 - Appendix 7.0 Hydration Guidelines
 - Appendix 9.0 Photography Statement
 - Appendix 10.0 Student Officials' Participation Policy.

8.5 School Sport Australia Website

www.schoolsport.edu.au

- Policies and Procedures; Sport Results; Sports Information

Important: After viewing references above, it is suggested that you download and print any relevant policies that you may need to refer to whilst undertaking your duties.

8.6 Code of Conduct – Team Officials

(Section 8.2 of QSSMG Competition Procedures)

- You are bound by the Department's Code of Conduct.
- Provide a safe and supportive sporting and learning environment.
- Initiate and maintain constructive communication and relationships 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 “School Sport” into disrepute.
- Avoid over-playing the talented players. All players need and deserve equitable time.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Compliment participants on their efforts.
- Condemn unsporting behaviours.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Refrain from criticism of or reaction to the umpires / referee’s judgment 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.

The Codes of Conduct for players, student officials, parents and spectators should be publicised in championship programs and should be distributed to players and parents upon a student’s selection in a school sport representative team.

DET Standard of Practice (April 2013) – see Code of Conduct link in References.

Section 1.5 Demonstrate a high standard of workplace behaviour and personal conduct.

- You must not communicate with students using a personal mobile phone, either verbally or by text message unless prior approval has been given by your Principal or supervisor. You must discourage students from such communication with staff. Use of a departmental mobile phone must be for official purposes only.
- You must ensure that you do not communicate with students from a private or personal email address. School or institute policies which allow for communication with students via departmental email should be for official purposes only.
- You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or supervisor. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students.
- You must not use internet social networks such as Facebook, My Space or YouTube to contact or access present students enrolled in any school or institute.
- If you use internet social networks in your personal time you must ensure that the content is appropriate and private, and that you restrict access to specific people who are not students.

8.7 Team Officials – Duty of Supervision

(Section 9.0 of QSSMG Competition Procedures)

- At all times team officials must display exemplary conduct as a model for students.
- When students are in the care of team officials 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 number.
- 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.
- 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 the 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.

8.8 Procedures for the Investigation & Recording of Misconduct

(Section 10.0 of QSSMG Competition Procedures)

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 QSS Management Group.
- 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 executive officer, QSS, and the secretary of the relevant sport specific committees. 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.