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Introduction

Welcome to a new year in School Sport.

The Queensland School Sport Unit is pleased to present the 2015 Queensland Student Officials Manager’s handbook.

The handbook’s format has been designed to present information in a succinct manner. Further, the information is set out in a logical manner of essential tasks required to ensure the continued success of our Student Official’s programs.

The key elements to effective management of our teams are preparation and organisation. The Queensland School Sport Unit is very much aware of the significant contribution of time volunteered by Student Officials Managers to our programs and the information contained within this handbook will help ensure you make the best use of the time available.

Communication with the selected student officials, parents, schools, sport specific committee and the Queensland School Sport Unit is vital. A list of unit staff contact details is provided. Regular communication is essential if not mandatory for our Student Officials Managers.

In the Appendix section of this handbook is a sample hard copy of all the forms required. These are available from the Queensland School Sport Unit upon request and are also available on the QSS website. www.queenslandschoolsport.eq.edu.au

The Reference section contains a list of vital links, DETE and Queensland School Sport policy and procedures. It is your responsibility to fully understand DETE policy and procedures, in particular Code of Conduct policy, Student Protection policy and Risk Management procedures. Please refer to page 13 for Student Officials’ Manager 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 2015.

Steven Murray
Manager, Queensland School Sport Unit
30 January 2015
**Student Officials Manager’s (SOM) Checklist**

**Prior to State Championships**

<table>
<thead>
<tr>
<th>Prior to State Championships</th>
<th>(insert date)</th>
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<tbody>
<tr>
<td>Read relevant Queensland School Sport policies</td>
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<tr>
<td>Liaise with QSS Executive to determine funds available for Student Officials airfares &amp; what (if any seats have been put on hold for student officials as per your committee’s request)</td>
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<tr>
<td>Consult with Sport Specific committee and Event Convenor to select Student Officials</td>
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<tr>
<td>Forward Student Officials team list to the Queensland School Sport Unit</td>
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<tr>
<td>Confirm/Arrange Transport &amp; accommodation for Student Officials as required</td>
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<tr>
<td>Prepare Student Officials Levy (Form 2) in consultation with committee &amp; QSSU staff</td>
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<tr>
<td>Submit student levy calculation sheet to QSSU/Treasurer for checking</td>
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<tr>
<td>Make arrangements with the Committee Treasurer for collection of monies</td>
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<tr>
<td>Set up email distribution list for players and parents – check that all are receiving</td>
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<tr>
<td>Prepare a) Principal Forms b) Student Forms c) Information Bulletin</td>
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<tr>
<td>Distribute forms as appropriate to: a) Principal b) Students (Parents/Guardians) c) Collect forms from SO and Principals and complete Checking List</td>
<td></td>
</tr>
<tr>
<td>Forward Checking List to QSS Unit</td>
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<tr>
<td><strong>Confirm Flights / Other Travel Arrangements with QSS Unit</strong></td>
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<tr>
<td>Ensure accommodation has been arranged for student officials at least 4 weeks prior to departure</td>
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<tr>
<td>Send confirmation of travel details/accommodation details to students/parent/guardians</td>
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<tr>
<td>Order student officials uniforms at least 4 weeks prior to departure forward copies to a) The relevant supplier b) QSS Unit (<a href="mailto:kerrie.brewin@dete.qld.gov.au">kerrie.brewin@dete.qld.gov.au</a>) c) Check bulletins from host region re deadlines for the return of forms</td>
<td></td>
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<tr>
<td>Complete Risk Assessment Form (Form 20)</td>
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<tr>
<td>Email Officials Emergency Contact Details, Risk Assessment and Transfer of Duty form to QSS Unit (transfer of duty form &amp; TRS payment process should have been sent to your Principal for completion with notification of your appointment as Student Officials Manager)</td>
<td></td>
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<tr>
<td>Keep regular contact with students through email and bulletins</td>
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<tr>
<td>Collate all necessary Student Forms (including Principal Consent Forms)</td>
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<tr>
<td>Forward Student Details Forms and Medical History Forms to Regional Managers if required (if travelling with Regional Teams/Being Accommodated with Regional Teams)</td>
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</tr>
<tr>
<td>Prepare folder to store all student forms (suggest alphabetical order)/on tablet etc.</td>
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<tr>
<td>Submit Travelling Allowances Claim Form to Committee Treasurer</td>
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**At the State Championships**

<table>
<thead>
<tr>
<th>At the State Championships</th>
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<tbody>
<tr>
<td>Arrange meeting time and place for Student Officials briefings</td>
<td></td>
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<tr>
<td>Obtain copy of Student Officials roster from carnival convenor/umpires convenor</td>
<td></td>
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<tr>
<td>Reinforce Codes of Behaviour and responsibilities with students / parents</td>
<td></td>
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<tr>
<td>Review Risk Management documentation – alert the host centre of identified risks</td>
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<tr>
<td>Be familiar with event meeting procedures and attend all official functions</td>
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<tr>
<td>Be familiar with the Officials Codes of Behaviour and Responsibilities of Supervision</td>
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<tr>
<td>Monitor student officials welfare on a daily basis</td>
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<tr>
<td>Supervise student officials</td>
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</table>

**After the Event**

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<tr>
<th>After the Event</th>
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<tbody>
<tr>
<td>Complete report and forward to QSSU and Sport Specific Committee</td>
<td></td>
</tr>
<tr>
<td>Monitor and review Risk Management Documentation</td>
<td></td>
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</tbody>
</table>

(tick box when completed) **All forms are available from the Qld School Sport website.**
PRIOR TO THE STATE CHAMPIONSHIPS

There are three (3) 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 students and parents. The better prepared you are the greater will be the level of confidence of the parents. The three major tasks to be performed prior to the State Championships are:

- Identifying/selecting student officials
- Arranging Transport /Accommodation for Student Officials
- Paperwork & Communication

1. IDENTIFYING/SELECTING STUDENT OFFICIALS

The selection of the Student Officials Team should be a consultative process. Consideration should be given to the requirements of the championships and available funding support. It is the responsibility of the Student Officials’ Manager to liaise with the Sport Specific Committee Executive, the hosting RSSO, and the State Championship Convenor to identify the Student Officials Team.

Once selected, all communication with student officials becomes the responsibility of the Student Officials’ Manager.

- Record the email addresses and personal contact details of both the players and parents.
- 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 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 DETE 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, Face Book etc is provided. (see link in References).
- Use of social media for departmental promotion
- “You must not use internet social networks such as Facebook, Yammer, Twitter, Myspace or YouTube to contact or access present students enrolled in any school or institute”.

2. ARRANGING TRANSPORT/ACCOMMODATION FOR STUDENT OFFICIALS

(a) Transport

It is the responsibility of the SOM to ensure that all student officials have transport to and from the Championship. In order to facilitate this you will be required to liaise with the QSSU & RSSO’s to determine what provisions have been made for the transport of student officials to the host center, as well as to and from the playing venue each day (in most cases this will be independent travel).

- Please refer to the spreadsheet provided to you by QSSU to check on the flight requests that have been arranged on behalf of your committee & the total allocation of funds for student official flights.
- For all other transport required (not listed on the spreadsheet provided by QSSU) please consult with QSSU staff to make any necessary arrangements.

(b) Accommodation

It is also the responsibility of the SOM to communicate with student officials and their families to ensure that accommodation has been arranged at the host center (as well as for the transport of the student official to and from the playing venue each day).
• If students are staying in **team accommodation** – accommodation needs to be booked for the student officials to stay as a team under your supervision. (Remember the cost of this needs to be calculated into then **Student Officials Levy**)

• If staying in team accommodation, arrangements for meals (student officials lunches are usually catered for) will also need to be made and accounted for within the **Student Officials Levy**.

3. **PAPERWORK & COMMUNICATION**

• Prepare Paperwork for student officials parents/guardians, Principals and QSSU staff by adding sport specific information to the QSS forms provided.

1.0 **Student Official Team List**

• Complete in consultation with sport specific Executive/Championship Convener /RSSO from host region.

2.0 **Student Levy Calculation Sheet**

• Prepare in consultation with sport specific committee Treasurer.
• Send to QSSU sport specific officer for approval.

3.0 **Information Bulletin**

• Complete by inserting information specific to the championships.
• Distribute to Student Officials parents/guardians, QSSU sport specific officer and committee executive.

4.0 **Invitation to be a Queensland Student Official Team Member**

• Complete with sport specific championship information.
• Distribute to student officials’ parents/guardians.
• (Please note there are different versions depending on transportation arrangements).

5.0 **Acceptance of Invitation/Parental Consent Form**

• Distribute with forms 3.0 and 4.0.

6.0 **Student Personal Details Form**

• Distribute with forms 3.0, 4.0 & 5.0

7.0 **Student Medical History & Authorization Form**

• Distribute with forms 3.0, 4.0, 5.0 & 6.0

8.0 **Uniform Order and Levy Payment Form**

• Complete ‘Instructions’ panel (left hand side of page) with details as indicated.
• Complete compulsory student levy section (A) (as per Student Officials Player Levy Calculation Sheet)
• Complete compulsory uniform section (B) (as per Student Officials Player Levy Calculation Sheet)
• Liaise with your sport specific Treasurer to determine where funds are to be paid to / held.
• Send a copy to your sport specific Treasurer for approval
• Distribute to students’ parents/guardians with forms 3.0; 4.0; 5.0; 6.0 & 7.0

9.0 **Project Consent Form**

• Only distribute if Principal does NOT advise that Project consent is held at the student’s school.

10.0 **Accommodation Request Form**

• Distribute with forms 3.0; 4.0; 5.0; 6.0; 7.0 & 8.0
• This form needs to be completed with details of where the Student Official will be staying for the duration of the championship/who they are staying with/how they will be getting to and from the venue)
11.0 Request for Variation to Travel Form
- Distribute ONLY if requested.

12.0 Student Officials Code Of Conduct
- Distribute with 3.0; 4.0; 5.0; 6.0; 7.0; 8.0 & 10.0

13.0 Parent’s & Spectator’s Code of Conduct
- Distribute with 3.0; 4.0; 5.0; 6.0; 7.0; 8.0; 10.0 & 12.0

14.0 Letter to Principals
- Complete with sport specific championship information
- Distribute to Principals of schools from which student officials have been selected.

15.0 Principals Approval Form
- Complete with sport specific championship and return address information
- Distribute to Principals of schools from which student officials have been selected with form 14.0.

16.0 Sportswear Queensland Travel Uniform Order Form
- Complete this summary form using information from orders placed by student officials.
- Send order directly to supplier (Sportswear Queensland) – email
- Send duplicate of form to QSSU email kerrie.brewin@dete.qld.gov.au

17.0 QSSU Order Form
- Complete this summary form using information from orders placed by student officials.
- Send summary form to QSSU email kerrie.brewin@dete.qld.gov.au

18.0 Sportswear Queensland Supporters Gear Order Form
- Complete this summary form using information from orders placed by student officials.
- Send summary form to QSSU email kerrie.brewin@dete.qld.gov.au
- QSSU will document your order and forward it back to you with the paperwork required by the supplier.

19.0 Risk Management – Representative Sports Event – Team Manager
- Complete and submit to sport specific officer at QSSU.(see QSSU contact list for email details)

20.0 Team Official-Emergency Contact & Medical Form
- Complete and submit to sport specific officer at QSSU.(see QSSU contact list for email details)

21.0 Student Officials Team List Checking Sheet
- Complete and submit to sport specific officer at QSSU.(see QSSU contact list for email details)

22.0 Team Officials Travelling Allowance Claim Form
- Complete in consultation with Committee Treasurer (must be reconciled with budget)
- Submit to sport specific Treasurer for payment.

23.0 Team Officials Expense Claim Form
- Complete ONLY IF REQUIRED (receipts must be kept and presented)
- Submit to sport specific committee Treasurer for payment.

24.0 Championship Report
- Complete at the conclusion of the Championship and submit to QSSU sport specific officer & host RSSO.
25.0 Offline Health & Safety Incident Report Form
- Complete if required
- Submit a copy to: (a) Principal of the student’s school; (b) the host Region

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

**At the event**
The Student Officials’ Manager has a significant role in managing the safety, health and wellbeing for all student officials. This responsibility is detailed in:
- Officials Code of Conduct and Responsibilities of Supervision
- Duty of Care and Student Protection
- Risk Management
- Player/Official Management Student Welfare
- Clearly defined roles of all team officials

**Officials Code of Conduct / Responsibilities of Supervision**
Team officials are expected to have a full understanding of the expectations contained in the QSS Officials’ Code of Conduct and Responsibilities of Supervision (QSS Competition Procedures sections 8.0 & 9.0).

**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 be familiar with the Student Protection policy and must complete the online course and discussion module when newly employed to work in a school. All employees and volunteers are required to report any concerns they may have about a student direct to the principal. Every QSS official is required to be fully aware of the relevant policies and procedures detailed in the Department of Education, Training and Employment Policy and Procedures Register. 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. **Important:** See website links in References (page 10).

**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 Queensland School Sport risk management procedures outlined in this handbook (refer to page 10 – References). If there are risks identified, it is the responsibility of the Student Official’s Manager to take appropriate action to ensure the safety of staff and students. If a risk assessment is not provided then it is the Student Official’s Managers responsibility to ensure a written risk assessment has been completed. (QSS Representative Sports Event Convenor Risk assessment)

**Player/Student Official Management**
Management of student officials includes giving consideration to the students’ health and wellbeing. Student Official Managers need to be aware of how each student official is coping in regard to the following:
- the rigours and stresses of officiating daily
- being away from home in an unfamiliar environment
- impact of team dynamics on the individual
- management of personal health or medical issues
- supervision of student officials during non-competition times.

**Student Welfare**
Please refer to the following forms; Accident Form – Appendix 26 and Hydration Policy – QSS Competition Procedures Appendix 8.0
Student Official Managers Roles

QSS 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, Student Officials’ Manager must have access to student paperwork and be able to offer support to any emergency that may arise. While Student Officials Managers are expected to attend all official functions conducted at the event, attendance may depend on the accommodation used at the event and supervision levels required.

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

After the event

For many students, this will be their first experience as a student official at a State Event. It should be an experience that they will remember and cherish for many years to come. Student officials should enjoy a wonderful journey commencing from being selected as a Student Official, the build-up and preparation for the event, officiating at the event and then returning home. You do not want the last part to be an anti-climax.

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 team awards, farewells at the airport, presenting a pictorial album to each player, providing a “report card” to the officials on their performance and suggestions in how they might improve.

Student Official Managers need to conduct an activity that will provide some form of “closure” for all student officials. It is very important that this occurs.

Final Report

A final report (Form 26.0) 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 Queensland School Sport Unit, the sport specific committee and the future Student Official Managers in improving the program for our student officials.

The report should be completed with collaboration of all team officials, umpires/referee co-ordinator and event convenor.

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. In there are serious concerns, please discuss with a Sports Officer from the Queensland School Sport Unit.
References:
All QSS Officials need to become familiar with the following DETE 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.

A. Code of Conduct – Department of Education, Training and Employment

B. Student Protection Policies and Forms

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

Other relevant policies:

- Managing Data held by the Department http://ppr.det.qld.gov.au/corp/ict/management/Pages/Managing-Data-Held-by-the-Department.aspx
- Infection Control http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/Infection-Control.aspx
- First Aid http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx

C. Curriculum Activity Risk Management Policy (CARA’s)
http://education.qld.gov.au/schools/healthy/


D. Government and Non-Government Accident Report Forms
Health and Safety Incident – MyHR:
E. Queensland School Sport Website
www.queenslandschoolsport.eq.edu.au
- All QSS forms
- Competition Procedures
  - 6.0 Queensland Teams
  - 7.0 Accommodation
  - 8.0 Codes of Conduct
  - 9.0 Team Officials – Duty of Supervision
  - 10.0 Management of Student Behaviour
  - Appendix 4.0 Procedures for Control of Spectator Behaviour
  - Appendix 8.0 Hydration Policy
  - Appendix 10.0 Photography Statement
  - Appendix 11.0 Student Officials Participation Policy
  - Appendix 12 Billeting Guidelines
  - Appendix 13.0 Guidelines for Managing Complaints

F. 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 off any relevant policies that you may need to refer to whilst undertaking your duties. In that regard, please take special notice of sections 6, 7, 8, 9 and 10 of the QSS Competition Procedures relating to Queensland Teams (sections 8, 9 and 10 are attached below on pages 12 & 13) |

G. Code of Conduct – Team Officials (section 8.0 of QSS Competition Procedures)
- You are bound by the Code of Conduct for the Queensland Public Service. This Code contains the four ethics principles, their associated set of values and Standards of Conduct.
  - Integrity and Impartiality
  - Promoting the public good
  - Commitment to the system of government
  - Accountability and transparency
- The Department of Education, Training and Employment Standard of Practice provides further guidance on the intention of the four ethics principles.
- Queensland School Sport have provided further guidance specific to the representative school sport program.
  - 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 disrespect
  - Avoid over-playing the talented players. All players need and deserve appropriate time
  - Develop team respect for the ability of opponents as well as for the 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 umpire’s / 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, 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.
DETE Standard of Practice (January 2011) – see link in References (page 11)

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.

H. Team Officials – Duty of Supervision (section 9.0 of QSS Competition Procedures)

9.1 At all times team officials must display exemplary conduct as a model for students.

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

9.3 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.

9.4 Ensure students and parents have team officials’ telephone contact number in case of emergency.

9.5 When Team Officials are responsible for accommodation for students, e.g. Camp situation. Motels, etc., the following rules are to be adopted:

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

9.6 When travelling, Team Officials should be situated in seating so that they can supervise their team.

9.7 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.

9.8 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.

9.9 All team management are to apply the principles of the Student Protection policy as contained in the Education Policy and Procedures Register Student Protection

I. Procedures for the Investigation and Recording of Misconduct (Section 10.0 of QSS 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:

10.1 Identify the breach of the Code of Conduct.
10.2 Offending students and witnesses should be questioned immediately after the incident. Everyone should be questioned individually and not in a group situation.

10.3 A written record of the incident should be made. Alleged offenders, witnesses and team officials should be requested to provide a written record.

10.4 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.

10.5 Team officials should determine the appropriate immediate considered disciplinary action. If in doubt, seek advice from other authorities, QSS Unit and/or host executive officials to help determine appropriate responses.

10.6 The student/s and their parents should be advised of the immediate disciplinary action to be taken. They should also be advised of any possible subsequent disciplinary action, which may result from the referral of the incident to the Executive Officer of Queensland School Sport Management Group.

10.7 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, Queensland School Sport Management Group, and the secretary of the relevant Sport Specific Committee.

10.8 QSS Management Group shall be responsible for any subsequent disciplinary action and not the officials or the Sport Specific committee from which they come. QSS Management Group will inform the Sport Specific Committee of any further action taken.

When an incident occurs please notify the QSSU Sport Specific Officer as soon as practicable. This Officer can provide you with further support and guidance.

J. Queensland School Sport - Risk Management

This document summarises how curriculum risk management is to be undertaken by Queensland School Sport.


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

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

2. For all curriculum activities (regardless of assigned level of Risk) the following requirements exist in regard to Curriculum Risk Management:
   - Team coaches **must** complete and submit a Curriculum Activity Risk Assessment (CARA) appropriate to their sport. These can be downloaded from the DETE website (see link below) or the QSS website.
   - Team managers **must** submit a QSS Representative Sports Event Team Manager Risk Management template (Appendix 19).
   - The convenor of a Queensland hosted interstate / national event is responsible for completing a QSS Representative Sports Event Convenor template (available from QSS unit). When you are competing interstate, the host centre should complete and publish a risk assessment checklist. If that is not provided prior to the event commencing, team officials **will be required** to complete the QSS Representative Sports Event Convenor template (Appendix 20).

3. These risk assessments **MUST** be completed and approved **1 (one) week prior to the state team’s assembly (training / competition). Send your completed Risk Management form to the relevant Sports Officer at the Queensland School Sport Unit.
4. These people have been delegated authority to approve CARA and Risk Management assessments for Queensland School Sport Teams:

<table>
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<tr>
<th>Name / Position</th>
<th>Position</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Murray</td>
<td>Manager, QSS Unit</td>
<td><a href="mailto:steven.murray@dete.qld.gov.au">steven.murray@dete.qld.gov.au</a></td>
</tr>
<tr>
<td>Warwick Cook</td>
<td>A/Sports Officer, QSS Unit</td>
<td><a href="mailto:warwick.cook@dete.qld.gov.au">warwick.cook@dete.qld.gov.au</a></td>
</tr>
<tr>
<td>Chris Bransdon</td>
<td>Sports Officer, QSS Unit</td>
<td><a href="mailto:christopher.bransdon@dete.qld.gov.au">christopher.bransdon@dete.qld.gov.au</a></td>
</tr>
<tr>
<td>Victoria Aley</td>
<td>Sports Officer, QSS Unit</td>
<td><a href="mailto:victoria.aley@dete.qld.gov.au">victoria.aley@dete.qld.gov.au</a></td>
</tr>
</tbody>
</table>

5. The CARA / Risk Management template should be completed and submitted electronically (e.g. via email).

6. Once approved:
   a. A copy of the approved CARA / Risk Management template will be returned to the person who submitted it
   b. A copy of the approved document will be filed at the Queensland School Sport Unit with details of the document entered in a Risk Management Activity Register.

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

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

**Important links: NB: These links will allow access to Sport Specific CARA Guidelines**

- Managing Risks in School Curriculum Activities

- Curriculum Activity Risk Assessment (CARA) Guidelines

- School Excursions
Appendices:

Organisation Forms
1. Student Officials Team List
2. Student Team Official Levy Calculation spreadsheet

Student Forms
3. Information Bulletin
4. Invitation to be a Student Official Team Member
5. Acceptance of Invitation / Parental Consent Form
6. Student Personal Details Form
7. Student Medical History and Authorisation Form
8. Student Official Uniform and Levy Payment Form
9. Project Consent Form (only send if required)
10. Billet / Accommodation Request Form
11. Request for Variation to Travel (only send if requested)
12. Student Officials’ Code of Conduct
13. Parents and Spectators Code of Conduct

School / Principal Forms
14. Letter to Principals
15. Principal Approval Form

Administration Forms
16. Sportswear Queensland Uniform Order Form
17. QSS Unit Order Form
18. Sportswear Qld – Supporters’ Gear Order Form (**Please send to QSSU – do NOT send this form directly to the supplier**)
20. Team Official – Emergency contact & Medical Form
21. Team list / Checking sheet
22. Team Official’s Travelling Allowance Claim Form
23. Personal Expenses Claim Form
24. Championship Report
25. MyHR offline Health & Safety Incident Report Form
<table>
<thead>
<tr>
<th>Position</th>
<th>Sport Officer</th>
<th>Telephone No.</th>
<th>Mobile Ph.</th>
<th>Internet Email</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Steven Murray</td>
<td>07 3634 1308</td>
<td>0417 713 726</td>
<td><a href="mailto:steven.murray@dete.qld.gov.au">steven.murray@dete.qld.gov.au</a></td>
<td>Baseball, Hockey, Disability committee, Squash, Surfing.</td>
</tr>
<tr>
<td>Sports Officer</td>
<td>Warwick Cook</td>
<td>07-36341309</td>
<td>0417 713 776</td>
<td><a href="mailto:warwick.cook@dete.qld.gov.au">warwick.cook@dete.qld.gov.au</a></td>
<td>Rugby Union, Swimming 10-12 yrs, Cross Country, Track &amp; Field 10-12 yrs, 13 – 19 yrs</td>
</tr>
<tr>
<td>Sports Officer</td>
<td>Chris Bransdon</td>
<td>07-3634 1307</td>
<td>0418 870 876</td>
<td><a href="mailto:chris.bransdon@dete.qld.gov.au">chris.bransdon@dete.qld.gov.au</a></td>
<td>Cricket, Football, Rugby League, Touch, Triathlon;, Water Polo</td>
</tr>
<tr>
<td>Sports Officer</td>
<td>Vicki Aley</td>
<td>07-36341306</td>
<td>0419 785 571</td>
<td><a href="mailto:victoria.aley@dete.qld.gov.au">victoria.aley@dete.qld.gov.au</a></td>
<td>Australian Football, Basketball, Golf, , Tennis, Netball, 13-19 yrs, Softball, Volleyball</td>
</tr>
<tr>
<td>Sport Support Officer</td>
<td>Kerrie Brewin</td>
<td>07-3634 1305</td>
<td></td>
<td><a href="mailto:kerrie.brewin@dete.qld.gov.au">kerrie.brewin@dete.qld.gov.au</a></td>
<td>Uniform Summary Sheets</td>
</tr>
</tbody>
</table>

Sport Unit Fax: (07) 3634 1330  
Sport Unit Location: Stafford State School 282 Stafford Road, Stafford  
Sport Unit Postal Address: PO Box 1172, Stafford City Post Shop Stafford Road, Stafford Qld 4053  
Queensland School Sport Website Address: www.queenslandschoolsport.eq.edu.au
# Queensland School Sport

## Student Officials Team List

**Boys / Girls**

**Sport:** __________________________

**Age Group:** _________________

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Region</th>
<th>School</th>
<th>Students eq/school email</th>
<th>Parents Name</th>
<th>Parents contact email</th>
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<td>work home mobile</td>
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</table>
Congratulations on your selection to participate in the Queensland School Sport (QSS) Student Officials Program. Details of the Championships at which you will be officiating are detailed below. Please carefully read the event information and respond as requested.

**Name of Championships**

**Competition Dates**

**Host State and Venue**

**Venue Address**

**Student Officials’ Team Manager’s Details** (include address and contact telephone numbers)

**Travel Arrangements** (include dates and flight numbers, assembly time for departure and arrival time for the return trip – if booked by QSSU OR details regarding the arrangement of independent travel - time required at host venue etc)

**Student Accommodation** (details of team accommodation and cost if provided/explain that individual arrangements need to be made)

**Student Officials Base Levy** (include all items that are covered, including uniforms, accommodation and meals if team accommodation is provided, student official photos etc.)

**Payment Details** (how payments can be made and where payment is to be sent).

**Student Official Managers’ Contact Details during Championship** (address and telephone at the championship event)

**Team Uniforms** (requirements and method of ordering)

**Optional Extras** (such as the event souvenir shirt, supporter’s apparel, photograph etc)

**Codes of Conduct** (team members' and parents/spectators)

**Student Commitment** (participation for the full duration of the event)

**Return of Forms** to be completed and returned (person and address)

**Due By Date** (time lines when forms and payments are due)

Once again congratulations on your selection to participate in the Queensland School Sport Student Officials Program. Should you have any questions or concerns regarding any of the enclosed information, paperwork or in relation to the Championships, please do not hesitate to contact me on (phone number).

I look forward to working with you at the _______________________ Championships.

Kind Regards

(Name)

Student Officials Manager – (Sport)
Dear Parents/Guardians

I am pleased to advise that your child has been invited to participate as a Student Official at the Queensland School Sport (QSS) (Sport Name and Age Group) Championships to be held in (venue) – (host region), from the (start date) to (end date) 2015.

Before accepting this invitation to participate in these championships, please read the following information along with the attached codes of conduct, as these are the conditions that you will be agreeing to undertake as a QSS Student Official:

Participation Policy
In accepting the invitation to officiate at a QSS State Championship, the student must ensure that prior commitments will not affect his/her availability and full participation in the championship programs.

Date & Venue
Travel Date: (if required) (day, month) 2015
Competition Dates: (day, month) 2015 to (day, month) 2015
Championship Venue: (insert venue)

Transport
List flight details (refer to QSSU spread sheet/consult with QSSU)
List details of any costs in addition to what is subsidised by QSSMG

Accommodation
All Student Officials must complete the BILLET/ACCOMMODATION REQUEST FORM. This is due back to me by (date) 2015.

Apparel
Travel Uniform:
(Consult with committee/QSSU)
Officiating Uniform:
(Consult with Event Convenor/Committee)
Other:
(Supporters apparel – refer to attached order form)
Eg.
- Bring a hat – as the venue is outdoors.
- Bring a water bottle.
- Bring sunscreen, etc.

Team Levy
Each team member will be required to pay for their team photo (if applicable) along with any apparel ordered. Additionally travel costs may be incurred if flight costs are greater than the subsidy provided by QSSMG or transport by bus is required.
(Insert cost if known)
**Team Photographs**

All team members will receive a team photograph. The cost of this photograph will be $__________. The photo will be scheduled for (date and time). Students will be required to wear (insert uniform requirements) for their team photo.

**Behaviour**

The Queensland School Sport Policy States:

- The Student Official’s Manager (SOM) is the representative of QSS and must take all reasonable steps to ensure the Code of Behaviour is enacted by officials and competitors.
- The SOM has the authority and responsibility to institute disciplinary procedures to deal with behaviour contrary to the code of conduct.
- Where the disobedience or misconduct is so serious that local disciplinary action is inadequate, consultation between the parents, the SOM and the Regional Sport Officer will determine subsequent actions.

Please ensure that your son/daughter reads and understands their responsibilities set out in the attached Team Members Code of Behaviour.

While a member of this Student Official Team, the students’ behaviour must be of the highest standard.

**Privacy Information**

Queensland School Sport is collecting your personal contact details in accordance with the Information Privacy Act 2009, in order to contact you regarding your child representing Queensland School Sport in school sport activities. The information will only be accessed by authorised regional sport personnel. Your information will not be given to any person or agency unless either you have given permission or it is required by law.

**Forms**

In order to secure your child’s position in this team the enclosed forms must be completed and returned to the Student Officials’ Manager (SOM) at the address listed. Failure to do so may result in a reserve being invited to replace your child in the Student Official’s Program.

**Forms to be returned to:**

Attention: (Insert Name)
Student Officials’ Manager – (sport – age group)
(Insert school name)
(Insert email address)
(Insert school phone number)
(Insert mobile number)

**No later than (day, date, month) 2015**

(Please ensure all five forms listed below are completed and included.)

- 5.0 Acceptance of Invitation / Parental Consent Form
- 6.0 Student Details Form
- 7.0 Student Medical History and Authorization Form
- 8.0 Uniform Order and Levy Payment Form (with payment)
- 10.0 Billet / Accommodation Request Form
Please note that a separate notification form has been sent to your school Principal advising them that you have been invited to represent your sporting region in the Queensland School Sport – Student Officials’ Program. Your Principal has been requested to forward a Principal’s Approval Form that validates your enrolment at their school. In addition, he/she will confirm that you have completed a QSS Project Consent Form (which is held at your school).

Should you have any enquiries please do not hesitate to contact me on the phone numbers or email as listed.

I would like to wish your child the best success in these Championships and I am sure that he/she will be an excellent representative for their Region.

Yours in Sport

Student Official Manager
(Name and contact Details)
Dear Parents/Guardians

I am pleased to advise that your child has been invited to participate as a Student Official at the Queensland School Sport (QSS) (Sport Name and Age Group) Championships to be held in (venue) – (host region), from the (start date) to (end date) 2015.

Before accepting this invitation to participate in these championships, please read the following information along with the attached codes of conduct, as these are the conditions that you will be agreeing to undertake as a QSS Student Official:

**Participation Policy**
In accepting the invitation to a Student Official Team, the student must ensure that prior commitments will not affect his/her availability and full participation in the championship programs.

**Date & Venue**
Travel Date: (if required) (day, month) 2015
Competition Dates: (day, month) 2015 to (day, month) 2015
Championship Venue: (insert venue)

**Transport**
Student Officials will be travelling with their Regional Team to (insert host region) by coach. Details are as follows:
Cost:
Pick up venue and time:
Return venue and time:
Name of Team Manager:

**Accommodation**
All Student Officials must complete the BILLET/ACCOMMODATION REQUEST FORM. This is due back to me by (date) 2015.

**Apparel**
Travel Uniform:
(Consult with committee/QSSU)
Officiating Uniform:
(Consult with Event Convenor /Committee)
Other:
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  - Bring a hat – as the venue is outdoors.
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Forms
In order to secure your child’s position in this team the enclosed forms must be completed and returned to the Student Officials’ Manager (SOM) at the address listed. Failure to do so may result in a reserve being invited to replace your child.

Forms to be returned to:
Attention: (Insert Name)
Student Officials’ Manager – (sport – age group)
(Insert school name)
(Insert email address)
(Insert school phone number)
(Insert mobile number)
No later than (day, date, month) 2015

(Please ensure all five forms listed below are completed and included.)

5.0 Acceptance of Invitation / Parental Consent Form
6.0 Student Details Form
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Please note that a separate notification form has been sent to your school Principal advising them that you have been invited to represent your sporting region in the Queensland School Sport Company.
Sport – Student Officials’ Program. Your Principal has been requested to forward a Principal’s Approval Form that validates your enrolment at their school. In addition, he/she will confirm that you have completed a QSS Project Consent Form (which is held in your school) Should you have any enquiries please do not hesitate to contact me on the phone numbers or email as listed.

I would like to wish your child the best success in these Championships and I am sure that he/she will be an excellent representative for their Region.

Yours in Sport

Student Official Manager
(Name and contact Details)
Dear Parents/Guardians

I am pleased to advise that your child has been invited to participate as a Student Official at the Queensland School Sport (QSS) (Sport Name and Age Group) Championships to be held in (venue) – (host region), from the (start date) to (end date) 2015.

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**Participation Policy**
In accepting the invitation to a Student Official Team, the student must ensure that prior commitments will not affect his/her availability and full participation in the championship programs.

**Date & Venue**
Travel Date: (if required) (day,month) 2015
Competition Dates: (day,month) 2015 to (day,month) 2015
Championship Venue: (insert venue)

**Transport**
Student Officials are required to make their own way to and from (insert the playing venue) daily. They are to meet with the Student Officials’ Manager /Umpires/Referees Convenor for an Officials briefing at:
(Venue)
(Time)
From there they will be given details of game times for the remainder of the Championship.

**Accommodation**
All Student Officials must complete the BILLET/ACCOMMODATION REQUEST FORM. This is due back to me by (date) 2015.

**Apparel**
Travel Uniform:
(Consult with committee/QSSU)
Officiating Uniform:
(Consult with Event Convenor /Committee)
Other:
(Supporters apparel – refer to attached order form)
Eg.
- Bring a hat – as the venue is outdoors.
- Bring a water bottle.
- Bring sunscreen. etc.

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Forms
In order to secure your child’s position in this team the enclosed forms must be completed and returned to the Student Officials’ Manager (SOM) at the address listed. Failure to do so may result in a reserve being invited to replace your child.

Forms to be returned to:
Attention: (Insert Name)
Student Officials’ Manager – (sport – age group)
(Insert school name)
(Insert email address)
(Insert school phone number)
(Insert mobile number)
No later than (day, date, month) 2015

(Please ensure all five forms listed below are completed and included.)

5.0 Acceptance of Invitation / Parental Consent Form
6.0 Student Details Form
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8.0 Uniform Order and Levy Payment Form (with payment)
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Please note that a separate notification form has been sent to your school Principal advising them that you have been invited to represent your sporting region in the Queensland School Sport – Student Officials’ Program. Your Principal has been requested to forward a Principal’s Approval Form that validates your enrolment at their school. In addition, he/she will confirm that you have completed a QSS Project Consent Form (which is held in your school)
Should you have any enquiries please do not hesitate to contact me on the phone numbers or email as listed.

I would like to wish your child the best success in these Championships and I am sure that he/she will be an excellent representative for their Region.

Yours in Sport

Student Official Manager
(Name and contact Details)
I accept the invitation for my son / daughter, ________, to be a Student Official and hereby give consent for my son / daughter to take part in any activity arranged by, or participated in, by Queensland School Sport. I also give my permission for him / her to use such forms of transport for travelling as may be necessary.

I agree:

1. That my son/daughter, in accepting a position in the QSS Student Officials Program, will commit to full participation in the team’s program.

2. That during the period of the competition in which my son / daughter participates, and during such travelling and other activities as may be necessary, my son / daughter shall be under the sole direction of the person or persons appointed in charge of the Student Officials or the Regional/State Team with which they are travelling/being accommodated with.

3. To meet the costs associated with participation in this activity, and accept that I may incur a cancellation fee for late notification in cancelling travel bookings.

4. To meet additional costs for any accident, illness, injury, or other unforeseen circumstances which may occur during the period of the activity in which my son / daughter participates. This also includes the period of travel.

I have read the Student Official’s Code of Conduct, understand its contents and conditions, and accept the parental responsibilities contained therein. I have also read the Codes of Conduct for Parents and Spectators and agree to respect and abide by those codes.

Signed: ________
(Parent/ Caregiver name):
Signature: ________
Date: ________

Student’s Agreement to the Code of Conduct

I, ________, have read and understand the Student Officials’ Code of Conduct and agree to abide by its conditions.

Signature: ________
Date: ________
# Student Official Details

<table>
<thead>
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<th>Surname</th>
<th>Given Name</th>
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# Parent / Caregiver 1

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<th>Contact Email</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Business Address</th>
<th>PostCode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Telephone</th>
<th>Mobile Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Parent / Caregiver 2

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>PostCode</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Mobile Telephone</th>
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</table>

<table>
<thead>
<tr>
<th>Contact Email</th>
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</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th>PostCode</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Business Telephone</th>
<th>Mobile Telephone</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Contact Person (When parent/caregiver cannot be contacted)

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>PostCode</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Mobile Telephone</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Email</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th>PostCode</th>
</tr>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Telephone</th>
<th>Mobile Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Any Relevant Family History / Additional Support (e.g. signing)

Queensland School Sport, as an operational unit of the Department of Education and Training, is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purpose of contacting you in regard to your child’s participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.
### Immunisation Details
(Please complete. List others as appropriate)

<table>
<thead>
<tr>
<th>Injection</th>
<th>Yes</th>
<th>No</th>
<th>Date of Injection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you get asthma?  
Is your asthma, Exercise induced asthma?  
If Yes to any of the above, list medication and attach Action Plan.

Do you suffer from Anaphylactic reactions?  
If Yes list medication and attach Action Plan

Are you currently being treated by a medical practitioner?  
If Yes list details. NOTE: Please list any current medication.

Do you have an injury or condition which is likely to be aggravated by competition?  
If Yes list details

### Medicare Card No

<table>
<thead>
<tr>
<th>Medicare Card No</th>
<th>Position No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name (if not in name of student)</td>
<td></td>
</tr>
<tr>
<td>Private Health Insurance Company Name (if covered)</td>
<td></td>
</tr>
<tr>
<td>Private Health Insurance Membership Number</td>
<td></td>
</tr>
</tbody>
</table>

### Please list any other relevant medical history or additional support needs


### NOTE:
It is the parents’ responsibility to ensure that the student is adequately covered for Medical, Hospital, Dental and Personal Accident & Injury Insurance. Queensland School Sport will not accept financial liability for such expenses if they should arise. Where supervision of the administering of medication is required while the student is away from home, parents will need to document details in separate correspondence to the Team Management.

### Medical Authorisation

I hereby authorise the obtaining on my behalf of such medical assistance as my son/daughter may require in the event of accident or illness and guarantee to meet any costs incurred.

I authorise the administering of anesthetic if this is deemed necessary by the medical officer attending.

Signed: _____________________________  Date: _____________________________

(Parent/Caregiver)

Queensland School Sport, as an operational unit of the Department of Education and Training, is collecting the information on this form in accordance with the Information Privacy Act 2009 in order to share this medical history with medical professionals in the event of an accident or illness. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.
### QUEENSLAND SCHOOL SPORT - UNIFORM ORDER / LEVY PAYMENT FORM

#### QUEENSLAND TEAM:

- **Student's Name:**
- **School:**
- **Home Phone No.:**

#### Payment Options:

1. Cheque / Money Order
2. Credit / Debit Card
3. Cash

#### Optional Items:

- Optional items should be paid and recorded. Please refer to player and team details.

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Qty</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>[List of optional items]</td>
<td>[Sizes]</td>
<td>[Quantities]</td>
<td>[Costs]</td>
<td>[Total Costs]</td>
</tr>
</tbody>
</table>

**COMBINED TOTAL PLAYER PAYMENT (A + B + C):**

- **GST:**
- **Subtotal:**
- **Total:**

---

**Date:**

**Processed by:**

**Dispatch:**

---
0.6 Project Consent Form

to use copyright material, image recording or name

1. CONSENT

On behalf of the individual identified in section 2.6 of this Consent Form the person or persons
signing the Consent Form (the Applicant) grants consent to the Department of Education and Training
(DeET) to reproduce, store, distribute and publish the individual's:
- Name, image and/or biographical/personal information;
- Material created, including all written, audio or visual works or recordings.

Note: If the individual is under 16 years of age, the Signature must be a parent or person in a position of
trust for the individual who must also sign on behalf of the individual.

2. FOR THE PURPOSE OF:

This consent applies to any use, recording or disclosure of the individual's personal information or
material work, in connection with the Department or its State:
- The purpose identified in the Project Details section of this Consent Form;
- Public relations, promotion, advertising, mediated commercial activities concerning the Project.

3. FOR THE DURATION OF:

This consent will continue until the individual withdraws consent by providing written notification to the person
responsible for this section of the Consent Form.

Despite the notice, if at the time that individual withdraws consent, the Department or the State withdraws
consent to the individual's personal information or material work, in connection with the Department or the State:
- The consent will continue in relation to that material until the Department or the State withdraws,
  or until the consent obligations come to an end.

4. I ODEY AND THAT:

- The Department or the State shall notify the individual, for giving consent for or to the use
  of storage of the individual's personal information or material work.
- This Consent Form includes all purposes for which the individual's personal information or material
  work is to be used, or may be used, in connection with the Department or the State.
- The Department or the State shall notify the individual, prior to any use, of the purpose for which
  the material work is to be used, in connection with the Department or the State.
- The Department or the State shall notify the individual, prior to any use, of the condition of
  any material work used, in connection with the Department or the State.
- The Department or the State shall notify the individual, prior to any use, of the conditions
  for which the material work is to be used, in connection with the Department or the State.

5. PROJECT DETAILS

Name and description of Project:

Queensland School Sport Representative Snowboarding Team - attending winter events, National or International events.

6. PROJECT DURATION

Date of consent granted: [Date]

Date of consent withdrawn: [Date]

Manager, Queensland Sport Unit

Note that should be written associated with the individual's image or individual work

[Signature] [Family name only] [No name] [Other] [Print]
9.0 Project Consent Form

to use copyright material, image, recording or name

DETAILS

Name of Individual

Address of Individual

Name of organisation, school or TAFE (to which the individual is enrolled), employer, or works as a volunteer (if any)

Signature of the individual (over 15 years of age, or, if under 15 years of age and capable of understanding and giving this consent):

Date

Signature of the parent or guardian of the individual (under 15 years of age):

Date

Name of signing parent or guardian

Address of signing parent or guardian

NOTE

The Department reserves the right to use the personal information for the purposes of assessing, rather than authorising, the consent. This consent form is to be signed by each of the individual or the parent/guardian or responsible person.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school where the individual is enrolled.

[Print]

INFORMATION

What is this consent for?

This Consent Form authorises the Department and/or the State to use the individual's personal information and copyright material, together with information about the individual, contained in the Departmental or TAFE database, for the purposes specified in the Project Details section of the Consent Form. This consent form will enable the parent or guardian of the individual or responsible person to consent to the individual and/or the student's participation in a range of activities that are undertaken as part of their program or work experience.

To legally access and authorise the copyright material for the purposes specified in the Consent Form, the Department is required to ensure that it has the legal authority to use the material. The Department may do this by obtaining a written consent from the copyright holder or by using the material in accordance with the terms of the Department's copyright licence.

What is copyright material?

Copyright material includes written works such as articles, essays, stories, poems, speeches, lectures, plays, musical works, art works, and computer programs. It also includes artistic works, sound and television programmes, paintings, photographs, films, music, photographs, recordings, computer programs, websites, databases, newsletters, brochures, videos, television, radio, and all other forms of expression created by an individual or an organisation.

A copyright infringement occurs when the Department uses copyright material in a way that is not authorised by the copyright holder. For example, the Department may use copyright material for educational purposes without obtaining the copyright holder's consent.

What is personal information?

Personal information includes information in opinions, whether true or not, about an individual's character, health or performance, and information that can be reasonably inferred about an individual's character, health or performance. Personal information also includes information about an individual's professional or business activities, and health information and Social Security payments provided to the Department for the purpose of investigating the consent.

What happens if I give my consent?

Once the Consent Form is signed and/or completed, the consent is given to the Department to use the individual's personal information and copyright material for the purposes specified in the Consent Form. The consent is in effect for the duration of the consent period, which is specified in the Consent Form. The consent period may be extended by the consent holder, subject to the consent holder's instructions.

What if I give my consent and later change my mind?

The Department reserves the right to use the personal information and copyright material for the purposes specified in the Consent Form. The Department may use the personal information and copyright material in a way that is not authorised by the consent holder. For example, the Department may use the personal information and copyright material for educational purposes without obtaining the consent holder's consent.

Privacy

Your consent for the recording, use and disclosure of the individual's personal information and individual work is required in accordance with the Copyright Act. The Department will not disclose the individual's personal information in accordance with your consent except where authorised or required by law. If you do not consent to the recording, use and disclosure of the individual's personal information and individual work, please contact the Department.

[Print]

Queensland Gov - Submit A GO-021 Consent Form to use copyright material, image, recording or name

[Print]

Queensland Gov - Submit A GO-021 Consent Form to use copyright material, image, recording or name
QUEENSLAND SCHOOL SPORT
ACCOMMODATION FORM

All Student Officials need to complete this form

Student Name: ______________________________________

Championship : _______________________________________

Competition Dates: ____________________________________

Accommodation Details:
If you are arranging private accommodation at the event, you must:

- Complete the details of your private accommodation below
- Send this completed form to the Student Official Manager
- Advise the Student Official Manager immediately if any changes occur

<table>
<thead>
<tr>
<th>Private Accommodation Details:</th>
</tr>
</thead>
</table>
| Name………………………………………………………………………………………………………………………………….
| Address………………………………………………………………………………………………………………………………..
| Telephone……………………………………………………………………………………………………………………………
| Mobile…………………………………………………………………………………………………………………………………

<table>
<thead>
<tr>
<th>Person responsible for student collection at airport on arrival at the host region (arrival):</th>
</tr>
</thead>
</table>
| Name .................................................................. Mobile .............................................

<table>
<thead>
<tr>
<th>Person responsible for student collection at airport on arrival in home region.</th>
</tr>
</thead>
</table>
| Name .................................................................. Mobile .............................................

<table>
<thead>
<tr>
<th>Travel while in host region (eg. to and from venue/to airport for departure etc.)</th>
</tr>
</thead>
</table>
| Name of Person Responsible………………………………………………… Mobile .................

I acknowledge that the team officials/student official’s manager have no responsibility for my son/daughter during travel to and from competition venues, or whilst in private accommodation as detailed in this form.

Signed by:..............................................................(Parent / Caregiver’s Name)

Signature: ............................................................ Date: .........................

Student Official Manager:
..............................................................(Name)
..............................................................(signature) Date: .........................

Queensland School Sport, as an operational unit of the Department of Education, Training and Employment is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purpose of contacting you in regard to your child’s participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.
As a Student Official:
- **Take responsibility for your own behaviour and performance**
- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- **Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, facebook, email and texts.**
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.
- Place the safety and welfare of the athletes above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behaviour and promote respect for all people.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden.
- Entering or remaining upon restricted licensed premises unless under the supervision of team officials or assigned care givers is strictly forbidden.
- **Going to bed at a reasonable hour will assist your performance and judgement**
- **Wear the officials uniform at all times, as directed by the Student Officials Manager/Event Convenor**
- **Check in and check out with the Student Officials’ Manager each day.**
- **Stay in the designated official’s area when not officiating (remember you are an impartial adjudicator there in an official capacity)**
- **Follow all directions of the Student Officials’ Manager/Event Convenor**
- **Ensure that you have telephone number of Student Officials’ Manager on you at all times that you are not with at the event in case of emergency.**

As a Guest in Motels, Colleges, Caravan Parks and Surf Clubs etc
- Check for any damage to premises on arrival and notify your team official.
- Keep your room tidy – make your own bed, help with chores.
- Do not leave the accommodation area without permission from the team manager.
- Be aware of which teacher is on supervision duty.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, it is advisable to attend in pairs.
- Mixed sharing of rooms is not permitted.

**Breach of the Code**

Student Officials’ Managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents’ cost. Queensland School Sport (QSS) is responsible for imposing any longer term consequences.
Furthermore, QSS may provide a report to your school and you may be subject to discipline in accordance with the Education (General Provisions) Act 2006 (EGPA).

Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.
Parents’ Code of Conduct

- Cooperate with the school to achieve the best outcomes for your child
- Support team and event officials in maintaining a safe and respectful learning environment for all students
- Maintain positive relationships with team officials regarding your child’s learning, wellbeing and behaviour
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions
- Do not interfere with the conduct of any events
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, facebook, email and texts

Spectators’ Code of Conduct

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don’t let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, facebook, email and texts

Breach of the Code

Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. Queensland School Sport is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely.

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contumacious rudeness, to abuse") an officer of a state educational institution - Section 333 Wilful Disturbance, of the Education (General Provisions) Act 2006 (EGPA).

Parents and spectators will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.
Dear Sir/Madam

I wish to advise that ________________ has been invited to be a member of the Queensland School Sport Student Officials Program to officiate at the Queensland School Sport (insert sport details) Championships to be held in (host region) from (competition dates). Travelling Student Officials will be required to arrive in (host venue) before (time) on (day/month/year).

Would you please complete the enclosed Principal's Approval Form and return to me at the address below by (day/month/year). Your co-operation in this regard would be appreciated as students will not be permitted to attend the competition without a signed bona-fide form.

I would also like to take this opportunity to thank you for your support of the Queensland School Sport program.

Yours sincerely

Student Officials Manager
(Sport and Age Group)
(Contact Details)
I hereby certify that [ ] ___________________________________ who has been invited to be a member of the Student Officials Program to participate in the Queensland School Sport ______________ Championships to be held in (Region-Venue) from (Championship Dates 2015), is enrolled as a student at this school. I further declare that the school has confidence that the student can abide by the Queensland School Sport Student Officials’ Code of Conduct (attached), and I have no hesitation in recommending the student as one who merits selection in this program.

I understand that the Student Officials Team Manager and Event Coordinator will complete risk assessments prior to this event.

I confirm that approval for permitting publication of the student's name, image and school (QSS project Consent form) has been received from the parent / caregiver. YES / NO

I hereby consent to the student's participation in the team.

Student Date of Birth: [ ]

Principal's Signature: __________________________ Date: [ ]

School: [ ]

Please return to-(Name)
Student Officials Manager
(contact Details)
<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>SXS</th>
<th>DL5</th>
<th>3XS</th>
<th>2XS</th>
<th>XS</th>
<th>S</th>
<th>M</th>
<th>XL</th>
<th>2XL</th>
<th>3XL</th>
<th>4XL</th>
<th>Total Pcs</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PANTS</td>
<td>Fully lined sports pants with elasticated waistband and adjustable draw-p</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>SHORTS</td>
<td>Sports shorts with elasticated waistband and adjustable draw-p</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>SHIRTS</td>
<td>Short-sleeved sports shirts</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>SWEATSHIRT</td>
<td>Black and white labeled team sports shirts</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL COST:** $0.00
## 17.0 Sportswear QLD Order Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Size</th>
<th>Total No.</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>FORM OFFICIAL SHIRT</strong></td>
<td>L1/L10/L12</td>
<td>0 0 0 0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>L14/L16/L18</td>
<td>0 0 0 0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>12</td>
<td><strong>SLAVE S/S</strong></td>
<td>L1/L10/L12</td>
<td>0 0 0 0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>L14/L16/L18</td>
<td>0 0 0 0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>14</td>
<td><strong>TEAM OFFICIAL S/S</strong></td>
<td>X1/X2/X3</td>
<td>0 0 0 0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>X4/X5</td>
<td>0 0 0 0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>16</td>
<td><strong>QANTAS Socks</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>17</td>
<td><strong>ARMY Socks</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>18</td>
<td><strong>DECK Socks</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>19</td>
<td><strong>SPORTS CAPS</strong></td>
<td>Small/XS</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Medium/S</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Large/L</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>22</td>
<td><strong>SCHOOL SPORTS S/S</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>23</td>
<td><strong>T/S</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>24</td>
<td><strong>SPORTS BOTTLES</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>25</td>
<td><strong>SPORTS Socks</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>26</td>
<td><strong>BACK PACKS</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>27</td>
<td><strong>SPORTS Socks</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>28</td>
<td><strong>GLOVES</strong></td>
<td>Medium (3-7) Large (7-9) Extra Large (10+11)</td>
<td>0 0 0 0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL COST:** $0.00
## 18.0 Supporters Form Order Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>XS</th>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
<th>2XL</th>
<th>3XL</th>
<th>4XL</th>
<th>5XL</th>
<th>6XL</th>
<th>7XL</th>
<th>8XL</th>
<th>Total No.</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>Short-sleeved, collared, with a logo on the front.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost price: $10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracksuit</td>
<td>Long-sleeved, collared, with a logo on the front.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost price: $25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td>Long-sleeved, collared, with a logo on the front.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost price: $25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hat</td>
<td>Breathable, lightweight, with a logo on the front.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost price: $5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

Notes:

- All items are available in various sizes ranging from XS to 8XL.
- Prices are subject to change without notice.
- Orders are processed on a first-come, first-served basis.

Contact Person: [Name]  
Phone: [Number] 
Email: [Email]
19.0 Representative Sports Event – Team Manager
Minimum qualifications

The qualifications listed in this section are relevant for each type of activity. Assistants are encouraged to seek qualifications that allow them to monitor activities.

- A hands-on instructor with experience in the activity (e.g., a trained professional) and qualifications as specified in the guidelines related to the type of activity.

Further information:

Hazards and suggested control measures

- Identify the hazards, including any additional hazards not mentioned here.
- Assess the risks.
- Manage the potential risks.

List below any common hazards and suggested control measures associated with activities. They are by no means exhaustive. You can add any hazards or control measures you believe are relevant. For any items not applicable, please leave blank.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>- Brief participants on all aspects of skills or equipment</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>- Brief team officials prior to departure on the risks and potential hazards and safety concerns</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>- Provide any relevant curriculum, activity risk assessment, and risk assessment related to the activity</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Reproduction Sports Event - Team Manager — Page 3 of 5
<table>
<thead>
<tr>
<th>Hazard/risk</th>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
<th>Nu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention (continued)</td>
<td>Ensure that all supervisors are aware of the emergency response plans for the event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isolation from the general public (including staff)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public/Commercial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicated steps to be taken if a case of the disease is identified during travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicated steps to be taken if a case of the disease is identified during travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Measurement: detail how these will be implemented and any additional controls.
### Hazardous goods

<table>
<thead>
<tr>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that the details of hazardous goods are recorded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that the transport is securely loaded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that the transport is monitored</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that the transport is insured</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accommodation

<table>
<thead>
<tr>
<th>Accommodation type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Filling in the form:

- Ensure the details of hazardous goods are recorded.
- Ensure the transport is securely loaded.
- Ensure the transport is monitored.
- Ensure the transport is insured.

- Ensure the details of the accommodation are recorded.
- Ensure the hotel is monitored.
- Ensure the hotel is insured.

---

48
<table>
<thead>
<tr>
<th>Hazards/Risks</th>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun Safety</td>
<td>- Follow run-time strategies, Pre-Par: UVA-resistant clothing and sunscreen are used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ensure that hats, non-reflective clothing are used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydration</td>
<td>- Ensure that drinking water is readily available, students should refill drinking containers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>- Safe and secure parking, drop-off and pick-up areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>- Refer to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Nearing Date in School Curriculum Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Curriculum suit to Plan - Assessment Guidance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional control measures (Required)

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

<table>
<thead>
<tr>
<th>Hazards/Risks</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reproducible Sports Event - Form Manager — Page 1 of 6
Risk Management

All Representative Sports events require a risk management process to be performed prior to the event commencing. This process is the responsibility of the teachers involved with the activity.

Principals and teachers must be aware that there are in effect three risk assessment areas as identified by the Department:

- Curriculum Activity Risk Assessment (CARAs) for the particular sport - completed by the Team Coach
- Representative Sports Event - Team Manager - completed by Team Manager
- Representative Annual Event - Convenor - completed by Convenor.

<table>
<thead>
<tr>
<th>Event Level</th>
<th>Risk assessment prepared by</th>
<th>Risk assessment approved by</th>
<th>Location of Approved Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Events</td>
<td>Convener - usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>School of the District Sport Committee Chair</td>
</tr>
<tr>
<td>Team Manager usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Team Coach usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Regional Events</td>
<td>Convener - usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Regional School Sport Officer/Regional Sport Coordinator</td>
</tr>
<tr>
<td>Team Manager usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Team Coach usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>State Events</td>
<td>Convener - usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Regional School Sport Officer/Regional Sport Coordinator</td>
</tr>
<tr>
<td>Team Manager usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Team Coach usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>National &amp; International Events</td>
<td>Convener - usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>National/International Sport Management Committee/Teacher’s school</td>
</tr>
<tr>
<td>Team Manager usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Team Coach usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Other interstate &amp; International Events</td>
<td>Convener - usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>National/International Sport Management Committee/Teacher’s school</td>
</tr>
<tr>
<td>Team Manager usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
<tr>
<td>Team Coach usually teachers</td>
<td>Convener/Principal is notified by the Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
<td></td>
</tr>
</tbody>
</table>

Note: For international and interstate events, the website of the event management body handles risk assessments. If risk assessments are not published, the team manager will complete the “Event Event - Convenor” document and submit it to the Convenor who in turn will manage the documentation for the above activities.

Representative Sports Event - Team Manager – Page 7 of 1
<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>4</td>
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<td>5</td>
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<td>7</td>
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<td>10</td>
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<td>11</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
23.0 Team Officials Travel Claim Form

**Form 23.0**

**DAILY ALLOWANCE CLAIM FORM**

<table>
<thead>
<tr>
<th>Championship: Student Officials Manager:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td>Account Name:</td>
</tr>
<tr>
<td>A/C Number:</td>
</tr>
<tr>
<td>Past school &amp; Address of the Past School</td>
</tr>
</tbody>
</table>

**Particulars Of Claim**

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of championships</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Departure point (town/city)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Departure date/time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return point (town/city)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return date/time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return airfare</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Return rail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Mileage allowance is the maximum allowed. The Committee may pay a lower rate.
2. City rate for Brisbane/Canberra/Gladstone/Gold Coast/Mackay/MT.

**Certificate Of Committee Executive Officers**

I certify that the amount above is true and payable for the goods supplied or the services rendered or described above.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Certificate Of Committee Executive Officers (2 to sign)

Identify that this payment voucher is in accordance with the particulars on the claim.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
**Team Official's Expense Claim Form**

### PERSONAL EXPENSES CLAIM

<table>
<thead>
<tr>
<th>Claim Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Championship</td>
</tr>
</tbody>
</table>

#### PARTICULARS OF CLAIM

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Certificate of Claimant

Identify that the amount above is due and payable for the goods supplied or the services rendered or described above.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Certificate of Committee Executive Officers

Identify that this payment voucher is in accordance with the particulars on the claim.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Account Details

- **Name:** [Name]
- **Address:** [Address]
- **Bank Details:** [Account Name], [IBAN]
- **Host School Address:** [Address]
### 25.0 G15 Student Official Manager’s Championship Report

<table>
<thead>
<tr>
<th>Sport</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Event Name</td>
<td></td>
</tr>
<tr>
<td>Event Venue</td>
<td></td>
</tr>
<tr>
<td>Event Dates</td>
<td></td>
</tr>
</tbody>
</table>

**Regions Participating in Student Official’s Program**

**Students who received Qualifications whose qualifications were upgraded at the Championship**

**Officials/Council/Assessor**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Outstanding Performances, Presentations/Awards**

**Selections to progress to highest level championship**

**ISSUES**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**Risk Management Review**

(Review risk assessment and report any further action required)

**Recommendations**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**General Comments**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**Suitability of travel**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**Student Official Manager’s Name**

|  |
Notes: