

## QSS STUDENT OFFICIALS – PROCESS INFORMATION 2018

ACTION TO BE TAKEN BY	ACTION & DETAILS	CHECK BOX	NOTES
HOST RSSO'S	<p><b>Host RSSO's</b> will use information provided by QSSU/committee and <b>include Student Official Manager's</b> accommodation and allowances when calculating <b>state championship budgets/levies</b> (QSSMG will cover flights and TRS for SOM).</p> <p><u>Liaise with SOM</u> to determine cost of <b>student official shirts</b> (to be included in the state championship budget).</p> <p>Include Student Officials Manager into <b>ALL</b> correspondence regarding state championship.  <u>Liaise with SOM</u> to determine any <b>specific requirements</b> for the student officials (e.g. a meeting room/change room facilities etc).</p>		
RSSO'S	<p><b>When advertising/conducting Regional Trials</b> – advertise that any students interested in the students officials program are to submit an on-line expression of interest form via the QSS website:</p> <p><a href="https://queenslandsschoolsport.eq.edu.au/Onlinedocuments/Students/Pages/Students.aspx">https://queenslandsschoolsport.eq.edu.au/Onlinedocuments/Students/Pages/Students.aspx</a></p> <p>Ask all <b>regional trial convenors</b> to encourage any <b>identified student officials</b> to register as per the above.</p>		
STUDENT OFFICIAL'S MANAGER	<p>Work with the following in order to <b>identify and access student officials</b>:</p> <ul style="list-style-type: none"> <li>• QSS sport specific committee</li> <li>• QSSU – for an export of the data from the on-line expressions of interest</li> <li>• state sporting organisations (umpiring/refereeing associations)</li> <li>• Schools of Excellence/Academy Schools – local to the host centre or across the state.</li> </ul> <p><b>Select student officials</b> for the state championship ensuring all student officials are fully aware that it is an <u>independent travel and accommodation policy</u>.</p> <p>Forward a <b>team list</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Host RSSO</b> (ensure all necessary consent forms have been received for printing of program/ publication of name etc.)</li> <li>• <b>QSSU</b></li> <li>• All <b>other RSSO's</b> who have students in the student officials team</li> </ul>		<p>Do <b>NOT</b> book flights for student officials.</p> <p>RSSO's <b>MUST</b> be notified of any of their students that are selected.</p>

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SOM / QSS OFFICER / TREASURER	Prepare <b>student officials levy</b> in consultation with committee & QSSU staff.		
SOM / TREASURER	Make arrangements with the committee treasurer for <b>collection of monies</b> .		
SOM	Set up email distribution list for players and parents – check that all are receiving.		
	Prepare: <ul style="list-style-type: none"> <li>• Principal forms</li> <li>• Student forms</li> <li>• 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"> <li>○ make <b><u>independent travel arrangements</u></b> (including flights to and from the host centre, airport transfers and daily transfers to the playing venue); and</li> <li>○ make <b><u>independent arrangements for accommodation</u></b> for the duration of the championship.</li> </ul> </li> </ul> Make student officials aware of the <b>airfare subsidy</b> available (based on sport specific committee requests and QSSMG endorsement – amount to be confirmed with QSSU staff). Outline the process for claiming airfare subsidy <b>reimbursement</b> .		Principals <b>MUST</b> be notified that students have been selected.
	Distribute QSS student official forms as appropriate to: <ul style="list-style-type: none"> <li>• Principal</li> <li>• Students (parents/guardians)</li> </ul> Collect/collate/store and have ready access to all documentation as required.		
	<u>Liaise with Host RSSO</u> to place order for <b>student officials' shirts</b> with a <u>preferred supplier</u> .		Orders should be place at least 4 weeks prior to the state championship if possible.
	Manage as per the <b>Student Officials Handbook</b> .		