

Queensland School Sport



Student Official Manager's (SOM) Handbook

Updated 16/01/2018



QUEENSLAND GOVERNMENT

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1 Introduction

Welcome to a new year in School Sport.

The Queensland School Sport Unit is pleased to present the 2018 Queensland Student Officials Manager's handbook.

There have been a number of significant changes to the operation of the student officials program for 2018. These changes relate specifically to the booking of flights and reimbursement of flight costs.

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 Officials program.

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.queenslandsschoolsport.eq.edu.au.

The Reference section contains a list of vital links, DET and Queensland School Sport policy and procedures. It is your responsibility to fully understand DET policy and procedures, in particular Code of Conduct policy, Student Protection policy and Risk Management procedures. Please refer to page 14 for Student Officials Manager's Responsibilities in regard to risk management.

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

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

I wish you well for 2018.

Steven Murray

Manager, Queensland School Sport Unit

12/01/2018

2 Student Officials Manager’s (SOM) Checklist

Prior to State Championships

(insert date)

	Read relevant Queensland School Sport policies.	
	Liaise with QSSU to determine funds available for Student Officials airfare subsidies	
	Consult with Sport Specific committee / Event Convenor / State Sporting Organisation to select Student Officials.	
	Forward student officials team list to the Queensland School Sport Unit.	
	Forward student officials team list to ALL Regional School Sport Officers	
	Prepare student officials Levy in consultation with committee & QSSU staff.	
	Submit student levy calculation sheet to QSSU / Committee Treasurer for checking.	
	Make arrangements with the Committee Treasurer for collection of monies.	
	Set up email distribution list for students and parents – check that all are receiving.	
	<p>Prepare:</p> <ul style="list-style-type: none"> • Principal forms • Student forms • Information Bulletin – Including informing parents/guardians of students selected in the student officials team that they are required to: <ul style="list-style-type: none"> ➢ Make independent travel arrangements (including flights to and from the host centre, airport transfers and daily transfers to the playing venue) ➢ Make independent arrangements for accommodation for the duration of the championship. <p>Make them aware of the Student Officials airfare subsidy available (based on Sport Specific Committee requests and QSSMG endorsement – amount to be confirmed with QSSU Staff)</p> <p>Outline the process for claiming airfare subsidy reimbursement.</p>	
	<p>Distribute forms as appropriate to:</p> <ul style="list-style-type: none"> • Principal • Students (Parents / Guardians). 	
	Collect forms from Student Officials and Principals and complete checking list.	
	Forward checking list to QSS Unit.	
	Check bulletins from host region re deadlines for the return of forms/documents eg. Team lists and Project Consent Summary Forms	
	<p>Order student officials uniforms at least 4 weeks prior to championship (if required) & forward copies to:</p> <ul style="list-style-type: none"> • The relevant supplier 	
	Complete Risk Assessment Form (Form 19).	
	Email Officials Emergency Contact Details, Risk Assessment and Transfer of Duty form to QSS Unit (transfer of duty form & TRS payment process should have been sent to you for completion by your Principal along with notification of your appointment as SOM).	
	Keep regular contact with students through email and bulletins.	
	Collate all necessary student forms (including Principal Approval Forms)	
	Ensure you have a copy of <u>Student Details Forms</u> and <u>Medical History Forms to with you at the event.</u>	
	Make sure you save/store and archive documentation as per DET requirements	
	Submit Team Official’s Allowances Claim Form to host RSSO – this has been accounted for in the championship budget.	

At the State Championships	(insert date)
Arrange meeting time and place for Student Officials briefings.	
Ensure that Student Details and Medical Detail forms are readily accessible at all times throughout the championship.	
Distribute Student Official rosters.	
Keep a record of ‘game time’ allocated to each student official. Ensure that all student officials receive fair and equitable ‘game time’.	
Reinforce Codes of Behaviour and responsibilities with students / parents.	
Review Risk Management documentation – alert the host centre of identified risks.	
Be familiar with event meeting procedures and attend all official functions.	
Be familiar with the Codes of Behaviour & Responsibilities of Supervision.	
Monitor Student Officials welfare on a daily basis.	
Supervise Student Officials.	

After the Event	
Complete report and forward to QSSU and Sport Specific Committee	
Monitor and review risk management documentation	

(tick box when completed) All forms are available from the Qld School Sport website.

3 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
- Checking transport / accommodation for Student Officials (DO NOT ORGANISE – it is independent travel and accommodation)
- Paperwork & communication

3.1 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, the State Sporting Organisation (if part of partnership agreement / MOU) 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.

These details should be provided on the:

- On-line Expression of Interest Form for Student Officials (This can be found on the Queensland School Sport Website)

<https://queenslandsschoolsport.eq.edu.au/Onlinedocuments/Students/Pages/Students.aspx>

- Or on a Student Official Nomination Form that you as SOM have distributed to all RSSO's prior to the commencement of Regional Trials.
- 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 DET Standard of Practice. Section 1.5 of the Standard refers to Protecting students from harm and officials need to ensure they comply. The use of private or personal email, personal mobile phone, Facebook etc. is provided (see link in References).
- Use of social media for departmental promotion
<http://ppr.det.qld.gov.au/corp/commmark/Pages/Use-of-Social-Media-for-Departmental-Promotion.aspx>
- “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”.

3.2 Arranging Transport / Accommodation For Student Officials

3.2.1 Transport

- All Student Officials will be required to make **independent travel arrangements** including:
 - flights to and from the host centre,
 - airport transfers and
 - daily transfers to the playing venue
- A limited number of student officials will be able to access a reimbursement of up to \$ 450 from QSSMG Student Officials Program flight subsidy program (based on the Sport Specific Committee's Request & QSSMG budget).
- The process for claiming this reimbursement will be to:
 - Forward the SOM a copy of:
 1. The student's flight itinerary
 2. A copy of the receipt of payment.
 3. A completed personal expenses claim form.
 - These are to be collated by the SOM.
 - Once ALL claims for reimbursement have been received the SOM is to forward the documentation on to the QSSU for payment.

3.2.2 Accommodation

All Student Officials will be required to make **independent arrangements** for accommodation for the duration of the championship.

Details of this should be collated on the Accommodation Form (and should be readily accessible by the SOM at all times).

3.3 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 Team Bulletin

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

2.0 Student Official Team Levy Calculation Sheet

- Prepare in consultation with sport specific committee treasurer.
- Send to QSSU sport specific officer for approval.

4.0 Invitation to Participate in Student Officials Program

5.0 Acceptance of Invitation / Parental Consent Form

- Complete with sport specific championship information.
- Distribute to Student Officials' parents / guardians.
- (Please note there are different versions depending on transportation arrangements).
- Distribute with form 3.0.

6.0 Student Details Form

- Distribute with forms 3.0, 4.0 & 5.0.

7.0 Student Medical History & Authorisation 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 Forms (9.0a or b & 9.0d)

- A Project Consent Form must now be completed by every student for every State / National Championship in which they participate. There is also a new form (Form 9.0d) that is to be signed by the parent / guardians of all students in relation to Project Consent and the sharing of information (if any information is to be shared with a third party). Please ensure you are familiar with the new procedures.
- Distribute to students' parents / guardians with forms 3.0, 4.0, 5.0, 6.0, 7.0 & 8.0.

10.0 Accommodation Form

- Distribute with forms 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0a & 9.0d

- 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 Codes Of Conduct

- Distribute with 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0a, 9.0d &10.0

13.0 Advice to Principals Letter

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

14.0 Principal 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.

15.0 Sportswear Queensland Uniform Order Form

- Complete this summary form using information from orders placed by student officials.
- Send order directly to supplier (Sportswear Queensland) – orders@sportswearqld.com.au
- Send duplicate form to QSSU email kerrie.brewin@det.qld.gov.au
- Advise parents that they can purchase supporters gear directly from the Sportswear Qld website <http://sportswearqld.com.au/store/supporters>

16.0 QSSU Order Form

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

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).

21.0 MyHR WHS -- Health & Safety Incident Report Form

- Complete if required – found at:
<https://oneportal.deta.qld.gov.au/Services/HumanResources/OrganisationalHealth/Documents/OfflineHealthAndSafetyIncidentForm.doc>
- Submit a copy to: (a) Principal of the student's school; (b) the host Region

22.0 Team List / Checking Sheet

Complete and submit to sport specific officer at QSSU (see QSSU contact list for email details).

23.0 Student Official's Flight Subsidy Claim Form / Summary of Claim Forms

Please distribute a copy to any Student Official who may be entitled to reimbursement of the QSSMG Student Official's Program flight subsidy for completion and return to you with a copy of their itinerary and receipt of payment – please remember that there is only a limited number of subsidies available per sport and that the amount is determined by the QSSMG budget.

24.0 Breach of Code of Conduct Report Form

- Complete if required

- Submit a copy to: (a) Principal of the student's school; (b) the host Region.

25.0 Team Officials Travelling Allowance Claim Form

- Complete in consultation with committee treasurer (must be reconciled with budget).
- Submit to committee treasurer for payment.

26.0 Personal Expense Claim Form

- Complete ONLY IF REQUIRED (receipts must be kept and presented).
- Submit to sport specific committee treasurer for payment.

27.0 Student Officials Manager's Championship Report

Complete at the conclusion of the championship and submit to QSSU sport specific officer & host RSSO within 4 weeks of championship.

28.0 Team Official – Emergency Contact & Medical Form

Complete and submit to sport specific officer at QSSU (see QSSU contact list for email details).

29.0a Payment Details Summary

29.0b Payment Details Summary – Process

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

4 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:

- Codes of Conduct and Responsibilities of Supervision
- Duty of Care and Student Protection
- Risk Management
- Student / Official Management - Student Welfare
- Student official Managers Role.

4.1 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 (QSSMG Competition Procedures sections 8.0 & 9.0).

4.2 Duty of Care and Student Protection

All teachers are expected to maintain vigilance in regard to their Duty of Care and Student Protection responsibilities. Being away with a school sporting team does not change the emphasis of these important areas. Student Protection policy applies to all employees. Members of teaching staff, principals and members of the administration team, specialist and support staff are required to 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 and Training 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 11).

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

4.3 Risk Management

Prior to the commencement of the event, the event convenor should provide a risk assessment document for your consideration. Officials should evaluate the risk of the venue in accordance with the Queensland School Sport risk management procedures outlined in this handbook. 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 Officials Manager's responsibility to ensure a written risk assessment has been completed (QSS Representative Sports Event Convenor Risk assessment).

4.4 Player / Student Officials Management

Management of student officials includes giving consideration to the students' health and well-being. 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
- the impact of team dynamics on the individual
- the management of personal health or medical issues

The Student Officials Manager is also required to supervise student officials during non-competition times.

4.5 Student Welfare

Please refer to the following forms:

- Appendix 25 (MyHR WHS - Health & Safety Incident Report Form)
- Appendix 26 (Breach of Code of Conduct report Form)
- Hydration Policy – QSSMG Competition Procedures Appendix 8.0

4.6 Student Official Managers Roles

Officials take on different roles when travelling with sporting teams, however all officials are responsible for the duty of care of each student.

- Student Officials Managers must have access to student paperwork and be able to offer support to any emergency that may arise at all times (including while at official functions).

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

5 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.

5.1 Final Report

A final report (Form 25.0) 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.

5.2 Risk Management

A requirement of curriculum risk management is the need to monitor and review at the conclusion of the event. In most cases this will be very quickly completed with a few questions contained at the end of the risk management documents. In there are serious concerns, please discuss with a sports officer from the Queensland School Sport Unit.

6 References

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

6.1 Code of Conduct – Department of Education and Training

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

6.2 Student Protection Policies and Forms

- Student Protection

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

Other relevant policies:

- Safe, Supportive and Disciplined School Environment

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

- Managing Data held by the Department:

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

- Infection Control:

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

- Management of Prescribed Contagious Conditions:

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

- Administration of Medications in Schools:

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

- First Aid:
<http://ppr.det.qld.gov.au/corp/hr/workplace/Pages/First-Aid.aspx>
- Supporting Student Health and Wellbeing Policy Statement (including Sun Safety):
<http://education.qld.gov.au/schools/healthy/student-health-wellbeing-policy-statement.html>

6.3 Risk Management Policy (CARAs)

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

6.4 Queensland School Sport Website

www.queenslandsschoolsport.eq.edu.au

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

6.5 School Sport Australia Website

www.schoolsport.edu.au

- Policies and Procedures; Sport Results; Sports Information

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

6.6 Code of Conduct – Team Officials

(Section 8.2 of QSSMG Competition Procedures)

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

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

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

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

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

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6.7 Team Officials – Duty of Supervision

(Section 9.0 of QSSMG Competition Procedures)

- At all times team officials must display exemplary conduct as a model for students.
- When students are in the care of team officials ensure they are supervised to a level that would satisfy a prudent parent / guardian.
- It is the responsibility of the team officials to exercise duty of care until the appropriate time negotiated with the respective families / parents. There is an expectation that team officials will be responsible for the majority of the day.
- If team officials are attending other functions or activities, at least one of the officials must at all times be available to attend to students in the case of an emergency. A phone contact is essential.
- Ensure students have team officials' telephone contact number.
- When team officials are responsible for accommodation for students, e.g. camp situation, Motels, etc., the following rules are to be adopted.
- Team officials are to supervise to such a level that a prudent parent would be completely satisfied, e.g. dress, rowdy behaviour, mixed boy / girl activities.
- Sleeping arrangements should ensure that the girls are completely separate from the boys, and that teachers where possible are to situate themselves between the two groups.
- Teachers should ensure that all students are accounted for before retiring themselves.
- A supervision roster for team officials should be drawn up and adhered to.
- When travelling, team officials should be situated in seating so that they can supervise their team.
- All areas of QSS Codes of Conduct must be enforced, disseminated and explained by the team officials. Team officials should read the Code of Conduct to the students outlining clearly what their expected behaviour would be and remind students that the Responsible Behaviour Plan for Students for their school remains in effect whilst part of the competition.
- In any cases of student misconduct, i.e. a breach of the code of conduct, team officials are to refer to the Procedures for the Investigation and Recording of Misconduct.
- All team management are to become familiar with the Student Protection Policy as contained in the Policy and Procedures Register SMS-PR-012: Student Protection, and report any concerns they may have about a student to the relevant school principal.
- All team officials must be aware of any students with specific needs e.g. asthma, anaphylaxis, allergies, disability, mental health difficulties etc., and implement appropriate management strategies.

6.8 Procedures for the Investigation & Recording of Misconduct

(Section 10.0 of QSSMG Competition Procedures)

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

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

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