METROPOLITAN WEST SCHOOL SPORT

POLICY GUIDELINES
(Incorporating Competition & Management Procedures)
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Metropolitan West School Sport – Competition Procedures

These competition procedures represent decisions of policy guidelines by the Metropolitan West School Sport Board (hereafter known as the MWSSB), endorsed by Metropolitan Region, DETE, and are binding on all District Sport Committees (hereafter known as DSCs), Regional Team Officials and Sub-committees formed by the MWSSB for any purpose.

1.0  Competition Structure, Conditions and Rules

1.1 Approval of Competitions
1.1.1 The MWSSB shall seek Departmental approval for all competitions conducted under their auspices.
1.1.2 It shall be the responsibility of the MWSSB to furnish this information to the Regional Director – Metropolitan Region or to the Queensland School Sport Council (QSSC) as required.
1.1.3 No District Sport Committee or individual shall take up a matter with the Director General, DETE, Regional Director - Metropolitan, QSSC, any other senior departmental officer or the media without having first presented the matter to the MWSSB.

1.2 Sub-Committees
1.2.1 Approved Sub-committees are the Metropolitan West Combined Council of Management for School Sport, hereafter known as the CCOM (incorporating the former Metropolitan West Secondary School Sport and Metropolitan West Primary School Sport Councils of Management) and affiliated District Sport Committees (hereafter known as DSCs).

1.3 Sub-Committee Reports
1.3.1 All Sub-committees shall furnish to MWSSB each year a report on their activities for inclusion in the Annual Report.
1.3.2 All Sub-committees shall furnish to MWSSB at each general committee meeting, a report on their activities for presentation at the meeting.

1.4 School Affiliation Fee
1.4.1 The MWSSB will collect an annual affiliation fee from each school based on the schools’ Day 8 Enrolment from Years 4 to 12, and collected through the Sports Office. The fee will be determined by the MWSSB and is subject to annual review.
1.4.2 These affiliation fees will be forwarded by schools to MWSSB upon receipt of a Tax Invoice, no later than 30 April of that year.
1.4.3 A school's failure to pay its affiliation fee renders its students ineligible to participate in any events conducted under the auspices of MWSSB.
1.4.4 Affiliation fees to allow participation of students enrolled in Schools of Distance Education or Home Schooling Unit, DETE are negotiated between Queensland School Sport and DETE and are outside MWSSB control.

1.5 Participation at State Championship events
1.5.1 The MWSSB will endeavour to field team/s in State Championships of all QSS - registered sports (see 1.5.3).
1.5.2 The MWSSB reserves the right to withdraw entry of a team to a State Championship under any or all of the following conditions:
   1.5.2.1 Insufficient number of participants make the team viable.
   1.5.2.2 Insufficient officials available to manage the team effectively.
1.5.3 Queensland School Sport (QSS) Registered Sports:

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1.5.4 In State events where Metropolitan West is not competing, students will be offered the following pathways for participation:

1.5.4.1 Referral to neighbouring regions that are participating and such students may compete for another region with MWSSB approval.

1.5.4.2 Referral to the QSS Sport-Specific Committee for consideration for either a President’s Team or Invitational Team, where approved by the Queensland School Sport Management Group (QSSMG).

1.5.5 If a Regional Trial is conducted, however fails to provide enough participants of a suitable standard to field a full complement of players for a regional team, the MWSSB will respond in the following ways:

1.5.5.1 A supplementary trial may be scheduled for the vacant places in the Metropolitan West team.

1.5.5.2 If the actions in 1.5.5.1 fail or circumstances do not permit this to occur, the MWSSB will be forced to withdraw from that year’s State event with immediate notice being provided to both QSSMG and the QSS Sport-specific Committee.

1.5.6 Sports that are close to falling below the requirements of student participants and/ or interested personnel to be involved with Regional teams may be requested by the MWSSB to:

1.5.6.1 Show cause as to why they should continue in the program.

1.5.6.2 Conduct development of students or officials to strengthen their sport and their case for inclusion in the program.

1.5.7 Such sports identified in 1.5.6 above will be placed on formal Notice through the QSSMG and are subject to a two (2) year Notice period.

1.5.8 Failure to further develop the sports’ standing in the Region within this Notice period will result in the sport being de-registered by the MWSSB and notification of this fact will be advised to the QSSMG and the QSS Sport-specific Committee for an immediate effect.

1.6 Approval of New Sports and Activities

1.6.1 Once a survey has been conducted ascertaining that a majority of MWSSB Districts are prepared to participate in a Regional Trial in a new sport or activity, a letter of application may be lodged with the Metropolitan West Sports Office for consideration by the MWSSB.

1.6.2 Such applications must contain the following:

1.6.2.1 The names and signatures of three registered teachers willing to conduct a Regional Trial.
1.7 Access to Students (Club officials/Player Agents/School Recruitment)

1.7.1 All students participating in these events are deemed to be participants in an educational excursion, officially sanctioned by DETE, and has processes in place to allow students to compete in these events without added pressure from Club Officials, Player Agents or Schools.

1.7.2 As such, the Team Officials in control of these events hold Duty of Care and the legal right to determine the program for students both on and off the field.

1.7.3 The MWSSB provides support to Convenors, Coaches, Managers and Trainers of sporting teams at Regional Trials to underpin and manage this process in line with the Queensland School Sport Access to Students Policy.

1.7.4 Access to Students by School/ Club Agents other than Metropolitan West Team Officials.

1.7.4.1 No approval will be granted for a request by a school representative or school recruitment officer, club or player agent for access to any student/s at a Metropolitan West Regional trial.

1.7.4.2 If any of these groups wish to distribute any material to students attending regional trials, they are to make copies of the information available to the Convenor who will announce to the students that the material may be collected from them at the conclusion of the trial.

1.7.4.3 No direct contact with students is approved under any circumstances.

1.7.4.4 No personal contact details of students attending the trial are to be made available to any other person (teaching staff included) other than the student’s Metropolitan West Team Officials.

1.7.4.5 Team Management cannot use their position to influence students’ decisions as to which school/ club they will attend.

1.7.4.6 School or club agents wishing to forward information to students must do so through the Principal of that student’s school.

1.7.5 Access to Students by Metropolitan West Officials for individual school recruitment.

1.7.5.1 All sporting activities sanctioned by MWSSB are endorsed by DETE.

1.7.5.2 Metropolitan West Team Officials in their team duties are “employed” by DETE for the duration of their involvement with their appointed team/s, through the Transfer of Duties Statement signed by the Official and their Principal/ Supervisor.

1.7.5.3 As such, it is inappropriate under DETE’s Code of Conduct for students to be approached in any manner apart from the on-field performance and behaviour management for student conduct at relevant Trials or Championships.

1.7.5.4 Team Management cannot use their position to influence students’ school/ club decisions.

1.7.5.5 No MWSSB-appointed Official may approach students/ parents directly under any circumstances.

1.7.5.6 Failure to adhere to this policy will result in the immediate cessation of involvement with the current team and may seriously jeopardise future appointment to regional positions.

1.7.5.7 Schools’ agents wishing to forward information to students must do so through the Principal of that student’s school.
2.0 Team Selection & Eligibility Procedures

2.1 Eligibility – School attendance and Affiliation
2.1.1 To be eligible for selection in a Metropolitan West team a student must be enrolled at an approved school which is currently affiliated with MWSSB in the championship year. (see also 1.4):
2.1.1.1 Any student who is subject to a school suspension, exclusion or any other such issue with respect to their enrolment is automatically precluded from participation in the MWSSB program.
2.1.1.2 Principals should inform the Sports Office if such conditions are in place for student/s from their school as a matter of urgency.
2.1.2 To be eligible to participate in a Metropolitan West trial, a student must present District Paperwork including a signed Principal Approval form (incorporating Media Consent), a completed Medical / Personal Details form and pay the applicable Trials Levy to the Convenor prior to the commencement of the Regional Trial.
2.1.3 Students enrolled in the School of Distance Education will be allocated to their closest geographical District/ Region of origin, or the District/ Region in which they were previously enrolled, when attending District/ Regional trials.
2.1.4 Students who are accredited through the Home Schooling Unit, DETE will be allocated to their closest geographical District/ Region of origin when attending District/ Regional trials. A current ‘Certificate of Currency’ or enrolment form must be presented prior to the District/ Regional trial to confirm student eligibility.

2.2 Eligibility – Age of participant
2.2.1 Participants at a Regional Trial must be of a minimum age of 10 years in the year of competition and of the maximum age as stipulated in the rules of Queensland School Sport.
2.2.2 Ages are to be calculated according to year of birth except where specified otherwise.
2.2.3 Access to Metropolitan West activities for 12 year old Secondary school students should be made available through their Primary Sport District. The reverse would occur for 12 year old Secondary students.
2.2.3.1 13 year old Primary school students trialling must do so through their Secondary District.
2.2.4 Age eligibility will be reviewed as required by QSSC, QSSMG and the MWSSB.

2.3. Eligibility – Students with a disability
2.3.1 Students with a physical, intellectual, visual or auditory impairment, once classified by an appropriate Classifying Organisation as an Athlete With a Disability (AWD), are eligible to participate as an AWD in Metropolitan West Swimming, Cross Country and Track & Field teams.
2.3.2 In team sports, these students must participate with their peers in an inclusive team.
2.3.3 Students with a physical, intellectual, visual or auditory impairment are not required to be formally classified to compete at a Metropolitan West Regional Trial.
2.4 **Eligibility for Selection in Metropolitan West Team – Students**

2.4.1 Students are considered eligible and may be considered for selection in a Metropolitan West team if they:
- participate in the regional trial (see 2.2 and 2.4.2)
- commit to full participation at the State Championships
- are participating in a higher level in that sport at that time (e.g. State, National or International level). Payment of the nominated Trial levy is required.
- are absent with a QSS Regional / State Team in a different sport

  Name of Team:____________
- they have presented to the Regional Convenor prior to the Regional Trial commencing:
  - a medical certificate which identifies the illness or injury together with an anticipated recovery date
  - a record of prior achievement in that sport
  - trials documentation to verify school approval to trial (including Principal Approval Form) excepting for Aquathlon/Triathlon
  - pay the nominated Trial levy.

2.4.2 The major criteria for selection shall be the performance of the student at the regional trials. Areas considered shall include:
- the skill level exhibited by the student
- the performance of the student as a member of a team
- the attitude and behaviour of the student on and off the field of competition
- the age of the student.

2.4.3 Performance of a Qualifying Standard as mandated by a QSS Sport-specific committee (where applicable, currently for Swimming, Track & Field and all AWD activities).

2.4.4 If an athlete in an individual event at a Regional Trial for Swimming, Cross Country, Track & Field or Aquathlon/Triathlon is disqualified from that event, they are ineligible for selection in the Metropolitan West Team in that event.

2.4.5 The selection committee’s aim is to select the strongest possible Metropolitan West team, in keeping with the conditions outlined above.

2.5 **Team Size**

2.5.1 The number of players and shadow players to be selected shall be determined by the MWSSB, based on local requirements and the recommended requirements from the QSS Sport-specific Committee’s approved Competition Procedures.

2.6 **Costs**

2.6.1 All costs associated with the operation of a Regional Team shall, unless available from donation or sponsorship, be met by an equal levy on all students selected in the Team attending the State Championships.

2.7 **Conditions of Invitation**

2.7.1 Students shall be invited to join a Metropolitan West team, subject to the conditions laid down by the MWSSB.

2.7.2 Students must travel to and from the State Championships as a Team under the supervision of the Team Officials, except for when Private transport is allocated and all Swimming, Cross Country, Track & Field and Aquathlon/Triathlon teams regardless of the Host Region or venue.
2.7.3 Students who travel to a State Championship via flight or chartered bus may apply in writing to the MWSSB for a return travel exemption. Approval of applications is subject to MWSSB approval and if it is approved, no refund of part-travel is available due to the nature of the group booking.

2.7.4 Each player must purchase the Team Photograph taken specifically for their team.

2.7.5 Any member of a Metropolitan West team who fails to fulfil the financial obligations of selection on or before the specified due date, may have their Team Invitation withdrawn.

2.7.6 Any member of a Metropolitan West team who, in the opinion of the appointed Regional Officials, has failed to present to training sessions without prior notice or reasonable justification may have their Team Invitation withdrawn and such players would be replaced in the team.

2.7.7 Failure to be available for the duration of the State event may result in the Team Invitation being withdrawn and the player/s being replaced and may result in further action by the MWSSB.

2.7.8 In line with rulings at Queensland School Sport Committee level, failure to participate in all selected/nominated events (swimming/cross country/track & field) may result in the student being unable to compete in the balance of nominated events at the State Championships.

2.7.9 Students who withdraw from Regional Teams late and without reason or non-attendees at State Championships are required to pay the Standard Team/Nomination Levy and may be subject to further action by the MWSSB, which may include a period of Non-Invitation.

2.7.10 Any failure to abide by any of the conditions outlined above may result in a student being required to show cause to the MWSSB as to why further action should not be taken.

3.0 Eligibility for selection – Regional Officials

3.1 Selection of Regional Personnel

3.1.1 The selection of all Regional Officials (Convenors, Coaches, Managers, Assistant Coaches and Trainers) will be determined annually by a Panel appointed by the MWSSB.

3.1.2 The following criteria will be used to assist the Panel when making appointments to these positions. These criteria may also be rank ordered or weighted:

- Level of current Accreditation
- Demonstrated competence
- Demonstrated experience
- Previous success at level
- Appointment to other relevant positions
- Regional Succession planning
- Based in an affiliated Met West School during year of championship
- Receipt of application by the designated due date

3.1.3 No more than two (2) officials shall be appointed as officials of a team with fewer than thirty (30) students except in Australian Football, Rugby League and Rugby Union where one (1) additional official is automatically appointed. Additional officials in other sports may be appointed at the discretion of the MWSSB.

3.1.4 For a team of thirty (30) or more students, additional officials shall be appointed on a ratio as determined by the Board or the CCOM

3.1.5 For all teams there should be one (1) Regional Official of the same gender as the team.

3.1.6 The MWSSB may appoint other combinations of staffing to allow students sporting opportunities.

3.1.7 Whilst no preference is given to applicants who are Registered Teachers, Team Management for each Metropolitan West Team must contain a minimum of ONE Registered Teacher to assume overall control of the activity under the Curriculum Risk Management framework.
3.1.8 The ratio identified in 3.1.8 above may be modified to a minimum of one (1) Registered Teacher to oversee two Metropolitan West teams if attending a combined male & female State Championship.

3.2 Minimum Qualifications of Regional Personnel
3.2.1 The MWSSB, in conjunction with Queensland School Sport requires Regional Officials to hold currency in an appropriate qualification based on their position/s with Regional Teams.
3.2.2 All Regional Team Coaches or Assistant Coaches are required to hold a minimum of a current Level 1 Coaching Accreditation (or equivalent) in that particular sport.
3.2.3 All Regional Team Managers are required to possess at least a current Senior First Aid Certificate and Resuscitation Certificate (or equivalent).
3.2.4 All Regional Team Trainers are required to hold at least a current Sports First Aid qualification, with a preference for a Level 1 Sports Trainer qualification in addition to Sports First Aid qualifications.

3.3 Selection of Regional Personnel – Process
3.3.1 On behalf of the Selection Panel, the Executive Officer of the MWSSB shall ensure that:
   • all nominations for Regional Official positions are invited through Principals, District Secretaries and the Metropolitan West website during Term 3 of the preceding year
   • applicants are instructed to forward their Application Package, fulfilling the selection guidelines, complete with principal's/ supervisor's counter-signature and copies of current Qualifications for the position to the Executive Officer on or before the due date.
3.3.2 The Executive Officer shall ensure that all applicants are advised via email of the receipt of their application electronically within 48 hours of receipt at the Sports Office.
3.3.3 The Selection Panel, which must consist of a minimum of three (3) members, is determined by the MWSSB.
3.3.4 The Selection Panel shall meet in Term 4 of the preceding year to prepare a final list of recommended nominees to be presented at the CCOM Annual General Meeting and ratified by the MWSSB at the Annual General Meeting.
3.3.5 Regional Officials shall be provisionally appointed by the Selection Panel, on behalf of the MWSSB.
3.3.6 Before commencement of Regional Trial, recommended appointees are required to participate in a mandatory In-service session.
3.3.7 All recommended appointees are notified of their success or otherwise prior to the In-service session being conducted.
3.3.8 Any applicant appointed after the scheduled In-service session must attend a follow-up session prior to commencing duties with a Metropolitan West team.
3.3.9 All recommended appointees must agree to abide by the MWSSB policy guidelines and processes prior to their appointment being ratified by the MWSSB.

3.4 Appointment Appeals
3.4.1 Any objection or appeal against the appointment of Metropolitan West team officials must:
   - be in writing, in the hands of the Executive Officer of the MWSSB within fourteen (14) days of the meeting at which the recommended appointments were tabled.
3.4.2 Any objection or appeal, if it is deemed by the Panel Chair to warrant such action, may be referred to a Special Meeting of the MWSSB Grievance Committee or the full MWSSB for discussion or action.
3.4.3 Once the appeal process has been concluded, there are no further appeal processes.
3.5 **Letter of Appointment**
3.5.1 The Executive Officer of the MWSSB shall ensure that a letter of provisional appointment confirming their role for the following year, subject to participation in a mandatory In-Service session.
3.5.2 A letter is also sent to the Principal of the Official’s school advising them of the applicant’s success, together with a copy of the Official’s letter to be retained by the school Administration.

3.6 **Responsibilities of Officials.**
3.6.1 The responsibilities of all Regional Officials are contained in the Regional Handbook and are also comprehensively outlined and demonstrated through an In-service process.
3.6.2 All Officials recommended by the Selection Panel must attend a compulsory In-service session, hosted by the Metropolitan West Sports Office, in order to confirm their appointment.
3.6.3 Failure to attend the compulsory In-service session constitutes grounds for the Official’s recommendation to be rescinded by the MWSSB, with such positions to be re-advertised as vacancies and filled as required.
3.6.4 Regional Officials who fail to uphold high standards of professionalism or breach MWSSB Policy Guidelines or expectations may have their appointment rescinded at any time by the MWSSB, with potential for further action through the MWSSB, DETE or the Official’s base school as appropriate.
3.6.5 Regional Officials are required to retain Records associated with their involvement with the Regional Team for a period of seven (7) years in accordance with DETE’s Information Management protocol [PPR: Retention and Disposal Schedule for Records held in Schools].
3.6.6 The retention of Records (3.6.5) must be kept in a secure location, not in personal possession given the sensitive nature of the information provided in the documents. Such Records should be stored in a similar manner to the school’s financial, staffing or enrolment records.
3.6.7 Officials of Metropolitan West School Sport Teams attending state & inter-regional activities are required to be in attendance at the event for the full duration of competition each day along with any scheduled event meetings & compulsory functions. Any exceptions to this policy are to be approved by the Metropolitan West School Sports Office on behalf of the MWSSB.

4.0 **Conduct of Regional Trials**

4.1 **Nomination Process for Trials and Student Responsibilities for Trial**
4.1.1 Students must nominate for the Regional Trial through their School Sports-Coordinator by the specified due date, irrespective of whether a District Trial will be held or nominations are forwarded direct to the Regional Convenor. Failure to meet this clause may result in the student/s being ineligible to trial.
4.1.2 Nominations for Regional Trials are to be through the School Sports Coordinator or District Team unless otherwise specified.
4.1.3 Students must present the Trials Levy, Principal Approval Form and other required District documentation to the Trials Convenor at the start of the Trial. Failure to meet this clause will result in the student/s being ineligible to trial.
4.1.4 Students trialling for Metropolitan West selection are not permitted to wear Metropolitan West or other representative apparel at the Trial. If a District Uniform is not available, students must compete in their school sports uniform (excluding swimming events). Failure to meet this clause will result in the student/s being ineligible to trial and/ the student may be disqualified or removed from Regional selection until such time as this clause is adhered to.
4.2 Trials Convenor/s
4.2.1 The Regional Convenor/s, appointed by the MWSSB, shall coordinate the conduct of the trials in consultation with the Metropolitan West Sports Office.
4.2.2 The Metropolitan West Sports Office shall ensure that suitable venues are chosen, costs determined and arrangements for Sports Medicine coverage of the Trial have been made.
4.2.3 The appointed Convenor/s shall ensure that all other arrangements are completed and are appropriate for the Trial, including but not limited to:
   4.2.3.1 Determining draws based on the nomination numbers provided by Districts.
   4.2.3.2 Appointing the Selection Panel and assisting with team selections.
   4.2.3.3 Collecting the participants’ paperwork approving them to Trial and the Nomination Fees.
   4.2.3.4 Conduct a briefing addressing all participants and spectators prior to the Trial commencing, outlining the schedule for the day, any Curriculum Risk Management issues, introduce the Selectors, outline the selection process (including the number of players selected, shadow players etc) and announce any Applications for Special Consideration.
   4.2.3.5 Present the counted Nomination Fees and an accurate Participant List to the Metropolitan West Sports Office staff who visit the Trial.

4.3 Duration of Regional Trials
4.3.1 The MWSSB shall determine the duration of the Regional Trial for each approved activity and advise all Districts and Regional Officials accordingly through the Calendar each year.
4.3.2 Major factors for consideration in the duration of Regional Trials include the costs of teacher replacement, and the costs to students both financially and educationally through release from normal schooling.
4.3.3 All Regional Trials will be conducted over one (1) school day, with the following exceptions approved by the MWSSB:
   4.3.3.1 12 Years Tennis (2 days)
   4.3.3.2 12 Years Australian Football (2 days)
   4.3.3.3 12 Years Football (2 days)
   4.3.3.4 11 and 12 Years (Boys) Rugby League (2 days)
   4.3.3.5 11 and 12 Years Netball (2 days)
   4.3.3.6 12 Years (Boys) Cricket (2 days)
   4.3.3.7 10 – 19 Years Track & Field (3 days)

4.4 Finance
4.4.1 The Metropolitan West Sports Office shall impose an equal charge on each individual competitor to cover the costs of the Trial.
4.4.2 This charge (Nomination Fee) shall be advised in Trials information and is reviewed each year.

4.5 Conduct of Regional Trials - Selection Panel
4.5.1 The Regional Convenor shall appoint the Selection Panel which must contain the appointed Regional Officials if they are in attendance.
4.5.2 The Regional Team Coach (if present) will Chair the Selection Panel. If not present, the Convenor will Chair the Panel.
4.5.3 The Convenor and/or Selection Panel is responsible for setting out and advertising of the selection process. This should be done at the student briefing prior to the commencement of the Trials and all selectors should be identified at this briefing.
4.5.4 District Officials may have input into the selection process as required, however are not entitled to vote on selections unless formally identified at the pre-Trial briefing.
4.5.5 The Chair of the Selection Panel shall convene as many selectors’ meetings as required to fulfil this task.
4.5.6 Where possible, selectors should be free of other responsibilities, including District roles.
4.5.7 Each member of the Selection Panel shall be entitled to one vote.
4.5.8 It is strongly recommended that Selection notes be kept and retained in the event that the team selections are appealed.

4.6 Selection Panel – Procedures
4.6.1 The selectors shall meet on a regular basis on each day of competition.
4.6.2 The selectors may meet with the coaches of competing District teams and give them the opportunity to put forward the names of and comment upon students they feel warrant further consideration.
4.6.3 At least one (1) selector shall be present at all times of competition and must be highly visible to participants and spectators.
4.6.4 The selectors should maintain a record of competition viewed. This information is not exempt under DETE Right to Information legislation.
4.6.5 District Officials and/or the participants themselves must advise the selectors of students who are not available for Selection or are unable to fulfil the requirements associated with Selection to the team.

4.7 Announcement of the Metropolitan West Team
4.7.1 The Metropolitan West team must be announced at the conclusion of the Regional Trials.
4.7.2 ‘Train-on’ squads are not to be selected under any circumstances.
4.7.3 Shadow players must be selected. The names of shadow players may be announced.

4.8 Notification of the Metropolitan West Team
4.8.1 The appointed Regional Team Officials (usually the Team Manager) shall ensure that a list of the names of students selected in the Metropolitan West team (plus their schools and date of birth) is advised to the Metropolitan West Sports Office in the approved format and in a timely manner following the Regional Trial.
4.8.2 All available information concerning the Metropolitan West team shall be provided by Team Officials to the students immediately once it becomes available. In most instances, this will be upon selection in the Metropolitan West team on Trials day or at the first training session.
4.8.3 Once the Team List is received by Metropolitan West Sports Office staff, an email will be sent to the relevant School Principal informing them of a student/s selection in a Metropolitan West team.

4.9 Disputes
4.9.1 In the event of a problem which cannot be settled by the Convenor/s, he/she shall immediately notify the Metropolitan West Sports Office for action and/or resolution.
4.9.2 If required, the MWSSB Grievance Committee may meet to discuss and rule on the issue.
4.9.3 It is the MWSSB’s aim to have all disputes resolved within seven (7) days.

4.10 Safety and First Aid
4.10.1 All safety procedures, as set out in the DETE Policy and Procedures Register (P.P.R): Health and Safety HLS [Workplace Health and Safety – Curriculum Activity Risk Assessment Policy and Guidelines], shall be adhered to throughout the Trials.
4.10.2 The DETE Curriculum Activity Risk Assessment (Appendix E) and Representative Sporting Event - Convenor (Appendix F) forms MUST be completed for each Regional Trial and sent to the
Metropolitan West Sports Office for approval 1 – 2 weeks Prior to the Regional Trial. The Convenor is legally accountable for this document being completed, adhered to and sent to the Metropolitan West Sports Office for approval.

4.10.3 Qualified first aid/ sports medicine personnel will be arranged by the Metropolitan West Sports Office, and will be readily available at Regional Trials.

4.10.4 A DETE Accident Report Form (Appendix G) must be completed for any accidents. The Convenor is to forward one (1) copy to the student’s school and one (1) copy to the Sport Office for retention. Where possible, this will also be entered on to the MyHR system by the District Official in attendance (only relevant for DETE students and DETE staff).

4.11 Sponsorship
4.11.1 The Convenor may seek sponsorship from a source approved by the MWSSB to help defray the costs of staging the Trials, provided such action is in accordance with DETE procedures and protocol.

4.11.2 This action must be approved PRIOR to a firm commitment being sought from potential sponsors.

4.11.3 The final approval of all incoming financial support rests with the Metropolitan West Sports Office on behalf of the MWSSB.

4.12 Areas of Responsibility
4.12.1 The responsibilities of Convenors, Regional Officials and the Metropolitan West Sports Office are clearly outlined in the Regional Handbook, which is available on the Metropolitan West website www.metwestschoolsport.eq.edu.au.

4.12.2 If doubt exists regarding specific roles and responsibilities, Officials should contact the Metropolitan West Sports Office.

5.0 Metropolitan West Teams for State Championships

5.1 Costs
5.1.1 All costs associated with the operation of a Regional Team attending a State Championship or Invitational Event shall, unless available from donation, sponsorship or fund-raising, be met by an equal levy on all student members of that team as set by the Metropolitan West Sports Office.

5.2 Preparation
5.2.1 For the purpose of team preparation in any Metropolitan West team, a student can expect to be requested to attend training sessions outside of school hours, including evenings and possibly weekends or school vacation periods.

5.2.2 Team training sessions are a vital part of preparations for State Championships and are highly recommended. Students’ persistent failure to attend training sessions or meetings constitutes grounds for either a reduction in game-time at the State Championship or in serious instances, withdrawal of the Team Invitation by the MWSSB.

5.2.3 The DETE Team Manager’s Checklist (Appendix I) MUST be completed by the Manager of each Metropolitan West team and sent to the Metropolitan West Sports Office for approval 3 weeks prior to the State event. The Team Manager is legally accountable for this document being completed, adhered to and sent to the Metropolitan West Sports Office for approval.
5.3 Travel to State Championships
5.3.1 The most desirable form of travel for each regional team shall be determined by the Metropolitan West Sports Office in accordance with Regional guidelines and Host Centre situations.
5.3.1 Variations to the travel policy may be made by the Metropolitan West Sports Office, on behalf of the MWSSB at any time, due to recurring costs or operational convenience.
5.3.2 In general, students selected to represent Metropolitan West in team-based sports will travel to State Championships via either:
   5.3.2.1 Air travel
   5.3.2.2 Bus travel
   5.3.2.3 Private individual transport
5.3.3 Students selected to represent Metropolitan West in swimming, cross country, track & field and triathlon/ aquathlon teams are exempt from team travel, with Private/ Individual transport selected regardless of the location of the State event.
5.3.4 The method of travel for the team also determines whether billeting will be offered in the Host Centre. As a general rule, billeting will be unavailable when Private/ Individual transport is utilised (unless extreme circumstances exist).
5.3.5 Parents may request a Return Travel Exemption for their student where:
   5.3.5.1 Parents are in attendance at a State Championship.
   5.3.5.2 The Travel method for the team is by commercial flight or bus.
   5.3.5.3 Such requests must be made in writing in a timely fashion to the Team Manager, who in turn will forward requests to the Metropolitan West Sports Office for consideration, action and/ or approval.
   5.3.5.4 All requests are subject to the MWSSB approval based on operational factors and team consistency.
5.3.6 Where the Return Travel Exemption is approved, note that no refunds are available for the return leg of the flight or bus trip due to the nature of group bookings.
5.3.7 Regional Official’s transport to and from bus and flight departure points is at their own arrangement and expense.

5.4 Student & Officials’ attire
5.4.1 Teams travelling on organised transport to the State Championships are required to dress in a manner representative of the standards, professionalism and colours of Metropolitan West.
5.4.2 The minimum dress standard for students when travelling as a team or assembling as a team includes:
   5.4.2.1 Student Polo Shirt (may also include the Spray Jacket as climate dictates)
   5.4.2.2 Dress Shorts (may also include Track pants as climate dictates)
   5.4.2.3 Enclosed footwear
5.4.3 Team Officials may request to the Metropolitan West Sports Office prior to the Regional Trial that a higher level of dress is required for their Team to maintain the professionalism of the Team during transit, including jeans or black dress pants. These efforts are supported by the MWSSB and will be identified in the Team paperwork.
5.4.4 Regional Officials’ attire should be the Metropolitan West Official’s shirt with either jeans or neat pants/ skirt in regional colours (black/ green).
5.4.5 Regional Officials are also required to wear their Metropolitan West ID Cards, when provided by the Metropolitan West Sports Office, throughout their involvement with their Team in line with DETE Student Protection Policy.
5.4.6 Playing Uniforms are determined by the MWSSB in conjunction with QSS Sport-specific Committees as required, and are a combination of our three primary colours – gold, bottle green and black.

5.4.7 Each year, Metropolitan West Team Officials will be provided with a current Regional Official’s Polo Shirt OR Cargo Shorts free of charge. First time Regional Officials will also be provided with a Business Shirt free of charge. No substitutions are permitted.

5.5 Student participation in State Championship events
5.5.1 It is the expectation of the MWSSB that all students invited to join the Metropolitan West team will be provided with fair and equitable participation (game time) to showcase their skills at the State Championship and strive for Queensland team selection, where applicable.

5.5.2 It is mandated that students are available for play each day of the State Championships. As per Queensland School Sport Policy, this is termed full participation in the State event. Failure to adhere to this clause may result in non-selection for the Metropolitan West team (for teams yet to be selected), withdrawal from the balance of the current event or a period of Non-Invitation being imposed (for teams currently participating or after the State Championship).

5.5.3 Regional Officials are fully accountable for student participation (game time) during the State Championships and are encouraged to keep accurate logs of individual players’ contributions to the team.

5.5.4 Any issues regarding player participation (game time) are to be referred in the first instance to the relevant Regional Officials, prior to any further correspondence to the Metropolitan West Sports Office.

5.5.5 Regional Officials may face further action from the MWSSB for participation-based issues that arise from a State Championship.

5.6 Teacher Release
5.6.1 DETE provides an annual allocation of funding to the MWSSB for TRS for state school Officials.

5.6.2 All state schools are entitled to make a claim to the MWSSB for teachers who are Regional Officials at approved Regional Trials and State events, including Travel Days where necessary, from this annual DETE allocation.

5.6.3 All non-state schools are entitled to make a claim to the MWSSB for teachers who are Regional Officials at approved State events, including Travel Days where necessary, from the non-state TRS pool obtained through affiliation fees.

5.6.4 For Regional Trials, all appointed Team Officials receive TRS coverage from the MWSSB.

5.6.5 Schools must forward a Tax Invoice to the Metropolitan West Sports Office in the same calendar year for reimbursement.

5.7 Student Permissions
5.7.1 It is the parent/guardians’ responsibility to inform Team Officials of any issues or restrictions on any child involved in a Metropolitan West sporting team.

5.8 Behaviour – Students, Parents and Officials
5.8.1 If a School Principal removes a student selected in any team (School, District or Metropolitan West) for reasons of misbehaviour or school suspension, then this action shall be supported by the MWSSB.

5.8.2 All students selected to represent a Metropolitan West team receive a copy of the approved Queensland School Sport Team Member’s Code of Behaviour (Appendix B) in the Student Information Package.
5.8.3 All parents, family members and spectators – whether travelling in association with a Metropolitan West sanctioned sporting team or not, may not interfere in:
• the organisation of the team
• the interpretation of the Regional Team Officials’ directions
• the decisions of team management on team selections, nominations or participation of team members in events.

5.8.3.1 Such interference may result in the student/s being rendered ineligible from further participation in the team and/or competition.

5.8.4 All Regional Officials involved with Metropolitan West teams and events shall strictly adhere to the Officials Code of Behaviour (Appendix C), which are based on the QSS Officials’ Duty of Supervision policy, in conjunction with the DETE/QSS Code of Conduct.

5.8.4.1 At least one (1) Regional Official must be contactable and available in a Duty of Care capacity at all times throughout the State Championships.

5.8.5 Any Breaches of the Codes of Behaviour will be thoroughly investigated by the MWSSB, DETE and/or Queensland School Sport as required.

5.8.6 DETE has provisions for “dealing with wilful disturbance’ at educational sites under the Education (General Provisions) Act (Qld 2006), including:

5.8.6.1 A 24 hour ban from the premises (s333)
5.8.6.2 A 30 day “Good behaviour direction” (s337)
5.8.6.3 A 60 day ban from school premises (s340)
5.8.6.4 A 12 month ban from any state or non-state school premises for repeated breaches (s337 and s340)
5.8.6.5 A sample “Direction to leave and not re-enter” under the EGPA 2006 is included as Appendix D.

5.8.6.6 Further information regarding this process can be obtained through DETE’s website:

5.8.7 Any Breaches of the DETE/QSS Code of Conduct or allegations of a criminal nature against Officials will be forwarded directly to DETE and/or Ethical Standards Branch for a departmental investigation.

5.8.8 Any disciplinary action, if warranted, may come from the MWSSB, QSSMG, the student’s school, DETE or the Queensland Police Service if breaches are incorporated under the Education (General Provisions) Act.

5.9 Regional Officials Accommodation

5.9.1 All appointed Met West Regional Officials will be offered accommodation for the duration of all State Championships/Invitational Carnivals regardless of where that event is conducted.

5.9.2 If a Regional Official chooses not to accept the offer of accommodation the Regional Official must notify the Met West Sports Office in a timely manner prior to the teams departure for the State Championships/Invitational Carnival.

6.0 Project Consent and Media Release (refer Appendix A, J)

6.1 The MWSSB supports all DETE/QSS policies and directives in regards to Photography and Media Consent strategies as applicable to school sport.
6.2 The MWSSB has adopted the QSS Photography Statement (Appendix J) to outline the intent and practice of photography at representative sporting events.

6.3 All participants in Metropolitan West events must have completed the Representative School Sport-specific Project Consent Form (Appendix A), signed by the parent/guardian and filed at the students’ school.

6.4 The Manager of each Metropolitan West team must forward the completed Project Consent Summary Proforma (Appendix H) to the Metropolitan West Sports Office no later than three (3) weeks prior to departure to the relevant State event.

7.0 Sun Safety Statement

7.1 The MWSSB supports all DETE policies and directives in regards to sun-safe strategies within schools.


8.0 Hydration Statement

8.1 The MWSSB is supportive of the QSS Hydration Statement (Appendix P) and encourages all participants in sporting activities to remain hydrated with suitable fluids before, during and after participation in sport and physical activity.

8.2 To support this task, each participant in a Metropolitan West team must have their own water bottle and Host Venues must provide hydration stations for State Events held under their supervision.

8.3 Student hydration, however remains a shared responsibility between the participant themselves, their parent/guardians, the Team Officials and the Host Region/Committee.

9.0 Gender Equity in school sport (refer Appendix R)

9.1 The MWSSB fully supports gender equity in school sport, in particular CRP-PR-009: Inclusive Education to include direction regarding gender equity in school sport and physical activity.

9.2 The Gender Equity in School Sport Guidelines (Appendix P) apply to all relevant activities from informal playground games to organized interschool competition.

9.3 Section 39 of the Anti-Discrimination Act (1991) states that as educational authority must not discriminate, however Section 111 specifically states that:

9.3.1 (1) A person may restrict participation in a competitive sporting Activity:
   (a) to either males or females, if the restriction is reasonable having regard to the strength, stamina or physique requirements of the activity; or
   (b) to people who can effectively compete; or
   (c) to people of a specified age or age group; or
   (d) to people with a specific or general impairment.

9.3.2 Subsection (1)(a) does not apply to a sporting activity for children who are less than 12 years of age.
9.3.3 In this section competitive sporting activity does not include:
(a) the coaching of people engaged in a sporting activity; or
(b) the umpiring or refereeing of a sporting activity; or
(c) the administration of a sporting activity; or
(d) a sporting activity prescribed by regulation.

9.4 Interpreting the Anti-Discrimination Act 1991 (Queensland)

- Sections 39, 105 and 111 should be read in conjunction with each other. While Section 111(2) prohibits selection for competitive sporting activity on the basis of sex for children less than 12 years of age, Section 105 permits affirmative actions for a period of time until equality of access to, and participation in, sport is achieved.
- The particular history of girls’ and women’s unequal access to sport and to sport resources gives particular importance to Section 105, which allows for equal opportunity measures to redress the effects of past discrimination.
- Similarly, while Section 111(1) allows for discrimination on the basis of sex for particular sporting activities for students who are 12 years and over, it may have to be shown that the discrimination is warranted in order to achieve equal opportunity. This is because Section 105 permits action to achieve equal opportunity for a group which has been disadvantaged under the following circumstances only:
  - If the action is not inconsistent with the Act; and
  - Until the purpose of equal opportunity has been achieved.

9.5 Team Selection

9.5.1 The following guidelines are to assist schools and team selectors to implement Inclusive Education in regards to gender equity in school sport.

9.5.2 For students less than 12 years of age, these guidelines should be followed:
- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play.
- In order to enhance equal sporting opportunities for female and male students, and in particular, to raise the skill and participation rates of female students in as wide a range of sports as possible, parallel single sex competitions may be offered. However, where appropriate, combined participation should be encouraged.
- Where single sex participation is deemed necessary to raise the skill and participation rates of female students, this decision should be justified on the basis of achieving equality of opportunity.

9.5.3 For students 12 years of age and over, these guidelines should be followed:
- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play and, where relevant to a particular sport, strength, stamina and physique.
- In order to enhance equal sporting opportunities for female and male students, and in particular to raise the skill and participation rates of female students, parallel single sex competitions in as wide a range of sports as possible should be offered. However, where appropriate in terms of the criteria outlined in the previous point, combined participation may also be encouraged.

9.5.4 For all students, these guidelines should be followed:
- Female students may be selected in a male students’ team on merit. Likewise, male students may be selected in a female students’ team on merit, provided care is taken to ensure the inclusion will not displace, disrupt, dominate or disadvantage
the participation of female students in that team. This pattern of selection should not be at the expense of the variety and number of teams offered to either sex.

- Consideration should be given to the physical suitablility and competence of each student to participate in the specific sporting activity. When selecting any team, the safety and welfare of all students must be given priority. As outlined in the Anti-Discrimination Act 1991 (Queensland) s11, it is possible to restrict participation in sporting activity due to strength, stamina and physique issues.

9.5.5 Involvement in sport and physical activity by pregnant students

- Sporting activities and physical education should be made available to pregnant students should they wish to participate, unless medical advice indicates otherwise.
- School Staff/ Principals aware of a student pregnancy should seek written confirmation from a medical professional before allowing the student to participate in school sport and physical activity.
- The Australian Sports Commission has published guidelines regarding the participation of women who are pregnant in sport.
- The guidelines are intended as an information source for sporting administrators, coaches and officials. They are not intended, nor are they suitable to be used as, advice to sports participants. The guidelines are available at: http://www.ausport.gov.au/women/docs/Pregnancy.pdf

Metropolitan West School Sport – Management Procedures

10.0 Name
10.1 The name shall be the Metropolitan West School Sport Board, hereafter known as the MWSSB, incorporating and overseeing the Metropolitan West Combined Council of Management for School Sport, (hereafter the CCOM) and the relevant District Sport Committees (hereafter DSC’s).

11.0 Aims
11.1 To provide educational opportunities to enable the realisation of individual sporting potential, good health and well-being within the Metropolitan West School Sport region.
11.2 To provide, foster and develop sport within state schools, non-state schools and other educational institutions affiliated with the MWSSB.

12.0 Powers and Functions
12.1 In its role as a departmental committee, the operations of the MWSSB are subject to the policies, practices and directives of DETE, through the Regional Director, Metropolitan Region and the Queensland School Sport Council (QSSC).
12.2 To exercise the general control and management of the affairs, equipment and funds of the MWSSB in accordance with DETE Financial Procedures.
12.3 To supervise, endorse, approve and direct the activities of the relevant DSC’s.
12.4 To subscribe to, become a member of and co-operate with any other organisation, whether incorporated or not, whose objects are similar to those of MWSSB.
12.5 To establish an Executive Committee and sub-committees consisting of members of MWSSB or CCOM as required, to coordinate, investigate and report on any activity or matter deemed necessary.
12.6 To distribute documents for the efficient conduct and administration of Sport in state schools, non-state schools and other educational institutions affiliated with the MWSSB.
12.7 To manage all funds held by MWSSB in accordance with DETE Financial Procedures (see 12.2).
12.8 To interpret the meaning of these Management Procedures subject to Section 12.1 above.

13.0 Membership – Metropolitan West School Sport Board (MWSSB)
13.1 Any teacher who is currently registered with the Queensland College of Teachers or involved as a Regional Team Official is eligible to attend, as a non-voting participant, meetings of the MWSSB.
13.2 Membership of the MWSSB shall be:
- The Chair of the Board, appointed by DETE through the Regional Director – Metropolitan Region (deliberative vote)
- The Chair of the CCOM (1) who must be a School-based Principal
- The Deputy Chair of the CCOM (1)
- One (1) representative of DETE (Regional Director – Metropolitan Region or their delegate)
- Three (3) additional delegates from the Primary sector of the CCOM
- Three (3) additional delegates from the Secondary sector of the CCOM
- One (1) representative of the Athletes With a Disability Sub-Committee
- One (1) representative of Independent and Non-State schools
- Regional School Sport Officer, as Executive Officer (non-voting)
- Sport Support Officer, as Minutes Secretary (non-voting)
- Additional Metropolitan West School Sport Office staff (non-voting)
- One (1) representative of the Queensland Council of Parents & Citizens Association
- Any other person in attendance (non-voting).

13.3 A quorum at the MWSSB meetings shall be a majority of voting members in attendance (ie.five (5) members in attendance), whether in person, proxy or teleconference facility (if available).
13.4 Any member of the MWSSB may resign from membership of the Board at any time by giving written notice to the Executive Officer.

14.0 Annual General Meeting – MWSSB
14.1 The Annual General Meeting of the MWSSB shall be held at a date, time and venue where all voting members have an opportunity to vote either in person, by proxy or by teleconference facility (if available).
14.2 The Executive Officer shall convene all Annual General Meetings of the MWSSB giving at least 14 days notice of such meeting to all members of the Board.
14.3 The Annual General Meeting of the MWSSB will be held no earlier than February each year, allowing the financial roll-over to occur for endorsement at this meeting.
14.4 At any Annual General Meeting of the MWSSB a number equal to a majority of committee members shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.
14.5 The Chair shall preside at all Annual General Meetings of the MWSSB. If the Chair is unable to attend, then action may be taken as outlined in section 18.7 of this Policy.
14.6 All issues arising at any Annual General Meeting shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.
14.7 Persons eligible to vote shall only be entitled to one (1) vote only. A person may vote in person, by proxy or by teleconference facility. The appointment of a proxy shall be in writing. Teleconference access to all meetings, given reasonable notice of such request for access, shall be made available on a user pays basis.
14.8 The business to be transacted at every Annual General Meeting shall be -
14.8.1 Receipt of the Board’s Annual Report, including:
14.8.1.1 A statement of income/ expenditure.
14.8.1.2 A statement of assets/ liabilities for the preceding financial year.

14.8.2 The receiving of Annual Reports from:
18.8.2.1 the Chair, MWSSB
18.8.2.2 the Chair, CCOM
18.8.2.3 the Executive Officer

14.8.3 Election of the Executive Committee from the CCOM.
14.8.4 Confirmation of representatives from CCOM.
14.8.5 The final endorsement of the Financial Year ending previous December 31.
14.8.6 The endorsement of Regional Officials appointments for that year.
14.8.7 The final endorsement of the Calendar for that year.

15.0 General Meetings – MWSSB

15.1 The time, date and venue of the MWSSB meeting shall be determined at the previous meeting of that body. In the absence of any such decision, the time, date and venue of any meeting shall be determined by the Executive Officer or as directed by DETE.

15.2 All members of the MWSSB shall have access to all meetings, whether by in person, proxy or teleconference facilities (if available) on a user-pays basis.

15.3 A special meeting of the MWSSB shall be convened by the Metropolitan West Sports Office upon the requisition in writing by not less than one-third of the members of the MWSSB or as directed by either DETE through the Regional Director, Metropolitan Region.

15.3.1 Any such requisition shall clearly state the reasons why a special meeting is being convened and the nature of the business to be transacted thereat.

15.5 The business to be transacted at a meeting of the MWSSB shall be listed as an Agenda to be distributed to all members at least 7 days prior to the date of the meeting. All matters of significance require a Notice of Motion to allow a representative position to be determined by the constituent bodies.

15.6 The MWSSB Chair shall both preside at all meetings of the MWSSB. If unable to attend any meeting, the MWSSB Chair may nominate another member of the Board to chair the meeting.

15.7 At every meeting of the MWSSB, a number equal to a majority of committee members shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.

15.8 If within half an hour from the time appointed for the commencement of the MWSSB meeting a quorum is not available, the meeting may be adjourned to a time and place as determined by the Chair.

15.8.1 Alternatively, members present may reconvene to discuss the Agenda and make recommendations. Such recommendations would then need to be endorsed as in 15.7, or at the next meeting.

15.9 Issues arising at any meeting of the MWSSB shall be decided by a majority of votes and, in the case of a tied vote, the Chair may cast a deliberative vote.

15.10 Persons eligible to vote shall be entitled to one (1) vote only. A person may vote in person, by proxy or by teleconference facility (if available). The appointment of a proxy must be in writing and presented to the Chair once the meeting is opened.

15.11 A resolution in writing, signed by a majority of all members of the MWSSB shall be as valid as if it had been passed at a duly convened and held meeting of the relevant body.

15.12 The Minutes Secretary shall document full and accurate minutes of all questions, matters, resolutions and other proceedings of every MWSSB Meeting.
15.12.1 For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of the previous meeting and Annual General Meeting as applicable shall be endorsed through the next meeting, following a resolution verifying their accuracy.

15.13 Under DETE’s ‘Right to Information’ legislation, copies of MWSSB minutes will be published to the Metropolitan West School Sport website in a timely fashion following each meeting.

15.14 All attendees must sign the attendance sheet at each meeting.

16.0 Reporting – MWSSB
16.1 A copy of the MWSSB annual report/activity statement and annual financial statement (including a statement of income and expenditure, and assets and liabilities for the preceding financial year) shall be provided to the Regional Director, Metropolitan Region DETE (as Line Manager of the MWSSB) and the Regional Directors of Darling Downs/ South West Region and South-East Region as the sport regional boundaries cross DETE boundaries.

16.2 A copy of each District Operational Report must be submitted to the MWSSB at the February CCOM Meeting each year. Such a report will include a financial statement for the year ending December 31 of the previous year and operational documents for the current year.

16.3 The Regional Director, Metropolitan Region DETE holds Line Management and reporting accountability for the MWSSB and the Metropolitan West Sports Office.

17.0 Funds and Accounts – MWSSB
17.1 The funds of the MWSSB shall be managed at all times according to DETE financial procedures.

17.2 The funds of MWSSB shall be deposited in a bank account in the name of the Metropolitan West School Sport Board in accordance with DETE policy.

17.3 The Metropolitan West Sports Office shall present at each MWSSB meeting a financial statement for the period since the last meeting, including major income/expenditure and a budget comparison.

17.4 All expenditure (Cash Disbursements) shall be in accordance with DETE policy and be approved or ratified at each MWSSB meeting.

17.5 An annual budget will be presented at the Annual General Meeting of the MWSSB each calendar year or as advised by Internal Audit Branch, DETE.

17.6 Income and equipment shall be used solely in promotion of the aims of MWSSB and in the exercise of its powers and functions.

17.7 The CCOM, Team Officials and other agents of the MWSSB shall operate no separate accounts, with all financial procedures in accordance with 17.1 and 17.2 above.

17.8 The MWSSB will pay the TRS costs associated with each Regional representative (two) to the QSSMG Conference. Reimbursement is available upon presentation of a tax invoice to the Metropolitan West Sports Office.

18.0 Financial Year Arrangements
18.1 The financial year of the MWSSB shall close on 31 December in each year.

19.0 Competition Procedures
19.1 All competitions and activities of the MWSSB must be approved by through the Regional Director, Metropolitan Region DETE and/or the Queensland School Sport Council.

19.2 All MWSSB Competition Procedures will be adhered to in MWSSB activities and shall be detailed in a separate document of that name and shall include:

19.2.1 Competition structures, conditions and rules
19.2.2 Team selection procedures
19.2.3 Responsibilities for conduct of State Championships
19.2.4 Relevant Departmental Policies

19.2.5 Competition Procedures require the approval/ratification of the MWSSB.

19.3 All MWSSB Policy Guidelines are subject to continual review and amendment as required by changes to DETE Policy or legislation, or as directed by the Regional Director, Metropolitan Region DETE.

20.0 Alterations to Management Procedures

20.1 These Management Procedures may be amended, rescinded or added to from time to time by a special resolution carried by 75% of members at a meeting of the CCOM or MWSSB as applicable, or as directed by DETE.

20.2 Any such amendment, rescission or addition by the MWSSB shall only be valid where at least 14 days notice has been given to members, and that such amendment, rescission or addition has been approved or directed by DETE.

21.0 Vacancies

21.1 The MWSSB shall have the power at any time to appoint any member of the MWSSB to fill any casual vacancy caused by the resignation of the Chair or Deputy Chair of the CCOM until the next Annual General Meeting.

21.2 A vacancy caused by the resignation of any other representative on the CCOM or MWSSB shall be filled by the relevant body (ie. the District, Primary or Secondary section of the CCOM).

22.0 School Participation

22.1 State schools/colleges and non-state schools/colleges from both the Primary and Secondary sectors may elect to participate in programs administered by the MWSSB by paying an annual affiliation fee.

22.2 The affiliation fee payable by participating schools shall be determined by the MWSSB and advertised to all member schools and DSCs prior to September of each calendar year.

22.3 The MWSSB will collect an annual affiliation fee from each school based on the school’s Day 8 enrolment. This fee includes a component for QSS.

22.4 These affiliation fees will be collected by the MWSSB during Term 1 each year and forwarded to QSSMG no later than 30 June of that same year.

22.5 A school shall be considered un-financial if its’ affiliation fee is not paid by 30 April of that year and shall forfeit rights of membership until the fee is paid.

22.6 Any school wishing to take part in QSS activities must first make application to the MWSSB for affiliation to the Metropolitan West Region.

22.7 The allocation of a school to a region will be the responsibility of QSSMG and approved by the Queensland School Sport Council, given the geographical location of the school in reference to sporting regional boundaries.

22.8 The allocation of a school to a District will be the responsibility of the MWSSB.

22.9 Should a school wish to change to a different District, application in writing must be made to the DSC the school is wishing to leave for approval.

22.10 Should the change involve a move to a new Region, the two Regional School Sport Boards involved must agree in writing as well and agreement be sought from QSSC before a change is made.

23.0 Cessation of Operation - MWSSB
23.1 The MWSSB shall cease operations if:
26.1.1 75% of all members of the MWSSB attending a meeting convened for that purpose vote in favour of a resolution to that effect; or
26.1.2 as directed by DETE, through QSSC or the Regional Director, Metropolitan Region DETE.
23.2 If the MWSSB ceases operations in accordance with section 26.1, all remaining assets, after payment of all accounts, shall be transferred to the QSSC through Metropolitan Region, DETE.

24.0 Membership – Combined Council of Management (CCOM)
24.1 Membership of the CCOM shall be:
Voting members –
• The Chair of the CCOM (who must be a School-based Principal), appointed at the Annual General Meeting in the November prior to the school year commencing
• The Deputy Chair of the CCOM, appointed at the Annual General Meeting in the November prior to the school year commencing
• One (1) representative from each of the Districts affiliated to the MWSSB
Non-Voting Members –
• Any other person in attendance.
24.2 Each Primary and Secondary District affiliated with MWSSB is entitled to have two (2) delegates each to the CCOM, however each District is entitled to one vote at CCOM meetings.
24.4 A quorum at the CCOM meeting shall be a majority of voting members in attendance, either physically or by written proxy (ie. Representatives from a minimum of eight (8) Districts).
24.5 Any teacher who has a current registration with the Queensland College of Teachers or is a current Regional Team Official is eligible to attend meetings of the CCOM as a non-voting participant.

25.0 Annual General Meeting – CCOM
25.1 The Annual General Meeting of the CCOM shall be held at a date, time and venue where all voting members have an opportunity to vote either in person, by proxy or by teleconference facility (if available).
25.2 The Metropolitan West Sports Office shall convene all Annual General Meetings of the CCOM giving at least 14 days notice of such meeting to all members of the Council.
25.3 The Annual General Meeting of the CCOM will be held in November each year, occurring just prior to the Queensland School Sport Conference.
25.4 At any Annual General Meeting of the CCOM a number equal to a majority of Districts (ie representativeseight (8) represented on the CCOM shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.
25.5 The Chair shall preside at all Annual General Meetings of the CCOM. If unable to attend any meeting, the Chair may nominate another member of the CCOM to chair the meeting.
25.6 All issues arising at any Annual General Meeting shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.
25.7 Each District is entitled to one (1) vote only. A person may vote in person, by proxy or by teleconference facility. The appointment of a proxy shall be in writing. Teleconference access to all meetings, given reasonable notice of such request for access, shall be made available on a user pays basis.
25.8 The business to be transacted at every Annual General Meeting shall be -
25.8.1 Receipt of any sub-committee reports.
25.8.2 Election of the Executive Committee (Chair and Deputy Chair).
25.8.3 Confirmation of representatives to sit on the MWSSB.
25.8.4 The appointment of delegates to the Queensland School Sport Conference, namely two representatives of the CCOM and the Regional School Sport Officer (or their nominee).

25.9 At the Annual General Meeting of the CCOM, all members of the Committee shall retire from office, but shall be eligible for re-election.

25.10 The election of Chair, Deputy Chair & MWSSB representatives shall take place using a ballot if required.

26.0 General Meetings – CCOM

26.1 The time, date and venue of the CCOM meeting shall be determined at the previous meeting of that body. In the absence of any such decision, the time, date and venue of any meeting shall be determined by the Metropolitan West Sports Office or as directed by DETE.

26.2 All members of the CCOM shall have access to all meetings, whether by in person, proxy or teleconference facilities (if available) on a user-pays basis.

26.3 A special meeting of the CCOM shall be convened by the Metropolitan West Sports Office upon the requisition in writing by not less than one-third of the members of the CCOM or as directed by either DETE or the Regional Director, Metropolitan Region DETE.

26.4.1 Any such requisition shall clearly state the reasons why a special meeting is being convened and the nature of the business to be transacted thereat.

26.5 The business to be transacted at a meeting of the CCOM shall be listed as an Agenda to be distributed to all members at least 7 days prior to the date of the meeting. All matters of significance require a Notice of Motion to allow a representative position to be determined by the constituent bodies.

26.6 The Chair of the CCOM shall both preside at all meetings of the CCOM. If the Chair is unable to attend any meeting, the remaining Deputy Chair shall chair the meeting. In the event that neither the Chair or Deputy Chair is present, a Chair may be elected from the floor of the meeting.

26.8 At every meeting of the CCOM, a number equal to a majority of committee members shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.

26.9 If within half an hour from the time appointed for the commencement of the CCOM meeting a quorum is not available, the meeting may be adjourned to a time and place as determined by the Chair.

26.9.1 Alternatively, members present may reconvene to discuss the Agenda and make recommendations. Such recommendations would then need to be endorsed as in 26.8, or at the next meeting.

26.10 Issues arising at any meeting of the CCOM shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.

26.11 Each District shall be entitled to one (1) vote only. A person may vote in person, by proxy or by teleconference facility (if available). The appointment of a proxy must be in writing and presented to the Chair once the meeting is opened.

26.12 A resolution in writing, signed by a majority of all members of the CCOM shall be as valid as if it had been passed at a duly convened and held meeting of the relevant body.

26.13 The Minutes Secretary shall document full and accurate minutes of all questions, matters, resolutions and other proceedings of every CCOM meeting.

26.13.1 For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of the previous meeting and Annual General Meeting as applicable shall be endorsed through the next meeting, following a resolution verifying their accuracy.

26.14 Under DETE’s ‘Right to Information’ legislation, copies of CCOM minutes will be published to the Metropolitan West School Sport website in a timely fashion following each meeting.
All attendees must sign the attendance sheet at each CCOM meeting.

**Functions of District Sport Committees (DSCs)**

27.1 Any DSC shall in its operations conform to these management procedures and any further conditions imposed on it by the MWSSB.
27.2 A DSC shall coordinate, investigate and report on any activity or matter deemed necessary by the MWSSB, through the CCOM if required.
27.3 DSC members may attend meetings of the MWSSB/CCOM to report on their activities as required and to assist the MWSSB/CCOM with the implementation of projects assigned to them.
27.4 The Chair of a DSC must be a School Principal, with suitable experience to fulfil the role (QSSC 2008)

**Reporting:**

27.5.1 A District Operational Report must be submitted to the MWSSB at the CCOM meeting in February of each year (refer to 16.2), which includes:

- 27.5.1.1 A District Handbook (Competition/Management Procedures) for the current year, which includes the Calendar and a breakdown of the DSC affiliation fees
- 27.5.1.2 A Report on the previous year’s activities
- 27.5.1.3 A Financial Statement for the year ending 31 December of the preceding year.

27.6 Funds and Accounts

- 27.6.1 The funds of the DSC shall be managed at all times according to DETE Financial Procedures.
- 27.6.2 An Annual Budget should be presented at the DSC’s Annual General Meeting each calendar year or as directed by Internal Audit Branch, DETE.

27.7 Financial year:

- 27.7.1 The financial year for DSC’s shall close on 31 December each calendar year.

**Service Awards – Metropolitan West**

28.1 MWSSB Service Awards recognises a person’s continued commitment to the Metropolitan West School Sport Program.
28.2 Service Awards will be awarded to representatives of the MWSSB who have been involved as a Regional Official for a period of:

- 28.2.1 Platinum Club – minimum 15 years’ meritorious service (not necessarily continuous service)
- 28.2.2 Gold Award – minimum of 10 years’ meritorious service (not necessarily continuous service)

28.3 Nominations for Service Awards will be conducted through the Metropolitan West Sports Office.
28.4 The Metropolitan West Sports Office will determine a nominee’s eligibility for a Service Award, on behalf of the MWSSB
28.5 Service Awards will be presented at a time and place as determined by the MWSSB, currently the End of Year Function in November each year.

**Service Awards – Queensland School Sport (QSS)**

29.1 All QSS Award nominees will be endorsed and recommended to the QSSMG for approval by a sub-committee called the Selection Team.

29.1.1 Membership of The Selection Team will be the Chair and Executive Officer of QSSMG and one current QSS Life Member. Membership of this Team is appointed at the first meeting of the QSSMG each year.

29.2 **QSS Service Award:**

- 29.2.1 This award recognises a person’s continued commitment to the QSS Program.
- 29.2.2 Service Awards will be awarded to representatives of member bodies who have completed ten (10) years of involvement with QSS Committees as:
29.2.2.1 An Executive Member of a QPSS/ QSSS Committee; and/or
29.2.2.2 A member of the QSSMG; and/or
29.2.2.3 A State Team Official or National Convenor

Nominations should be submitted through the respective QSS Committee.

Service Awards will be presented at a time and place as determined by the QSSMG.

29.3 **QSS Life Membership Award:**

29.3.1 Life Membership to QSS may be granted to those who meet the following criteria:

29.3.1.1 Eligibility

29.3.1.1.1 Has demonstrated, respected leadership of colleagues within the service of QSS.

29.3.1.1.2 Minimum of 10 years service to the organisation of School sport at either the state level or a higher level.

29.3.1.2 Nominations

29.3.1.2.1 Nomination for life membership is to be lodged with the Executive Officer of QSSMG, prior to the third QSSMG meeting of each year.

29.3.1.3 Conferring of Life Memberships

29.3.1.3.1 Conferring of Life Memberships will occur upon the recommendation from the Selection Team, and presented for adoption by QSSMG.

29.3.1.4 Presentation

29.3.1.4.1 Awarding of Life Membership will be made at the Annual Dinner of Queensland School Sport.

29.4 **QSS Regional Service Award:**

29.4.1 The MWSSB may nominate one (1) recipient annually for the QSS Regional Service Award.

29.4.2 The criteria of this Award is determined by QSS and is designed to reward one nominee per region who has demonstrated over a minimum period of ten (10) years:

29.4.2.1 Exemplary service to the Region in the delivery of regional participation to QSS events

29.4.2.2 Been involved at Regional level in convening, coaching, managing or in Executive positions with Regional Committees

29.4.3 The recipient of this Award will be determined by the Metropolitan West Sports Office.

29.4.4 The presentation of this Award takes place at the Annual QSS Dinner.

29.4.5 The Metropolitan West Sports Office shall be responsible for the inclusion of this Award recipient in the Met West attendees for the Annual QSS Dinner and shall bear such costs if required.

30.0 **Future State Greats Limited – Programs and Background**

30.1 The Queensland School Sport Foundation (QSSF) was established in 1999 to offset the costs to parents for their children to participate in the representative school sport programs.

30.2 In 2006, QSSF established the Future State Greats (FSG) program.

30.2.1 The purpose of this program is to manage the funding of bursaries awarded to twelve students (one from each of the twelve QSS Regions) aged 10 -12 years and twelve students (one from each QSS Region) aged 13 – 19 years, to assist in covering the costs associated with playing representative school sport.

30.2.2 This program is now titled the *Future State Greats Elite* program.

30.3 In 2010, the FSG program was reviewed and further evolved as a publicly listed company on the Australian Stock Exchange (ASX) and incorporated a charity element which identifies and supports students in need who are aged between 10 and 19 years who play interschool sport and are formally identified by their School Principal as requiring support.
30.3.1 The students’ individual needs fall within ‘5 Causes’ categories:

30.3.1.1 Education
30.3.1.2 Aboriginal and Torres Strait Islanders
30.3.1.3 Disabilities
30.3.1.4 Hardship
30.3.1.5 Pathways

30.4 The FSG Program is committed to two outcomes – identifying ‘at risk’ and ‘elite’ standard students – and using the power of sport to initiate meaningful and positive change in the lives of Queensland students. For further information, please visit www.futurestategreats.com.au:

31.0 Future State Greats ELITE Program

31.1 Nomination Process:

31.1.1 Schools are encouraged to nominate one student who is deemed to be their top sporting athlete who demonstrates the most potential, given current performances, to develop into a Future State Great Elite athlete.

31.1.2 One Primary and One Secondary Metropolitan West nominee shall be chosen and forwarded to the Queensland School Sport Unit.

31.1.3 Selection is merit based, according to the students achievements provided on the Nomination Forms with reference to the Criteria below. Schools may be contacted to provide further information to fulfil the Criteria.

31.1.4 As the Regional nominees progress to the Queensland School Sport Unit for consideration, a minimum requirement for the Regional nominee should be Queensland Representation or similar. Regional and/ or District representation may be considered as supporting evidence of participation and excellence.

31.1.5 Consideration is given to the highest representative honours achieved in a chosen sporting field, while keeping in mind the limited opportunities for National representation and International competition that exist in some sports and some age levels.

31.1.6 As the Award implies, the winner should, through their sporting endeavours, be able to demonstrate the potential to achieve excellence at the highest level.

31.1.7 The award is not deemed to be an all round proficiency in sporting achievements, rather the ability to excel in their chosen field/s.

31.1.8 The short-listing and appointment of the Metropolitan West Primary Future State Great and Metropolitan West Secondary Future State Great will be conducted by the Metropolitan West Sports Office.

31.2 Reference Selection Criteria:

31.2.1 Individual Sporting Achievements (performances are weighted according to level of performance)
31.2.2 Personal contribution to Sport (also demonstrated by achievements)
31.2.3 Demonstrated Sportsmanship
31.2.4 Personal Attributes, including Leadership Skills (may require consultation).

31.3 Response to Selection Criteria

31.3.1 To be considered by the Selection Panel, students must complete the Application Package as required and submit by the closing date. Short-listing of Primary sector and Secondary sector finalists will occur, prior to the Winners being notified and the Metropolitan West Winners being nominated through to the Queensland Awards Ceremony.

32.0 MWSSB Grievance Procedures
32.1 The MWSSB has a Grievance Committee in place to deal with issues of this nature.
32.2 The Metropolitan West Sports Office will determine if items warrant referral to the Grievance Committee or can be resolved informally.
32.3 The Grievance Committee comprises the MWSSB Chair, CCOM Chair, CCOM Deputy Chair and the Regional School Sport Officer.
32.4 The Grievance Committee will convene as necessary, either in person or through teleconference facilities as applicable.
32.5 The process used within the Region to manage and resolve groevances is based on the Queensland School Sport process, outlined in 33.0 below.

33.0 A Guide to Managing Complaints – Queensland School Sport (refer Appendix S)

Introduction
The aim of this information is to provide guidelines for QSS personnel for the effective management and resolution of complaints. It sets out a process that can be applied to the management of complaints raised by clients. It also provides an overview of the responsibilities of sport, regional/central office personnel.

Anyone making a complaint has been disappointed or upset by a decision or action. We need to work with them and with the person complained about to resolve the issue and put things right in a way that restores harmonious working relationships and regains commitment to the sport.

This policy outlines procedures and strategies to be used in the effective management and resolution of complaints in sports conducted under the auspices of Queensland School Sport. This includes all tiers of sanctioned school sports, whether it be at a school site or a national carnival.

It comprises a flow chart overview for ready reference followed by a more detailed statement based on Education Queensland’s “Putting Things Right – A guide to managing complaints.”

<table>
<thead>
<tr>
<th>Parent/ Official/ Student/ Spectator</th>
<th>Complaint is lodged</th>
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<tbody>
<tr>
<td></td>
<td>All officials at a Q.S.S. sanctioned event must be aware of the appropriate protocols for people to use to lodge a complaint.</td>
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<table>
<thead>
<tr>
<th>Complaint is received</th>
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<tbody>
<tr>
<td>Phase One – see following document.</td>
</tr>
<tr>
<td>If the complaint is minor and easily resolved, Phase One actions will complete the process.</td>
</tr>
<tr>
<td>If there is a probability that Phase One is not going to resolve the matter, move to Phase Two.</td>
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</tbody>
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<table>
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<tr>
<th>Phase Two</th>
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<tbody>
<tr>
<td>This may involve referral to other people or agencies – check details in following document.</td>
</tr>
<tr>
<td>Suspected sexual or physical abuse MUST be referred to CMC.</td>
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</tbody>
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<tr>
<th>Phase Three</th>
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</thead>
<tbody>
<tr>
<td>Document the details</td>
</tr>
</tbody>
</table>
Resolve the complaint

If the complaint cannot be resolved at the event

Review

| **** School Event: | Use words that give a clear picture of events. Separate verified facts from alleged incidents and opinions. Give all parties a fair hearing. |
| **** District Event: | |
| **** State Event: | |

Phase Four
Make a fair decision based on the information available. Focus on resolving the issue and restoring harmony. Communicate clearly to all parties. Ensure relevant documentation is filed for future retrieval.

Phase Five
A written submission outlining an unresolved complaint may be forwarded to the Queensland School Sport Unit, DETE. It should contain all relevant details and an outline of the steps taken to try to resolve the complaint.

Officers from the Unit are responsible for management of the complaint at that level, in consultation with the Executive Committee and any other personnel deemed necessary.

All decisions are subject to review.

Principal or nominee
Convenor, Assistant Convenor (if appointed), Coach or Manager with experience in handling complaints

Host RSSO, Convenor, Assistant Convenor, Coach or Manager with experience in handling complaints.
Appendix A: DETE Project Consent Form
To be completed by parent/guardians and returned to the student’s School for filing to enable their Principal to complete the PCF section of the Principal Approval Form.
I GIVE CONSENT
On behalf of the individual identified in section 6 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grants consent to the Department of Education and Training (the Department) and to any other Department or Agency of the State Queensland (the State) to use, record and disclose the Individual's:
- name, image and other identifying information (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings (Individual work).

*Note: if the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

FOR THE PURPOSE OF
This consent applies to any use recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or State, for:
- the purposes identified in the Project Details section of this Consent Form; and
- public relations, promotion, advertising, media and commercial activities concerning the Project.

FOR THE DURATION
This consent will continue until the Individual revokes consent by providing written notification to the person nominated in Section 7 of the Project Consent Form.
Despite the above, if, at the time the Individual revokes consent, the Department or the State is using the Individual's personal information or Individual work, or the Department or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the Department or the State's use is complete or until the contractual obligations come to an end.

I UNDERSTAND THAT
- 'Project' means the project described in the Project Details section of this Consent Form.
- 'Use' includes:
  - to create, make copies of or reproduce or retain in any form, including by camera, video, digital recorder, webcam, closed circuit television, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the Internet,
- in whole or in part, and to permit other persons to do so.
The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work in the Project.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information or Individual work, copyright or other intellectual property under any other law.
The Department and the State are the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- This consent extends to the Department and the State:
  - disclosing the individual's personal information and Individual work to the Department's and the Department's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.
PROJECT DETAILS

Name and description of Project:

Queensland School Sport Representative Sporting Teams attending District, Regional, State, Interstate, National or International Events

Description of what is to be made, used, retained or reproduced:

☑ Individual’s copyright material  ☑ Individual’s name  ☑ Individual’s image

Description of image, copyright material, recording or other personal information:

[Print]

Description of the purpose for which the personal information or individual work is required, and the medium of reproduction (e.g., paper, electronic or other form). Will it be made, used, retained or reproduced, and will it be distributed, published or communicated to the public (e.g., on the Internet)?

Required for the promotion of Queensland School Sport - name and image may appear in various forms of media - for example: championship programs, team photographs, school sport websites, championship/annual reports and local media such as TV, radio and newspapers.

As a value add or service to parents, team photographs, action photography and DVD’s may be taken by commercial photographers.

Team photographs, ordered by parents, will be distributed to team members by the team’s manager.

Action photography of athletes, whose consent by parents has been received, may be published on the commercial photographer’s website for retail sale.

DVD’s may be available for sale at the event or through retail sales, usually to the parents of such students.

Description of the timeframe during which the Individual’s name, image or Individual work is required (e.g. Is it for one-time use? For what date or dates?):

May be used for the period of enrolment of the individual at the school this consent was returned. Timeframe will cover from the time of selection or otherwise in accordance with clause 3.

Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual’s personal information or Individual work:

Manager, Queensland School Sport Unit.

Name that should be used in association with the Individual or the Individual’s image or Individual work:

☑ Full name  ☐ First name only  ☐ No name  ☐ Other: [Print]
# Met West Policy Guidelines

## 9.0 Project Consent Form

To use copyright material, image, recording or name

### DETAILS

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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</table>

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

<table>
<thead>
<tr>
<th>Signature of the Individual (If over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of the parent or guardian (If the Individual is under 18 years of age)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
</tr>
</thead>
</table>

### NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority of a person to provide consent.

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 at which the individual is enrolled.
9.0 Project Consent Form

to use copyright material, image, recording or name

INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual’s participation in Departmental and State initiatives, for the purposes specified in the Project Details section of the Consent Form. This consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school or TAFE newsletters, magazines, websites and other media, TAFE, Departmental or State publications, as well as in television advertising, videos, brochures, fliers, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

What is copyright material?

An individual’s copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal or wood works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual’s ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the Copyright is owned by the State as the employer (section 36 Copyright Act 1968). There are limited exceptions to this holding, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 170 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Guidelines provide further information on Intellectual Property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal & Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual’s name, recording or image. It also includes the Individual’s educational information such as the Individual’s assessment and results, and health information and Court Orders provided to this Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Project Consent Form.

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

The consent will be in effect until withdrawn as described in Section 3 of the form. The consent can be modified or withdrawn at any time by writing to the person nominated in Section 7 of this Project Consent Form. However, any changes will apply only from the date that the Department receives any consent withdrawal. Any existing material will not be withdrawn from use if the Department or the State is currently using the material or where the Department or the State has entered into contractual obligations in relation to this material. In such cases the withdrawal will be effective after the Department or the State’s use is complete or after the contractual obligations come to an end.

Privacy

Your consent to the recording, use and disclosure of the Individual’s personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, or if you have a concern or complaint about the way the individual’s personal information has been collected, used, stored, or disclosed, please contact the relevant organisation, school or TAFE institute.
Appendix B: Metropolitan West/ Queensland School Sport Code of Conduct – Students, Parents and Spectators

Queensland School Sport
CODE OF CONDUCT - Students, Parents & Spectators

The following code of conduct highlights the level of expected behaviour of students, parents and spectators when participating in / attending Queensland School Sport (QSS) events. Consequences for not honouring this code of conduct are listed in the boxed sections. Please ensure that you have read and understand this code prior to participating in / attending Queensland School Sport (QSS) events.

Further information is available by contacting the Queensland School Sport Unit on (07) 3352 1165

Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.

EXPECTATIONS OF STUDENT PARTICIPANTS

As a team member
- Take responsibility for your own behaviour and performance.
- Compete by the competition conditions and rules.
- Never argue with the Judge’s, Referee’s or Umpire’s decision.
- Control your temper – no criticism by word or gesture.
- Work equally hard for yourself and your team – your team’s performance will benefit and so will your own.
- Be a good sport. Encourage and support your own team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Behave in a manner that respects the rights of others regardless of means of communication used e.g. Digital mediums such as Twitter, Facebook, email and texts.
- Smoking, drinking of alcoholic beverages, use of any illegal substances and substance abuse is strictly forbidden.
- Entering or remaining upon restricted licensed premises unless under the supervision of team officials or billeting parents is strictly forbidden.
- Going to bed at a reasonable hour will assist your own and your team’s performance.
- Wear the official team uniform at all times, as directed by team management/officials.
- Check-in and check-out with team management/officials each day.
- Stay in the designated team area and support other team members during times when you are not competing.
- Follow all directions of team management/officials.
- Ensure that you have telephone numbers of team managers with you at all times that you are not with the team.

As a billeted guest
- Stay with your assigned billet family for the duration of the event.
- If there are problems with your billeting arrangements, consult with your Team Manager.
- Be courteous.
- Social activities other than those organised or approved by host centres are not permitted.
- Advise your billets when and where you will be.
- If delayed unexpectedly, contact your hosts immediately.
- Pay for your phone calls – don’t borrow money.
- Respect the wishes and routine of your billet family.
- Be responsible – you are representing your family, your school, your Region or your State.
- Bring a small gift for your billeting family or write a letter of thanks.
- Say THANK YOU – often!
- Do not consume alcohol, smoke, use any illegal substance or partake in substance abuse.
Consequences for breaches of this code by students

Team 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.

Expectations of Parents and Spectators

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.
- Behave in a manner that respects the rights of others regardless of means of communication used eg. Digital mediums such as Twitter, Facebook, email and texts.
- Do not interfere with the conduct of any events.
- Support School Sport Australia’s policy of a smoke and alcohol free environment.

Spectators’ Code of Conduct

- Demonstrate appropriate social behaviour at Queensland School Sport events.
- Remember children play for enjoyment, please 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 means of communication used eg. Digital mediums such as Twitter, Facebook, email and texts.
- Support our policy of a smoke and alcohol free environment.

Consequences for breaches of this code by parents / spectators

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 contemptuous rudeness, to abuse”) an officer of a state educational institution in the presence or hearing of students – s.333(2)(b) 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.
QUEENSLAND SCHOOL SPORT
OFFICIALS’ DUTY OF SUPERVISION

- You are bound by the Department of Education, Training and Employment 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 most talented players. All players need and deserve appropriate time
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches
- Compliment participants on their efforts
- Actively discourage and condemn unsporting behaviour
- 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 judgement 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
- When students are being billeted, Team Officials are responsible for the supervision of the students and must exercise duty of care until the appropriate time negotiated with the Host family. There is an expectation that at least one team official will be responsible or be on call 24 hours a day.
- If Team Officials are attending other functions or activities, an official must at all times be available to attend to students in the case of an emergency. Mobile telephone contact is essential at all times.
- Team Officials will ensure Host families and students have a telephone contact number.


Form 337: Direction about conduct and movement
Hostile People on School Premises, Wilful Disturbance and Trespass

Date

Mr/Ms - name of person directed
Address of person directed

Dear Mr/Ms - name of person directed

On date at [insert if relevant] approximately <time> at the premises of name of school OR at (use if conduct occurred outside premises of school), I am advised you engaged in inappropriate behaviour OR I observed you engage in inappropriate behaviour. (Delete whichever option does not apply)

My decision
On the basis of the findings of fact outlined below, I am reasonably satisfied it is necessary to give a direction to you: [Delete before printing] - tick only the relevant boxes – double click in box, pick option. Check box

☐ to ensure the safety or wellbeing of other persons lawfully at the premises;
☐ to prevent or minimise damage to the premises or to property at the premises;
☐ to maintain good order at the premises;
☐ for the proper management of the institution.

Under Section 337 of the Education (General Provisions) Act 2006 (the Act), I give you a direction in the following terms:

- that on entering the school grounds you should proceed directly to the school office, sign in and wait there for the Principal (or the Principal's nominated representative);
- that you are not to go elsewhere in the school grounds or buildings without being accompanied by a staff member;
- that while on school premises you are not to enter classrooms or speak to teachers or students (except your own child), without consent of the Principal (or the Principal's nominated representative);
- that you are not to assault, threaten, harass, intimidate or annoy any person on school premises;
- that you must not raise your voice or use offensive language while on school premises;
- that you must not damage or destroy any property on school premises;
- that any concerns that you may have regarding interactions with staff, parents or students are given by meeting directly with the Principal (or the Principal's nominated representative) by appointment only, and
- that should you wish to discuss the educational progress of your child, you are to request an appointment through the Principal (or the Principal's nominated representative).

[Delete before printing] These are standard directions that schools can rely upon. Schools should not add to or alter these conditions without discussing the alteration with the Legal and Administrative Law Branch first, except where the alteration is to remove one or more of the conditions entirely. No direction should be amended or added which would make entry to the school conditional or would directly or indirectly prohibit entry to the school.
Form 337. Direction about conduct and movement
Hostile People on School Premises, Wilful Disturbance and Trespass

This direction remains in force for a period of 30 days after the day it is given to you, until date and time direction expires, period to be not greater than 30 ordinary days after date this letter is physically handed to person or, if posted, when it would arrive in the ordinary course of post – a record must be kept about the manner and time when the notice is given.

If you breach this direction your breach will be reported to the police and you may be subject to prosecution and a fine of no more than 20 penalty units ($2000).

Material considered
In making my decision I considered the following material:

- SCM-PR-006: Hostile people on school premises, wilful disturbance and trespass
- Sections 337 & 338 Education (General Provisions) Act 2006 (Qld)
- Witness statements
- Notes of conversations
- etc

I have attached an edited version of the material (to protect the privacy of individuals) for your consideration.

[Delete before printing] If your material consists of your own personal observations of an event and nothing else, then reduce your observations to a filenote and attach the filenote. Otherwise attached an edited version of relevant witness statements

Findings of fact
I am satisfied on the balance of probabilities that you engaged in the following inappropriate behaviour:

- ...
- ...
- ...
- ...

[Delete before printing] Outline in as much detail as possible the conduct complained of, including a verbatim account of insults or foul language used. Do not use euphemisms.

[If relevant] Unfortunately, this is not the first occasion that you have engaged in inappropriate behaviour on school premises:
- ...
- ...
- ...

[Delete before printing] Insert details of previous written directions, informal warnings or other inappropriate behaviour at any school.

Review process
You may apply to have this direction reviewed, under Section 338 of the Act, by writing to:

Regional Director name
Regional Director
Address of Regional Director
Form 337: Direction about conduct and movement
Hostile People on School Premises, Wilful Disturbance and Trespass

The application for review must state in detail the grounds on which you want the direction to be reviewed and your residential address. The application must be received by the Regional Director within seven days after this direction is given to you.

If the direction is for fewer than seven days, the application must be received by the Regional Director before the direction ends. If the Regional Director does not give you notice of the outcome of your review within five days of the application being made, the direction is taken to be cancelled.

Yours sincerely

Principal name
Principal
State School name
Form 339: Direction to Leave and Not Re-enter
Hostile People on School Premises, Wilful Disturbance and Trespass

Date

Name of person
Address of person

On date at approximately time I am advised you engaged in inappropriate behaviour OR I observed you engage in inappropriate behaviour OR I became concerned that you were about to engage in inappropriate behaviour AND at the premises of name of school. (Delete whichever option does not apply)

My decision
Under s.339 of the Education (General Provisions) Act 2006, I direct you to immediately leave the school's premises and not re-enter the school's premises until [insert date and time direction expires – 24 hours from giving of direction].

If you breach this direction your breach will be reported to the police and you may be subject to prosecution and a fine of no more than 20 penalty units ($2000).

Material considered
In making my decision I considered the following material:
- SCM-PR-006: Hostile people on school premises, wilful disturbance and trespass
- Sections 337 & 338 Education (General Provisions) Act 2006 (Qld)
- Witness statements
- Notes of conversations
- etc

I have attached an edited version (to protect the privacy of individuals) of the material for your consideration.

[Delete before printing] If your material consists of your own personal observations of an event and nothing else, then reduce your observations to a filenote and attach the filenote. Otherwise attached an edited version of relevant witness statements.

Findings of fact
I am satisfied on the balance of probabilities that you engaged in the following inappropriate behaviour OR were about to engage in the following inappropriate behaviour:**

☐ I have committed, or are about to commit, an offence at the premises, namely..........................................
☐ I have used, or are about to use, threatening, abusive or insulting language towards another person at the premises, namely..........................................
☐ I have engaged, or are about to engage, in threatening or violent behaviour towards another person at the premises, namely..........................................
☐ I have otherwise disrupted, or are about to disrupt, good order at the premises, by.....................; or
☐ I do not have a good and lawful reason to be at the premises.

**[Delete before printing] Outline in as much detail as possible the conduct complained of, including a verbatim account of insults or foul language used. Do not use euphemisms.

Yours sincerely

Principal name
Principal
State: School name

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://rpr.det.qld.gov.au to ensure you have the most current version of this document.
Appendix E: DETE Curriculum Activity Risk Assessment (CARA) Sample

Each activity is available through the DETE OnePortal site
Listed below are the minimum recommendations for this type of activity. For any items ticked ‘No’, provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

### Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.

If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. **Blue Card** requirements must be adhered to.

- [ ] Registered teacher with minimum qualifications as outlined below
- [ ] An adult with minimum qualifications as outlined below, in the presence of a registered teacher.

Further information:

### Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

- [ ] Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- [ ] **Blue Card** requirements met

#### Medium — Some chance of an incident and injury requiring first aid

For a registered teacher:
- [ ] Foundation Level coaching qualifications from [Netball Australia](https://www.netball.org.au/) or [Netball Queensland](https://www.netballqld.com.au/)
- [ ] Competence (demonstrated ability/experience to undertake the activity) in the teaching of Netball

A teacher could demonstrate their competency to conduct an activity to the person approving the Curriculum Activity Risk Assessment through their:
- [ ] knowledge of the activity and the associated hazards and risks
- [ ] experience (i.e. previous involvement) in undertaking the activity
- [ ] demonstrated ability and/or expertise to undertake the activity
- [ ] possession of qualifications related to the activity.

OR

For a leader other than a registered teacher:
- [ ] Foundation Level coaching qualifications from [Netball Australia](https://www.netball.org.au/) or [Netball Queensland](https://www.netballqld.com.au/)

Further information:

## Minimum equipment/facilities

If "No" is ticked, provide further information.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### First aid kit suitable for activity
- [ ] Yes
- [ ] No

### Communication system:
- [ ] Phone-line at location
- [ ] Mobile phone
- [ ] Walkie talkies/UHF Radio
- [ ] Student/adult messenger

### Other:
- [ ] Sun safety equipment (hat, sunscreen, shirt etc)
- [ ] Drinking water (students should not share drinking containers)
- [ ] Full length padding on goal posts
- [ ] Ball size appropriate to age of students as per rules of Netball
- [ ] Recommended minimum clearance of two metre surrounding courts

### Some suggested alternate controls where minimum boundary clearance is not met:
- [ ] Reduce the size of the playing field to achieve an adequate clearance zone.
- [ ] Remove spectators/dangerous obstacles within the clearance zone.
- [ ] Provide instructions to the officials/supervisors and players about the limited clearance zone.
- [ ] Station supervisors near any obstacles within the clearance zone.

### Further Information:

### Governing bodies/associations
**If No is ticked, provide further information.**

- Guidelines/codes of practice are established for this activity.
  - See [Netball Australia](http://www.netball.org.au) and [Netball Queensland](http://www.netballqld.com.au).
- Have these been considered during the planning of this activity?

**If you are organising competitions or other events, have you referred to Queensland School Sport Unit?**

**Further information:**

### Hazards and suggested control measures

All persons engaging in this activity should:

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

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
<th>Implementation plan / Additional controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological material</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Body fluids (e.g. blood, saliva, sweat)</td>
<td>* Comply with <a href="http://www.health.qld.gov.au/">Infection Control Guideline</a>. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</td>
<td></td>
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<tr>
<td></td>
<td>* Have sufficient and suitable containment material (bandages etc.) readily available.</td>
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<tr>
<td></td>
<td>* Ensure that personal items such as mouthguards, towels and drink bottles are not shared.</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
<th>Implementation plan / Additional controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental conditions • Weather • Surfaces • Surrounds</td>
<td>• Assess weather conditions before and during activity (temperature, storms etc.) • Assess suitability of playing area (level, debris, potholes/divots in ground, line markers etc.) • Ensure there is clearance of 2 metres around each court.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Equipment • Bails • Posts • Netting for goal posts</td>
<td>• Check safety for all posts, rings and nets. • Ensure the size of the netball is appropriate to the age of students. Please see Netball Australia rules. • Ensure there is post padding the full length of each goal post.</td>
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</tr>
<tr>
<td>Physical exertion • Strains and sprains • Cramps • Exhaustion and fatigue</td>
<td>• Cover rules, safety procedures and prerequisite skills before students play the game. See: Rules of Netball. • Follow progressive and sequential skill development. • Modify games to match the skill and fitness levels of students. • Modify the length of games. • Have appropriate warm-up and warm-down activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students • Student numbers • Special needs • High risk behaviours • Medical conditions</td>
<td>• Obtain parental permission, including relevant medical information. • When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (Insulin, Ventolin, Epipen etc.) • Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents. • Where necessary, obtain advice from relevant Advisory Visiting Teachers or Specialist Teachers. • Ensure there is adequate adult supervision.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Control measures</th>
<th>Yes</th>
<th>No</th>
<th>Implementation plan / Additional controls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Note that jewellery and body piercing must not be worn.</td>
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<tr>
<td></td>
<td>• Note that long fingernails must be cut to prevent injury to any participants.</td>
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<td></td>
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<tr>
<td></td>
<td>• Note that players must wear footwear appropriate to the playing surface.</td>
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<td></td>
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<tr>
<td></td>
<td>• Ensure that personal accessories such as belts, hair pins etc. containing metal are not worn.</td>
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<td></td>
</tr>
</tbody>
</table>

**Additional control measures**

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>
</table>

Submitted by:  
Date:  

List the names of those who were involved in the preparation of this risk assessment.

## Approval

- Approved as submitted:

- Approved with the following condition(s):

- Not approved for the following reason(s):

### By:

### Designation:

### Signed:

### Date:

Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.

### Monitor and review

To be completed during and/or after the activity and/or at the completion of the series of activities:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the control measures still effective?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have there been any changes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are further actions required?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Details:

Important links

- SCM-PR-002: School Excursions
  http://education.qld.gov.au/strategic/eppr/schools/scmpr002/
- HLS-PR-003: First Aid
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
- Infection Control Guideline
- HLS-PR-005: Health and Safety Incident Recording and Notification
- HLS-PR-013: Developing a Sun Safety Strategy
- HRM-PR-010: Working with Children Check - Blue Cards
- Queensland School Sport Unit
  www.schoolsport.qld.edu.au
- Get Active Queensland Accreditation Program
  http://www.sportrec.qld.gov.au/CommunityPrograms/SchoolCommunity/GetActiveQueenslandAccreditationPr
 ogram/CourseInformation.aspx
- Netball Queensland
- Netball Australia
  http://www.netball.asn.au/

Further Information


For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.
Appendix F: DETE Representative Sports Event – Convenor’s Checklist
Available from the Metropolitan West website

Queensland School Sport
Risk management
Representative Sports Event - Convenor

Activity scope

Teachers/leaders:

<table>
<thead>
<tr>
<th>Activity description</th>
<th>Teachers/leaders:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start date</th>
<th>Finish date</th>
<th>No. of students (approx.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. groups</th>
<th>Supervision ratio (approx.)</th>
</tr>
</thead>
</table>

Listed below are the minimum recommendations for this type of activity. For any items ticked ‘No’, provide further information on the additional or alternate controls to be implemented for the safe conduct of the activity.

**Minimum supervision**

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.

If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. *Blue Card* requirements must be adhered to.

- [ ] Registered teacher with minimum qualifications as outlined below
- [ ] OR
- [ ] An adult with minimum qualifications as outlined below, in the presence of a registered teacher

Competition officials (event coordinator and event marshals) should have the qualifications set out below:

Further information:

Queensland Government

Date Modified: 3 February 2011
10G02000
Page 1 of 8
Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

☐ Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.

☐ Blue Card requirements met

The event organiser should be:

☐ a registered teacher with competence (demonstrated ability to undertake the activity) in coordinating sporting events

☐ OR

☐ an adult who has competence (demonstrated ability to undertake the activity) in coordinating sporting events in the presence of a registered teacher.

The event officials:

☐ have competence and demonstrated ability to undertake the required roles

☐ understand and enforce the rules.

Further information:

Minimum equipment/facilities if No is ticked, provide further information.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ phone-line at location</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ mobile phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ walkie talkies/UHF Radio</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ student/adult messenger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A medical treatment and evacuation plan should be arranged including a medical/first aid station.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Access to drinking water (students should not share drinking containers)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Further information:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Governing bodies/associations.

- Have you referred to the relevant Sport Unit? (Queensland School Sport Unit or the Regional School Sport office)

Further information:

Hazards and suggested control measures

All persons engaging in this activity should:
- Identify the hazards, including any additional hazards not mentioned here
- Assess their significance
- Manage the potential risks.

Listed below are common hazards/risks and suggested control measures associated with activities. They are by no means exhaustive lists. After checking these, add details of any other hazards/risks or additional controls you intend to implement. For any items not applicable, please tick N/A.

<table>
<thead>
<tr>
<th>Hazards/risks</th>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>If necessary, detail how this will be implemented and any additional controls.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults supervising students</td>
<td>Blue Card requirements met</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Briefings</td>
<td>• Brief all team officials at the pre event meeting regarding any potential hazards, safety controls at the venue and departmental policies.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>• Provide any relevant curriculum activity risk assessment guidelines to all supervisors of the activity.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Emergency plans</td>
<td>• Ensure that all supervisors are aware of the emergency contingency plans for the event.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Special needs</td>
<td>• Ensure that appropriate disabled access and facilities are available. These include:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>• disabled access to all facility areas (consider the gradient of pathways and ramps and the location of gutters and grates)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>• disabled access to toilet, wash basin and shower facilities</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>• disabled parking.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Hazards/Risks</td>
<td>Recommended control measures</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>If necessary, detail how this will be implemented and any additional controls.</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Consider whether the planned program is suitable for those students with special needs who are attending.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental</td>
<td>• Physical survey of the grounds (walk around)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that spectators and vehicles are kept clear of the competition and warm up areas.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Check the site for hazards, and implement controls as necessary.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grounds correctly marked and correct equipment provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Protective padding in place (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adequate dressing sheds and number of toilets; daily cleaning provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adequate safe seating, shade/shelter for spectators and participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Suitable catering and provision of water facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adequate PA system – able to be heard throughout the venue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gun safety</td>
<td>• Adopt sun-safe strategies. For example:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that shaded areas, hats, sun-smart clothing and sunscreen are used.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydration</td>
<td>• Ensure that drinking water is readily available. (Students should not share drinking containers.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weather conditions (e.g. storms, wind)</td>
<td>• Monitor weather conditions and have contingency plans.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>• Safe and suitable parking, drop-off and pick-up areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Establish safe, designated areas for people and vehicles.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>• Ensure that details of students’ billeting accommodation is obtained and communicated to team officials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proide further details
<table>
<thead>
<tr>
<th>Hazards/Risks</th>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>If necessary, detail how this will be implemented and any additional controls.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Accommodation</td>
<td>• Ensure that team accommodation booked is of a suitable standard with emphasis on cleanliness, catering and all required facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that catering of meals is available, is of suitable quantity and standard for the age group and that special dietary needs can be catered for.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that team officials have access to phones, emergency phone numbers and a vehicle in case of emergency.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional control measures (if 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>

Control Measure
List the names of those who were involved in the preparation of this risk assessment.

<table>
<thead>
<tr>
<th>Approved as submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved with the following condition(s):</td>
</tr>
<tr>
<td>Not approved for the following reason(s):</td>
</tr>
</tbody>
</table>

By: ___________________________  Designation: ___________________________

Signed: ___________________________  Date: ___________________________

Once approved, activity details should be entered on a School Sport Risk Management register filed at a location, as listed below.

Monitor and review: To be completed during and/or after the activity and/or at the completion of the series of activities.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the control measures still effective?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have there been any changes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are further actions required?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details:

10/29/2090

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Risk Management

All Queensland School Sport 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 should be aware that there are in effect three risk assessment areas as identified by the Department:

Curriculum Activity Risk Assessment (CARA) for the particular sport – Completed by the Team Coach

Representative Sports Event - Team Manager – Completed by Team Manager

Representative Sport 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>Convenor – usually teachers</td>
<td>Chair of the District Sport Management Committee</td>
<td>School of the District Sport Committee Chair</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Principal from the school of the teacher official</td>
<td>Teacher's school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Principal from the school of the teacher official</td>
<td>Teacher's school</td>
</tr>
<tr>
<td>Regional Events</td>
<td>Convenor – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Regional School Sport Office</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Chair of the District Sport Management Committee</td>
<td>Teacher's school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Chair of the District Sport Management Committee</td>
<td>Teacher's school</td>
</tr>
<tr>
<td>State Events</td>
<td>Convenor – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Regional School Sport Office</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Teacher's school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Teacher's school</td>
</tr>
<tr>
<td>Queensland hosted interstate &amp; International events</td>
<td>Convenor – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Qld School Sport Unit</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher's school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher's school</td>
</tr>
<tr>
<td>Other interstate &amp; International events</td>
<td>Team Manager – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher's school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher's school</td>
</tr>
</tbody>
</table>

Note: For international and interstate events hosted outside of Queensland and where the event convenors have not published a risk assessment, then the team manager will complete the “Sport Event – Convener” document and upon their return to Queensland have the document stored as per the above schedule.
Important links

- SOM-PR-002: School Excursions

- HLD-PR-003: First Aid

- HLD-PR-004: Infection Control and Management of Prescribed Contagious Conditions

- Infection Control Guideline

- HLD-PR-005: Health and Safety Incident Recording and Notification

- HLD-PR-013: Developing a Sun Safety Strategy

- HRM-PR-010: Working with Children Check – Blue Cards

- HLD-PR-006: Managing Occupational Risks with Chemicals

- Queensland School Sport Unit
  [www.sportschools.qld.edu.au](http://www.sportschools.qld.edu.au)

- Get Active Queensland Accreditation Program

- Australian Track and Field Coaches Association

- International Amateur Athletic Federation
  [http://www.iaaf.org/about/iaafpublications/regulations/index.html](http://www.iaaf.org/about/iaafpublications/regulations/index.html)

- Royal Life Saving

- AUSTSWIM

- Triathlon Australia

Further Information


For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.
Appendix G: DETE Accident Report Form – MyHR Offline Health & Safety Incident Form

Available from DETE OnePortal and the Metropolitan West website

**REPORTING DETAILS**

* Denotes mandatory fields that must be completed.

* Date reported: ___________ Time incident was reported (24hr e.g. HH:MM): ___________

* Reported by: – (NOTE: at least one 'reported by' field must be populated)

☐ Staff member

☐ Student

☐ Other person:

Type of other person: ☐ Client ☐ Contractor ☐ Parent ☐ Visitor ☐ Volunteer ☐ Other: ________________

Other person’s address (if known): ________________

Suburb: ________________ State: ________________ Post code: ___________

Other person’s contact number: (M) ________________ (W) ________________ (H) ________________

Other person’s employer: ________________

Reported to: ________________

**INCIDENT DETAILS**

* Incident date: ___________ Time incident occurred: (24 hour HH:MM): ___________

If the incident occurred at a departmental location, enter this location as the departmental incident location below.

If the incident occurred at a non-departmental location enter your base location and complete the non-departmental incident location field.

* Departmental incident location or base location: ________________

Non-departmental incident location: ________________

* Actual incident address (1): (Actual address of DETE or non-DETE incident location)

Actual incident address (2):

* Suburb: ________________ State: ________________ Post code: ___________

* Summary/description of incident: ________________

* Immediate Action Taken: (eg: Parents contacted, First Aid Administered, Ambulance Called, Doctor/Out Patients or Hospitalisation, Workplace Health and Safety Queensland Notified)

Was a hazard identified as a result of the incident? ☐ Yes (detail below) ☐ No

(☐ Hazards can be entered into MyHR WHS Solution via “enter new hazard” on the MyHR WHS Home Page)

Hazard Details: ________________

* Supervising officer: (NOTE: The Supervising officer is a DETE employee who should review the details of this incident eg: HOD, Principal, Deputy Principal, Team Leader or Director)

☐ In the MyHR WHS Solution, the supervising officer can review the incident details

Elected Health & Safety Representative (if applicable): ________________

EVACUATION DETAILS

Did an evacuation occur?  ☐ Yes  ☐ No  Did a lockdown occur?  ☐ Yes  ☐ No
Location/s involved:

INCIDENT TYPES

INSTRUCTIONS: Select one or more Incident types – however if incident is considered a 'Near Miss' no other selection can be made.

<table>
<thead>
<tr>
<th>Incident types</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Injury/Illness</td>
</tr>
<tr>
<td>☐ Electrical</td>
</tr>
<tr>
<td>☐ Security threat</td>
</tr>
<tr>
<td>☐ Motor vehicle</td>
</tr>
<tr>
<td>☐ Fire</td>
</tr>
<tr>
<td>☐ Environmental</td>
</tr>
<tr>
<td>☐ Property/plant/equipment</td>
</tr>
<tr>
<td>☐ Near miss</td>
</tr>
</tbody>
</table>

If 'Property/Plant/Equipment' or 'Fire' or 'Environmental' or 'Electrical' is selected as incident type, the question 'Was this a Dangerous Incident as defined under Legislation?' must be answered.

Was this a dangerous incident as defined under Legislation?  ☐ YES  ☐ NO (Not sure? – refer to the 'Definitions of Dangerous Incidents and Electrical Incidents' fact sheet.

Did this incident occur during a journey to or from work or during an ordinary recess break at work?  ☐ YES  ☐ NO

INJURY / ILLNESS DETAILS

* Denotes Mandatory Fields that must be completed.

Provide a detailed description of the injury/illness (eg: sprained right ankle, deep cut to left knee)

*Injured person's details: (Select one tick box only per injury record. If more than one person was injured in the same incident, please complete a separate injury/illness sub-form for each person).

☐ Staff member  ☐ Student  ☐ Other person eg: volunteer

Given name:  Surname:

Base location:  DETE staff role at time of injury/illness:

For "Other" only
Other person's address:

Other person's suburb:  Post code:  Other person's phone number:

Type of other person (select one):  ☐ Client  ☐ Contractor  ☐ Parent  ☐ Visitor  ☐ Volunteer  ☐ TAFE volunteer tutor

☐ Other:  

### Injury/Illness Classification

Select one of the following:

- Serious Injury - Fatality
- Serious Injury - Non-Fatality
- Work Caused Illness
- Bodily Injury
- Psychological Illness
- WorkCover Journey/Recess Claim
- Minor Injury or Incident

### Bodily Location (Reference List)

- Head
- Eyes
- Ears
- Nose
- Tooth/teeth
- Neck
- Arms
- Elbows
- Shoulders
- Hands
- Wrists
- Back
- Mouth
- Chest
- Fingers
- Abdomen/Stomach
- Hips
- Legs
- Groin Area
- Spine
- Psychological Condition
- Other e.g. clothing

### Nature of Injury / Illness (Reference List)

- Ache/Pain
- Cut/Laceration
- Amputation
- Bite/Slit
- Bruising/Crushing
- Dislocation
- Sprain/Strain
- Burn/Scald
- Fracture
- Infection/Inflammation
- Hearing Loss/Dizziness
- Psychological Stress
- Allergy
- Skin Irritation/Dermatitis
- Heat/Cold Stress
- Poisoning
- Respiratory
- Furniture / Needlestick
- Weld Flash
- Eye Disorder
- Foreign Body
- Head Injury
- Internal Injury
- Heart or Circulatory Condition
- Other e.g. clothing

### Cause of Injury/Illness

- Slip, Trip or Fall
- Contact with, or striking against object
- Vibration
- Struck by falling or moving object
- Noise
- Explosion or implosion (pressure variation)
- Repetitive movement
- Muscular effort - single event
- Electricity
- Thermal (heat/cold)
- Radiation
- Chemical or substance

### Contributing Factor/Agency

- Machinery and fixed plant
- Mobile plant/machinery
- Vehicle (Government)
- Vehicle (Private)
- Powered equipment, tools and appliances
- Non-powered tools
- Non-powered equipment (e.g. playground)
- Chemicals
- Foreign Objects (e.g. projectiles, splinters)
- Outdoor Environment
- Indoor Environment
- Animals
- Human agencies
- Biological agent
- Fire/explosion
- Electricity
- Radiation/Arc Flash
- Stress/trauma
- Temperature
- Other

### Activity

- Admin general
- Chemical use
- Computer work
- Curriculum prac
- Curriculum theory
- Playground duty
- Equipment use
- First aid
- Lifting/Manual handling
- Movement around the worksite
- Grounds Care
- Play (supervised/unsupervised)
- Restraining a student
- Sport
- Travel to/from workplace
- Excursions/Field trip
- Work General
- Other

### Initial Response

- Nil - returned to work/class
- First Aid
- Ambulance
- Doctor/Out Patient
- Hospitalisation
- Name of hospital (if known)

---


- Please advise your supervisor if a Workers Compensation claim has been lodged.

**NOTE:** If more than one person (staff, student or other person) was injured in this incident please complete a separate Injury/Illness sub-form for each injured person. Need Help? Contact the MyHR Help Desk – 3404 8250
Appendix H: DETE Project Consent Summary Form
Available from the Metropolitan West website

## Parent Consent summary proforma

Please complete details below regarding Project Consent Forms (PCF) for team members. Once completed please return the proforma to the appropriate School Sport Officer.

For Regional teams please send the completed proforma to your Regional School Sport officer who will forward to the Regional School Sport officer hosting the State Championships.

For State teams and committee-run State Championships please send the proforma to the Queensland School Sport unit officer responsible for this sport.

### CHAMPIONSHIP DETAILS

<table>
<thead>
<tr>
<th>Event:</th>
<th>Venue:</th>
<th>Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

All Project Consent forms received and approval given. Yes or No (if no, please provide details below)

<table>
<thead>
<tr>
<th>Full consent to publish student information has NOT been received for the following team members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student name</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>Steven Murray</td>
</tr>
</tbody>
</table>

Team Manager (name):

Team Manager (signature): Date:
Appendix I: DETE Representative Sports Event – Team Manager’s Checklist
Available from the Metropolitan West website

Queensland School Sport
Risk management
Representative Sports Event – Team Manager

Activity scope

Teachers/leaders:

Activity description:

Start date: 
Finish date: 
No. groups: 
Supervision ratio (approx.): 

Activity description:

Listed below are the minimum recommendations for this type of activity. For any items ticked ‘No’, provide further information on the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.

If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. Blue Card requirements must be adhered to.

☐ Registered teacher with minimum qualifications as outlined below
☐ An adult with minimum qualifications as outlined below, in the presence of a registered teacher

Further information:

Queensland Government
Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

☐ Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.

☐ Blue Card requirements met

The leader should be:

☐ a registered teacher with competence (demonstrated ability to undertake the activity) and qualifications as specified in the guidelines related to each of these disciplines.

Further information:

Hazards and suggested control measures

All persons engaging in this activity should:
• identify the hazards, including any additional hazards not mentioned here
• assess their significance
• manage the potential risks.

Listed below are common hazards/risks and suggested control measures associated with activities. They are by no means exhaustive lists. After checking these, add details of any other hazards/risks or additional controls you intend to implement. For any items not applicable, please tick N/A.

<table>
<thead>
<tr>
<th>Hazards/Risks</th>
<th>Recommended control measures</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>If necessary, detail how this will be implemented and any additional controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults supervising students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Card requirements met</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Briefings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Brief parents / guardians on all aspects of their child’s involvement in the team’s program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Brief other team officials prior to departure to the venue regarding any potential hazards and safety controls.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide any relevant curriculum activity risk assessment guidelines to all team officials of the activity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazards/Risks</td>
<td>Recommended control measures</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>If necessary, detail how this will be implemented and any additional controls.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Emergency plans</td>
<td>• Ensure that all supervisors are aware of the emergency contingency plans for the event.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Briefings</td>
<td>• Brief students prior to departure to the venue on codes of conduct, any potential hazards, and safety controls.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical conditions</td>
<td>• Obtain parents/guardian's contact details in case of emergencies</td>
<td></td>
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<tr>
<td></td>
<td>• Obtain parental permission, including relevant medical information.</td>
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<tr>
<td></td>
<td>• When students with medical conditions are involved, ensure that relevant medical/emergency action plans and medications are readily available (Insulin, Ventolin, Epipen, etc.)</td>
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<td></td>
<td>• Ensure that a first aid kit suitable for the event is available.</td>
<td></td>
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<tr>
<td></td>
<td>• Consider whether the planned program is suitable for those students with special needs who are attending.</td>
<td></td>
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<tr>
<td></td>
<td>• Provide additional supervision as necessary.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Isolation from the group (students becoming lost)</td>
<td>• Take the roll at key times throughout the activity (e.g. departures, transitions).</td>
<td></td>
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<tr>
<td></td>
<td>• Have head counts at key times throughout the activity.</td>
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<tr>
<td>Transport</td>
<td></td>
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<tr>
<td>Public/commercial</td>
<td>• Provide instruction in rules and safety procedures before departure.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Provide appropriate supervision of students during travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazard/risks</td>
<td>Recommended control measures</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>If necessary, detail how this will be implemented and any additional controls.</td>
</tr>
<tr>
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<td>------------------------------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Private (if coordinated)</td>
<td>• Ensure that written consent of parent/careriver for their child to travel in a privately owned vehicle is received and stored.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that the details of licence and vehicle registration of any parent/careriver agreeing to transport students in a privately owned vehicle are recorded.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>• Ensure that the most trafficable route to be travelled is established prior to departure.</td>
<td>☐</td>
<td>☐</td>
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<td></td>
<td>• Ensure that, if a number of privately owned vehicles are involved, a convoy is formed wherever possible.</td>
<td>☐</td>
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<td></td>
<td>• Ensure that contact details for all drivers are recorded.</td>
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<tr>
<td>Accommodation</td>
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<tr>
<td>Private</td>
<td>• Ensure that details of students’ private accommodation is obtained</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Billiing</td>
<td>• Ensure that details of students’ billeting accommodation is obtained and communicated to parents / guardians</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Team Accommodation</td>
<td>• Ensure that accommodation booked is of a suitable standard with emphasis on cleanliness, catering and all required facilities.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>• Ensure that sleeping quarters are suitable for age group, not overcrowded and that separation of genders is possible.</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>• Ensure that catering of meals is available or nearby, is of suitable quantity and standard for the age group and that special dietary needs can be catered for.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Hazards/Risks</td>
<td>Recommended control measures</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>If necessary, detail how this will be implemented and any additional controls.</td>
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<td></td>
<td>• Ensure that staff supervision is provided at suitable staff:student ratios at all times and best located in relation to students’ sleeping and recreation requirements.</td>
<td></td>
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<td></td>
<td>• Ensure that team officials have access to phones, emergency phone numbers and a vehicle in case of emergency.</td>
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<tr>
<td>Environmental</td>
<td></td>
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<td></td>
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<tr>
<td>Sun safety</td>
<td>• Adopt sun-safe strategies. For example: ensure that hats, sun-smart clothing and sunscreen are used.</td>
<td></td>
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<tr>
<td>Hydration</td>
<td>• Ensure that drinking water is readily available. (Students should not share drinking containers.)</td>
<td></td>
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<tr>
<td>Vehicles</td>
<td>• Safe and suitable parking, drop-off and pick-up areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Activities</td>
<td>Refer to:</td>
<td></td>
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<td></td>
<td>• HLG-PR-012</td>
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<tr>
<td></td>
<td>• Curriculum Activity Risk Assessment Guidelines</td>
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</tr>
</tbody>
</table>

**Additional control measures (if 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>
Submitted by:  
Date:  

List the names of those who were involved in the preparation of this risk assessment.

Approval

☐ Approved as submitted:

☐ Approved with the following condition(s):

☐ Not approved for the following reason(s):

By:  
Designation:  
Signed:  
Date:  

Once approved, activity details should be entered on a School Sport Risk Management register filed at a location, as listed below  
Reference no.

Monitor and review To be completed during and/or after the activity and/or at the completion of the series of activities.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the control measures still effective?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have there been any changes?</td>
<td></td>
<td></td>
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<tr>
<td>Are further actions required?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details:
Risk Management

All Queensland School Sport 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 should be aware that there are in effect three risk assessment areas as identified by the Department:

Curriculum Activity Risk Assessment (CARA) for the particular sport – Completed by the Team Coach

Representative Sports Event - Team Manager – Completed by Team Manager

Representative Sport 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>Convenor – usually teachers</td>
<td>Chair of the District Sport Management Committee</td>
<td>School of the District Sport Committee Chair</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Principal from the school of the teacher official</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Principal from the school of the teacher official</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td>Regional Events</td>
<td>Convenor – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Regional School Sport Office</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Chair of the District Sport Management Committee</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td>State Events</td>
<td>Convenor – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Regional School Sport Office</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Regional School Sport Officer</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td>Queensland hosted Interstate &amp; International events</td>
<td>Convenor – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Qld School Sport Unit</td>
</tr>
<tr>
<td></td>
<td>Team Manager – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td>Other Interstate &amp; International events</td>
<td>Team Manager – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher’s school</td>
</tr>
<tr>
<td></td>
<td>Team Coach – usually teachers</td>
<td>Qld School Sport Unit</td>
<td>Teacher’s school</td>
</tr>
</tbody>
</table>

Note: For international and interstate events hosted outside of Queensland and where the event conveners have not published a risk assessment, then the team manager will complete the “Sport Event – Convenor” document and upon their return to Queensland have the document stored as per the above schedule.
Important links

- SCM-PR-002: School Excursions
  http://education.qld.gov.au/strategic/education/schools/scm-pr002/
- HLS-PR-003: First Aid
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
- Infection Control Guideline
- HLS-PR-005: Health and Safety Incident Recording and Notification
- HLS-PR-013: Developing a Sun Safety Strategy
- HRM-PR-010: Working with Children Check – Blue Cards
- HLS-PR-006: Managing Occupational Risks with Chemicals
- Queensland School Sport Unit
  www.schoolsport.qld.edu.au
- Get Active Queensland Accreditation Program
- Australian Track and Field Coaches Association
  http://www.atfca.com.au
- International Amateur Athletic Federation
  http://www.iaaf.org/about/iaafpublications/regulations/index.html
- Royal Life Saving
- AUSTSWIM
  http://www.austswim.com.au
- Triathlon Australia

Further Information


For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.
Appendix J: Queensland School Sport – Photography Statement

Photography (for personal / family use) at Queensland School Sport events

Statement of Intent

- Queensland School Sport is mindful of the possibility of indecent photography of students participating at sporting events.

- Queensland School Sport owes a duty of care to students participating in sporting events and has an obligation to comply with departmental policy concerning child protection matters.

- Queensland School Sport recognizes that it is a normal and appropriate expectation of parents / carers to be able to visually record the sporting achievements of their children. However this expectation must be balanced against legitimate concerns that may be raised about inappropriate photography of students.

- Queensland School Sport also recognizes that some venue managers/owners may not permit photography in their venue.

Statement of Practice

The taking of photographs (for personal / family use) is therefore permitted at Queensland School Sport events except where an event is held at a venue where venue management prohibits such photography.

Where a venue prohibits photography signage stating that photography is not permitted will be displayed to spectators on venue entry points.

Where a Queensland School Sport representative reasonably considers that a spectator is engaged in photography of an indecent nature or is engaging in photography contrary to the venue owner's prohibition, if the spectator does not desist they will be asked to leave the event premises. Police may be called to assist where the Event Convenor considers it prudent.

The management of this policy is the responsibility of the Event Convenor in consultation with Team Officials and Venue Management.
CHILD PROTECTION RISK MANAGEMENT POLICY

POLICY
The Risk Management Strategy is to promote the well-being of children and young people in contact and involvement with regulated school sport activities under the control of the Department of Education, Training and The Arts and the Metropolitan West School Sport Board.

PROCEDURES

1. SCREENING OF EMPLOYEES/BILLET FAMILIES

1.1 Screening – Regional Officials
- Teachers
  - Current Registered Teachers with the Queensland College of Teachers appointed as Regional Officials.
  - Teachers have completed Education Queensland Student Protection Training (or equivalent for non-State school personnel).
- Community Members
  - Current Blue Card Holders may be appointed as officials where sufficient Registered Teachers cannot be found.
  - Register kept and reviewed annually.

1.2 Screening – Community volunteers assisting at Regional Trials/State Championships
- Community Members
  - Current Blue Card holder
  - Register kept
- If NON Blue Card Holder -
  - Register kept to ensure that the person does not volunteer more than twice in one year.
  - Parent of a child involved at the regional trial.
  - Under the age of 18 years.

1.3 Screening Billet Families
- Billeting co-ordinated by Principal/or appointed staff member
  - Written notification received from school of billet co-ordinator for each school year.
- School Billet Co-ordinator co-ordinates billet families. Families to sign letter indicating they are holders of current Blue Card or declaration about suitability (refer Appendix 2).
- School maintains register of parents billeting to ensure they meet the requirements of:
  - Not billeting for more than ten (10) days.
  - More than two (2) occasions in each calendar year.
  - Holder of current Blue Card.

2. COMMUNICATION TO:
2.1 **Schools**
- Schools receive copy of Metropolitan West School Sport Board Child Protection Risk Management Strategy: Communications made to schools about changes that occur to Child Protection Policy Risk Management Strategy.

2.2 **Regional Officials**
- Attend a compulsory Regional Official In-service Session each year.
- Copy of policy provided to Regional Officials in Regional Handbook.
- Officials informed of any changes to Metropolitan West School Sport Board Child Protection Policy Risk Management Strategy as required.

3. **REGIONAL OFFICIALS’ REQUIREMENTS**

3.1 Attend compulsory Regional Officials’ In-service Session each year.

3.2 Representative Sports Event – Convenor’s Checklist for all regional trials by Regional Convenor. Copy filed with Metropolitan West School Sports Office (*Appendix F*).

3.3 Sports-specific Curriculum Activity Risk Assessment (CARA) for all regional trials/teams by Regional Convenor. Copy filed with Metropolitan West School Sports Office (*Appendix E*).

3.4 Representative Sports Event – Team Manager’s Checklist for all regional teams attending State Events by Regional Manager. Copy filed with Metropolitan West School Sports Office (*Appendix I*).

3.5 Reporting Framework and reporting form for any disclosure of information provided by student to all Regional Officials as part Regional Officials’ Handbook (*Attachments 4 and 5*).

4. **SUPPORTING POLICIES**

4.1 Metropolitan West School Sport Board Behaviour Management Policy (*Appendix L*).

4.2 Metropolitan West School Sport Billeting Policy (*Attachment L*).

4.3 MWSSB/QSS Codes of Conduct (*Appendix B*).

5. **REGISTERS MAINTAINED BY METROPOLITAN WEST SCHOOL SPORT BOARD**

5.1 Current Blue Card Holders (*Appendix M*).

5.2 Non – Blue Card Holder Volunteers (*Appendix N*).

5.3 Billet Families for State/National Championships (*Appendix O*).

**ATTACHMENT I:** School Billet Officer Notification & Sample Billet Family Letter

«Title» «FirstName» «LastName»
Dear «FirstName»,

Thank you for being a billet co-ordinator for the Queensland School Sport XXX State Championships which are being held in XXX from DD – DD MONTH, YEAR.

As you are aware, billeting relies on the goodwill of host families offering to accommodate visiting students usually without any financial compensation. The majority of parents will understand and appreciate the obligation that Education Queensland has in relation to the welfare of students and the measures that need to be in place to fulfil that obligation.

Teams will be arriving at PLACE at TIME on DATE.

Please cater for a maximum of XX Billets, but as you are aware, at times, some regions require less than this amount billets. The students will require billeting for the nights of DATES.

Please find enclosed:

- A billet form to be completed and returned to your school **BY** (TBA).  
- Suggested letter to send home to parents

If you have any concerns, or require further information, please do not hesitate to contact me.

Yours in Sport,

*Regional School Sport Officer*
*Metropolitan West School Sport Board*

*ATTACHMENT 2: Billeting Form for completion by potential Host Family*
 QUEENSLAND SCHOOL SPORT
[INSERT SPORT]
STATE CHAMPIONSHIPS

BILLETING FORM

SCHOOL: ____________________________________________________________

FAMILY NAME: _______________________________________________________

CONTACT PHONE NUMBERS: ___________________________________________

STUDENT NAME AND CLASS: ___________________________________________

I will be able to provide safe & secure accommodation for _______ student/s for the Queensland School Sport [insert SPORT] State Championships from [DATES].

I advise that there is nothing in my history (or the history of people within this household) that would preclude our hosting the student/s during the visit.

☐ I certify that I have not billeted on more than two (2) occasions in the current calendar year; and

☐ That each occasion has been no longer than ten (10) days in duration;

OR

☐ I am the holder of a current Blue Card

Card Number: ____________________________ Expiry: __________

Name on Card (Print): ____________________________

HOST PARENT/ GUARDIAN'S SIGNATURE: _________________________________

DATE: ___ / ___ / ___

Please return this form to «FirstName» «LastName» at your school
BY (TBA)

ATTACHMENT 3: Billeting Statement – Operational guidelines
Billeting can be an enjoyable and educational experience for visiting members of school sporting teams. If the guidelines listed below are followed, by both team member and host families, the experience will also be enjoyable for hosts.

Student’s safety and well-being is paramount in all billeting situations. As a consequence, the requirements for accommodation as set out in the Commission for Children and Young People and Child Guardian Act 2000 and the subsequent Commission for Children and Young People Amendment Regulation (No.1) 2005, are to be applied in all billet situations for parents of state and non-state schools. The main points are:

A person who is participating in the billeting of students will not be required to hold a Blue Card where the billet is organized by a school (state or non-state), or incorporated association; and

- The billetter performs the function as a volunteer; and
- The billetter performs the function not more than twice in the same year; and
- The billetter performs the function for a period that is, or for periods that are each, ten (10) days or less.

Three key premises accompany the Billeting guidelines. They are:

- Do not accept a billet if you believe it is beyond your resources or capabilities
- Meet students on arrival at the designated collection point
- Make them welcome and ‘at home’.

In accordance with Metropolitan West School Sport Board and Queensland School Sport policy, parents are requested to identify and tick the relevant boxes below, which fit their current circumstances [where a Blue Card is not held, only the first two boxes apply]:

- I certify that I have not billeted on more than two (2) occasions in the current calendar year; and
- That each occasion has been no longer than ten (10) days in duration;

OR

- I am the holder of a current Blue Card

  Card Number: _____________________________  Expiry: __________

  Name (Print): _____________________________

  Signature: _____________________________  Date: __________

Metropolitan West School Sport Board Policy dictates that where Metropolitan West is hosting a State Championships event, team members from Met West are responsible for billeting members of one of the competing regions. This requirement forms part of the Team Invitation for Selection and as such, is a mandated component of participation with that regional team. This does not apply for National Exchanges hosted within Met West region.

**ATTACHMENT 4: Reporting Framework For Disobedience/ Misconduct**
REPORTING FLOW CHART – SEQUENCE OF ACTIONS

DISOBEDIENCE/ MISCONDUCT

NO PROOF → INVESTIGATE → REASONABLE PROOF (ESTABLISH/ VALIDATE FACTS)

MONITOR AND OBSERVE → RECORD CAREFULLY

MINOR

TEAM OFFICIALS TO INSTITUTE DISCIPLINARY PROCEDURES IN ACCORDANCE WITH STUDENT CODE OF BEHAVIOUR.

E.g. Suspension from Competition; Withdrawal of Privileges

BEHAVIOUR

SERIOUS

NOTIFY/ CONSULT SPORTS OFFICE, PARENTS, CARNIVAL CONVENOR.

May result in student/s being sent home on first available transport at parental expense

COUNSEL AND MONITOR

GROSS MISCONDUCT

(ILLICIT CONDUCT)

NOTIFY SPORTS OFFICE, PARENTS, STUDENT’S SCHOOL, POLICE.

Consult with the above groups to determine appropriate course/s of action

STUDENT WITHDRAWN FROM COMPETITION

Timeframes lengthy through investigation processes

COMPLETE DISCIPLINE FORMS, WRITE WRITTEN REPORT – FOLLOW UP WITH REGIONAL SCHOOL SPORTS OFFICE ASAP

THE ABOVE DISCIPLINARY FLOW CHART COVERS TEAM TRAINING, TRAVEL, BILLETING, PLUS ON AND OFF FIELD CONDUCT.

ATTACHMENT 5: Reporting Framework For Disclosure of Information
ATTACHMENT 6: Disclosure of Harm or suspected harm to students
Disclosure of Harm or Suspected Harm to Student/s

Name: _____________________________  Home Phone Number: ____________________

Team: ______________________________________________________________________

School: ______________________________________________________________________

Time/Date of Incident: ______________________________________________________________________

Place of Incident: ______________________________________________________________________

Disclosed Information: ______________________________________________________________________

____________________________________________________________________________________

Witness or others involved: ______________________________________________________________________

Immediate Action Taken: ______________________________________________________________________

Parents/Guardians Contacted: YES ☐ NO ☐
  Date: ___________  Time: ___________

Met West Regional School Sports Officer Contacted
  YES ☐ NO ☐
  Date: ___________  Time: ___________

Met West Regional School Sports Officer Contacted
  ☑ 3436 0333/ 3436 0303
  ☑ After Hours 0402 289 059

State Championship Convenor Contacted
  YES ☐ NO ☐
  Date: ___________  Time: ___________

FOLLOW UP ACTION:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

RECORD QUESTIONS/ANSWERS ASSOCIATED WITH THE ABOVE (Attach records)

Signed: _____________________________  Date: _____/_____/_____

Appendix L: Metropolitan West School Sport – Behaviour Management Framework
BEHAVIOUR MANAGEMENT

Rationale:
1. Sport is conducted in an increasingly complex environment. Our responsibilities in relation to duty of care as in loco parentis, the early age at which some students are contracted to professional organisations and the media coverage given to behaviour on and off the field by competitors and officials alike demand that representative teams display the highest standards of behaviour and sportsmanship.

2. It is the responsibility of the Metropolitan West School Sport Board to provide the authority to support coaches and managers discharge their responsibilities regarding behaviour management.

Policy:
1. The Regional Officials are the appointed representatives of the Met West School Sport Board and must take all reasonable steps to ensure that Codes of Behaviour are enacted.

2. Regional Officials have the authority and responsibility to institute disciplinary procedures to deal with behaviour contrary to the Codes of Behaviour.

3. Where the disobedience or misconduct is so serious that local disciplinary action is inadequate, consultation between the parents, Regional Officials and the Met West Sports Office will determine subsequent actions.

Procedures:
The procedures are to be conducted in accordance with the requirements of the Education (General Provisions) Act 1989 – Part 3a “Good Order and Management of State Educational Institutions.

For minor breaches, where Regional Officials have the authority and responsibility to deal with the misbehaviour at the local level, the Officials will:

   a) Investigate and document the processes of the investigation and the relevant findings of fact as set out in the behaviour report.
   b) Implement local action to prevent the recurrence of the behaviour, e.g. suspensions from competition.
   c) On return forward a copy of the Disciplinary Report to the Regional School Sport Officer who will then forward a copy to the student’s school.

Where the disobedience, misconduct or other conduct is so serious that local disciplinary procedures are inadequate to deal with the behaviour, the Regional Officials will:

   a) Investigate immediately and document the processes of the investigation and the relevant findings of fact.
   b) Report the incident to the Regional School Sport Officer.
   c) Contact the parents.
   d) Consult with the parents, the Championship Convenor and the Regional School Sport Officer to determine subsequent actions. This may result in the student being sent home.
   e) Forward a Disciplinary Report to the Metropolitan West School Sport Board who will determine any further necessary action.

The Director, Regional Services, Metropolitan Region DETE together with the Regional School Sports Officer will provide advice and support for the Metropolitan West School Sport Board in relation to disciplinary procedures and any appeals process.
# Appendix M: Metropolitan West School Sport – Register of Current Blue Card Holders

## METROPOLITAN WEST SCHOOL SPORT BOARD

### REGISTER OF BLUE CARD HOLDERS – YEAR _______

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration No.</th>
<th>Expiry Date</th>
<th>Compliance Date</th>
<th>Photocopy of Card Provided</th>
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## Appendix N: Metropolitan West School Sport – Register of Non-Blue Card Volunteer Officials

### METROPOLITAN WEST SCHOOL SPORT BOARD

**REGISTER OF VOLUNTEER OFFICIALS – REGIONAL/STATE/NATIONAL CHAMPIONSHIPS**

**NON BLUE CARD HOLDERS**

**YEAR: ____________**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
<th>Length of Championships</th>
<th>Number of Days Officiating</th>
<th>Signed</th>
<th>Date</th>
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## Appendix O: Metropolitan West School Sport – Register of Billet Families

### METROPOLITAN WEST SCHOOL SPORT BOARD

#### REGISTER OF BILLETING FAMILIES

**YEAR: ______________**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>School</th>
<th>Address</th>
<th>State Championships Dates</th>
<th>Length of Billeting</th>
<th>Number of billets</th>
<th>Signed</th>
<th>Date</th>
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Appendix P: Queensland Schol Sport – Guidelines for Billeting
(QSSMG Competition Procedures – Section 12)

Billeting can be an enjoyable and educational experience for visiting members of school sporting teams. If both team members and host families follow the guidelines listed below, the experience will also be enjoyable for hosts.

Students’ safety and well-being is paramount in all billeting situations. As a consequence, the requirements for accommodation as set out in the Commission for Children and Young People and Child Guardian Act 2000 and the subsequent Commission for Children and Young People Amendment Regulation (No.1) 2005, are to be applied in all billet situations for parents of state and non-state schools.

The main points are:
A person who is participating in the billeting of students will not be required to hold a Blue Card where the billet is organized by a school (state or non-state), or an incorporated association; and
- The billetter performs the function as a volunteer; and
- The billetter performs the function not more than twice in the same year; and
- The billetter performs the function for a period that is, or for periods that are each, 10 days or less.

12.1 Guidelines for Billeting

The Manager of the team will be responsible for planning the billeting of students in the team in liaison with students, teachers, parents and Principals. This consultative planning will ensure that the individual circumstances and needs of students are considered when determining billeting options. Age, medical conditions, religion and independence skills are examples of individual circumstances that need careful consideration in determining the most appropriate billeting options. Consideration should also be given to the accessibility of the accommodation and its facilities and ensure that it meets the requirements of all students.

12.1.1 Billeting options include:
- Being billeted by a family from the host school as coordinated by the host Region. This should come as a recommendation of the Principal of their school and must be agreed to by the Principal of the host school
- Staying in a camp, under the supervision of Education Queensland team managers, or
- Staying in private accommodation arranged by their parents.
- The final decision on a student’s accommodation will be made by the Manager of the team, after consultation with the Regional School sport Officer and if necessary the Regional School Sport Board.

12.2 Guidelines for Team Officials

1. For students staying in private accommodation arranged by parents seek approval from Queensland School Sport and ensure that parents have provided full details of address, contact number etc, prior to departure.
2. Forward student details to the Queensland School Sport Office as early as possible.
3. Whenever possible, advise families of students of billeting details before departure. Include location and telephone contact for team officials’ accommodation.
4. Where billeting details are unknown before departure, team officials are to encourage students to phone home immediately on arrival.

5. All team officials should stay together in suitable public accommodation. (Where team officials are in private accommodation, address and phone number MUST be available to parents prior to departure).

6. Team officials must ensure that billeting families are provided with a telephone contact number that can be accessed at all times i.e. either mobile phone, competition venue or accommodation.

7. Late notifications and/or changes are not acceptable and visitors must accept the billet provided.

8. Ensure all students and students families have a copy of the Team Members' Code of Behaviour and are aware of its contents and implications.

9. Team officials should, prior to departure, discuss with the students the situation of billeting and ensure the students’ expectations are realistic.

10. A student should not be removed from billet accommodation unless the student is at risk. The student’s problem should be thoroughly discussed with the student and determined to be genuine. The matter should be further discussed with the host state representative/school billeting officer and the billeting family.

12.3 Guidelines for Host Families

Students’ safety and well-being is paramount in all billeting situations. As a consequence, the requirements for accommodation as set out in the Commission for Children and Young People and Child Guardian Act 2000 and the subsequent Commission for Children and Young People Amendment Regulation (No.1) 2005, are to be applied in all billet situations for parents of state and non-state schools. The main points are:

A person who is participating in the billeting of students will not be required to hold a Blue Card where the billet is organized by a school (state or non-state), or an incorporated association; and

- The billetter performs the function as a volunteer; and
- The billetter performs the function not more than twice in the same year; and
- The billetter performs the function for a period that is, or for periods that are each, 10 days or less.

1. Do not accept a billet if you believe it is beyond your resources or capabilities (e.g. financial, unfamiliarity with student’s medical and or care needs).

2. Meet students on arrival at the designated collection point.

3. Make them welcome and ‘at home’.

4. Provide the students with a bed and meals. Students may purchase some meals at the playing venue.

5. Provide facilities for the washing of clothes/uniforms or assist with their washing if necessary.

6. Ensure students have a written copy of your name, address and telephone number.

7. Do not lend students money.

8. If the host state/territory organizers do not provide transport to the playing venue each day, or if you are unable to provide transport, please contact the team officials in order that alternate arrangements can be made.

9. Queensland School Sport does not approve the organization of any functions, including parties, for groups of visiting students, except for those organized by the host centre.

10. Host families have the authority to demand a standard of behaviour from students that could be expected by any prudent parent.

11. Contact the team management or the host centre’s billeting officer if you have any problems during the Championship.
12.4 Guidelines for Visiting Team Members

1. Assist in household chores as appropriate.
2. Be courteous.
3. Advise your billets when and where you will be.
4. Social activities other than those organized or approved by the host centre are not permitted.
5. Pay for phone calls – don’t borrow money.
6. If delayed unexpectedly, contact your hosts immediately.
7. Respect the wishes and routine of your billeting family.
8. Be responsible - you are representing your family, your school, your Region or your State.
9. Bring a small gift for your billeting family or write a letter of thanks.
10. Say THANK YOU - often!
11. Do not consume alcohol, smoke, or take non-prescribed drugs.

12.5 Guidelines for Host Centres/Billeting Officer

Billet Officers must ensure that host families are familiar with the requirements of billeting as prescribed by the Commission for Children and Young People and Child Guardian Act 2000. It is recommended that schools add to their billet information that goes to parents, a section for parents to sign that states:

- I certify that I have not billeted on more than two (2) occasions in the current calendar year; and
- That each occasion has been no longer than ten (10) days in duration; OR
- I am the holder of a current Blue Card

1. If at all possible, advise visiting team officials of billeting details prior to their departure for the Championship.
2. Ensure all host families have a copy of Team Members Code of Conduct and Guidelines for Host Families.
3. On arrival, impress again on visiting students the importance of the Team Members Code of Conduct and Guidelines for Visiting Team Members. (If at all possible, do this while billeting families are in attendance).
4. Liaise with team officials to solve reasonable requests for unsatisfactory billet allocations.
5. A short thank you note to billeting families on completion of the Championship is good public relations.

12.6 Guidelines for Parents of Visiting Team Members

12. Read the Championship rules regarding billeting.
13. Make contact with the host family prior to the event (if known).
14. Do not interfere with any billeting arrangements.
15. If you consider there are problems with your child’s billet consult with the team manager.
16. Ensure your child is fully aware of the above guidelines.
17. Inform your child that he/she should not expect the home he/she is staying in to be exactly the same as his/her own. No two households are the same.
**QUEENSLAND SCHOOL SPORT - HYDRATION GUIDELINES**

**DRINK WATER - DRINK FLUIDS - DRINK WATER - DRINK FLUIDS**

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

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

**Key Messages**
The following messages should be used to help convey the benefits of proper hydration.
- THIRST IS A POOR INDICATOR OF FLUID NEED
- HYDRATE BEFORE, DURING AND AFTER PLAY

**Suggested Procedures**
The following procedures are suggested for all Queensland School Sport events:

- Host Regions should ensure that water is available at all venues at all times and if necessary, water carriers should be provided during matches. Other fluids which may be used include diluted sports drinks, diluted cordial and diluted fruit juices. Carbonated drinks should not be used.
- The procedures to be followed for providing fluid to students during competition should be clearly identified at the pre-event meeting or in pre-event Bulletins.
- Sports which do not have appropriate scheduled re-hydration strategies (e.g. drinks breaks) should implement strategies for allowing fluid to be provided to participants during matches.
- Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.
- Where possible, team management should actively promote the use of interchange rules as a tool to prevent dehydration.
- Participating teams may designate their own water carriers. These may be adults but cannot be the team coach.
- No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.
- Regional School Sport Boards should ensure that all their teams are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.
Appendix R: Guidelines for Gender Equity in School Sport  
(QSSMG Competition Procedures – Section 15)

15.1 Introduction

These operational guidelines are to supplement CRP-PR-009: Inclusive Education to include direction regarding gender equity in school sport and physical activity.

School sport and physical activity are considered to be components of a student’s overall physical education and include all levels of organized competitive and informal physical activity in schools.

These guidelines apply to all relevant activities from informal playground games to organized interschool competition.

- The guidelines are designed to promote gender equity in school sport and physical activity, by addressing issues such as:
  - the lower levels of participation of female students compared to male students
  - perceived restrictions on the range of sports available to both male and female students because of their gender
  - the lower levels of skill development of female students
  - sex role stereotyping
  - harassment based on sex, gender or sexual identity and
  - any other factor that may inhibit students’ overall participation in school sport and physical activity based on gender.

15.2 Rationale

These guidelines respond to research and studies that have been conducted over a number of years relating to gender and physical activity. The research indicates that:

- Girls’ interest and participation in sport and physical activity decreases during the latter years of compulsory schooling.
- Girls’ levels of physical fitness declines during the latter years of compulsory schooling.
- There has been a history of girls and women having unequal access to sporting activities, sport resources and sport promotion.
- Many factors inhibit girls’ sport participation in mixed-sex competitions including, but not limited to:
  - not having suitable clothing and footwear to wear
  - lower levels of confidence and comfort in mixed sex games or competition partly due to the relatively limited opportunities for them to develop skills
  - a lower level of encouragement given to girls and
  - disparaging remarks made about girls’ physique and their participation in sport and physical activity.
- Boys’ participation in sport can sometimes be characterized by attitudes and behaviour which are not conducive of inclusive and supportive practices.
- Policies, strategies and programs are needed to encourage girls’ involvement in physical activity by addressing barriers that inhibit their participation and to encourage both boys and girls to participate in a wider range of physical activities.
15.3 Legislation

The Anti-Discrimination Act 1991 (Queensland) is designed to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation.

Section 39 of the Anti-Discrimination Act 1991 (the Act) states that an educational authority must not discriminate:

a) in any variation of the terms of a student’s enrolment; or
b) by denying or limiting access to any benefit arising from the enrolment that is supplied by the authority; or
c) by excluding a student; or

d) by treating a student unfavourably in any way in connection with the student’s training or instruction.

Section 105 of the Act states that:

1. A person may do an act to promote equal opportunity for a group of people with an attribute if the purpose of the act is not inconsistent with this Act.
2. Subsection (1) applies only until the purpose of equal opportunity has been achieved.

Section 111 relates specifically to sport and states that:

1. A person may restrict participation in a competitive sporting activity:
   a) to either males or females, if the restriction is reasonable having regard to the strength, stamina or physique requirements of the activity; or
   b) to people who can effectively compete; or
   c) to people of a specified age or age group; or
   d) to people with a specific or general impairment.

2. Subsection (1)(a) does not apply to a sporting activity for children who are less than 12 years of age.
3. In this section competitive sporting activity does not include;
   a) the coaching of people engaged in a sporting activity; or
   b) the umpiring or refereeing of a sporting activity; or
   c) the administration of a sporting activity; or
   d) a sporting activity prescribed by regulation.

15.3.1 Interpreting the Anti-Discrimination Act 1991 (Queensland)

- Sections 39, 105 and 111 should be read in conjunction with each other. While Section 111(2) prohibits selection for competitive sporting activity on the basis of sex for children less than 12 years of age, Section 105 permits affirmative actions for a period of time until equality of access to, and participation in, sport is achieved.

- The particular history of girls’ and women’s unequal access to sport and to sport resources gives particular importance to Section 105, which allows for equal opportunity measures to redress the effects of past discrimination.
• Similarly, while Section 111(1) allows for discrimination on the basis of sex for particular sporting activities for students who are 12 years and over, it may have to be shown that the discrimination is warranted in order to achieve equal opportunity. This is because Section 105 permits action to achieve equal opportunity for a group which has been disadvantaged under the following circumstances only:
  ➢ If the action is not inconsistent with the Act; and
  ➢ Until the purpose of equal opportunity has been achieved.

15.4 Responsibilities

As outlined in the responsibilities section of CRP-PR-009: Inclusive Education, principals are to:
• Provide leadership that contributes to creating a school climate that is welcoming of all students and establishes a culture of respect that is evident in all school policies, programs and practices.
• Work collaboratively to embed an inclusive approach to curriculum development, teaching, learning, assessing and resource selection across school.
• Identify and resolve barriers to student access to, and engagement with, programs and activities across years of schooling through consultation and collaboration.
• Develop school culture that reflects high expectations for all students.
• Treat all students with dignity so they can enjoy benefits of education and same general rights and opportunities through enrolment, participation, access to curriculum and achievement.
• Develop and implement strategies and programs to prevent victimisation and harassment in sport.

15.5 Guidelines

15.5.1 Supportive School Environment

• The following guidelines are to assist principals in providing a supportive environment in which to achieve an inclusive approach to school sport.
• School sport, physical education and recreational activities should aim to break down gender-stereotyped expectations about participation and skills development.
• School sport, physical education and recreational activities should aim to develop in all students positive attitudes toward participation in sport.
• Access to resource materials, including the use of playground space, sport facilities and equipment, should be equitable for all students.
• Allocation of funds for facilities and equipment should be equitable for all students.
• Equitable access to quality coaching, irrespective of gender or ability, should be available to all students.
• When reporting and publishing sporting achievements, equal recognition should be given to all sports and all participating students.
• Compensatory programs should be implemented to encourage the development of skills and attitudes for all students, including the use of single sex groupings as appropriate.
- Interactions between teachers and students, and other parties including parents should:
  - indicate respect for individuality
  - show an appreciation for and affirmation of diversity, including the different skills and abilities which individuals bring to their teams and to their sports
  - use language that is inclusive and non-sexist
  - address any gender-stereotyped expectations which occur.

15.5.2 Schools should:
- encourage all students to have clothing and footwear that allow freedom of movement. In particular, female students should be encouraged to wear clothes that enable them to engage in physical activity without embarrassment or restriction
- provide changing facilities which offer full privacy to all users
- structure sport groupings to facilitate positive interactions and experiences for all students with the recognition that single sex groupings may be used to achieve this purpose
- aim to develop a positive attitude in all students towards participation in school sporting activities (e.g. include the provision of specific programs designed to redress gender inequities in school sport)
- allocate equitable funds, resources, space, facilities and equipment for school sporting activities to provide equal access for all students, and provide equitable acknowledgement of participation and achievement in school sport.

15.5.3 Team Selection

The following guidelines are to assist schools and team selectors to implement Inclusive Education in regards to gender equity in school sport:

For students less than 12 years of age, these guidelines should be followed:
- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play.
- In order to enhance equal sporting opportunities for female and male students, and in particular, to raise the skill and participation rates of female students in as wide a range of sports as possible, parallel single sex competitions may be offered. However, where appropriate, combined participation should be encouraged.
- Where single sex participation is deemed necessary to raise the skill and participation rates of female students, this decision should be justified on the basis of achieving equality of opportunity.

For students 12 years of age and over, these guidelines should be followed:
- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play and, where relevant to a particular sport, strength, stamina and physique.
- In order to enhance equal sporting opportunities for female and male students, and in particular to raise the skill and participation rates of female students, parallel single sex competitions in as wide a range of sports as possible should be offered. However, where appropriate in terms of the criteria outlined in the previous point, combined participation may also be encouraged.
For all students, these guidelines should be followed:

- Female students may be selected in a male students’ team on merit. Likewise, male students may be selected in a female students’ team on merit, provided care is taken to ensure the inclusion will not displace, disrupt, dominate or disadvantage the participation of female students in that team. This pattern of selection should not be at the expense of the variety and number of teams offered to either sex.

- Consideration should be given to the physical suitability and competence of each student to participate in the specific sporting activity. When selecting any team, the safety and welfare of all students must be given priority. As outlined in the Anti-Discrimination Act 1991 (Queensland) s11, it is possible to restrict participation in sporting activity due to strength, stamina and physique issues.

15.6 Monitoring

School communities should collaboratively monitor all of the above strategies:
- to evaluate participation in school sport and physical activity for male and female students.
- to identify those strategies which have had a positive impact in terms of more equal outcomes for male and female students, and to identify those which require a changed approach or renewed efforts.

15.7 Health and Safety

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

Risk management of all activities should be undertaken by principals, teachers and coaches and taken into consideration for all school sports. The policy HLS-PR-012: Curriculum Activity Risk Management is available at: http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr012/ This policy can be accessed for guidance on the risk management aspect of school sports. Specific information regarding risk management for individual sports can be accessed here: http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr012/index1.html

15.7.1 Involvement in sport and physical activity by pregnant students

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

Principals aware of a student pregnancy should seek written confirmation from a medical professional before allowing the student to participate in school sport and physical activity. The Australian Sports Commission has published guidelines regarding the participation of women who are pregnant in sport. The guidelines are intended as an information source for sporting administrators, coaches and officials. They are not intended, nor are they suitable to be used as, advice to sports participants. The guidelines are available at: http://www.ausport.gov.au/women/docs/Pregnancy.pdf
## 15.8 Checklist for addressing gender issues in School Sport

This list is adapted from Macdonald, D & Jobling, I. 1992, ‘A checklist for gender equity in school sport’ ACHPER National Journal, Autumn, No 133, pp 22-25. It is a series of questions for schools to raise awareness and guide subsequent action in matters regarding gender equity in school sport and physical activity. It has been divided into relevant sub-headings for ease of use and reference.

### School Sport and Physical Activity Program

<table>
<thead>
<tr>
<th>Question</th>
<th>Details</th>
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<tr>
<td>Does the school’s sport and physical activity policy and program identify equity as a significant goal, and has this goal been clearly articulated to all participants?</td>
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<td>Are students of both sexes subject to the same expectations and policies with regard to participation in sport and physical activity?</td>
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<td>Is the same number and range of activities offered to both female and male students at all levels of school sport and physical activity?</td>
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<td>Does the school sport and physical activity program introduce students to a wide range of sport and physical activity?</td>
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<td>Are female and male students encouraged to participate in the whole range of sport and physical activity on offer?</td>
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<td>Do female and male students have the same time allowance for sport and physical activity each week?</td>
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<tr>
<td>Does the school sport and physical activity program provide opportunities for all students to learn about gender equity issues?</td>
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<tr>
<td>Has the program been developed in consultation with the students, staff and relevant members of the school community?</td>
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<tr>
<td>Does the school’s timetabling provide equitable access to the school sport and physical activity program?</td>
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<tr>
<td>Is the sport and physical activity program sensitive to cultural differences that can affect participation, especially of female students from culturally diverse backgrounds?</td>
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<tr>
<td>Does the school sport and physical activity program promote and provide opportunities for the development of skills for all students?</td>
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<tr>
<td>Does the school sport and physical activity program promote and provide opportunities for the development of social and cooperative skills?</td>
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<tr>
<td>Is the school sport and physical activity program organized so that all students are recognised for their skill development, rather than only for success in competition?</td>
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<tr>
<td>Are remedial programs provided to assist inexperienced students in the development of skills?</td>
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<tr>
<td>In addition to the competitive aspects of sport, is there an emphasis on the social, non competitive aspects of physical activity and sport using modified and non-traditional sports?</td>
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<tr>
<td>Does the school sport and physical activity program encourage a variety of teaching/coaching strategies that meet different learning styles?</td>
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<tr>
<td>Is the school sport and physical activity program evaluated in terms of its success in meeting its articulated aim of gender equity in school sport?</td>
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</tbody>
</table>
The Organisation of Teams – Groupings and Selection

- Have all students been asked whether they would prefer mixed or single sex groupings?
- Would some single sex groupings provide conditions that would allow for more positive interaction patterns for those groups?
- Is single-sex grouping used when:
  - students are using equipment or learning skills with which one sex is less familiar?
  - it is appropriate for increasing female students’ self-esteem?
  - it is ensuring female students’ participation without negative interference from male students?
  - additional work is required with the male students to increase their understanding of the rights of female students?
  - it is desirable to protect the level of participation of female students in physical activity?
- Do teachers and coaches have a shared understanding of the criteria to be used when selecting teams on merit?
- Does the inclusion of male students in a female team displace, disrupt, dominate or disadvantage the female students in that team?
- Does the inclusion of female students in a male team displace, disrupt, dominate or disadvantage the male students in that team?
- Has consideration been given to the physical suitability and competence of each student to participate in the specific sporting activity?

Human Resources

- Do female and male students receive equal attention with regard to the provision of competent specialist staff?
- Where possible, is there equal representation of female and male teachers in charge of school sport and physical activity in the school?
- Is positive role modelling encouraged by having teachers and coaches involved in coaching sports not traditionally played by their own sex?
- Do teachers and coaches understand the significance of self-esteem and body image for all students, particularly female students?
- Are administrators, teachers, coaches and others involved in school sport and physical activity sensitive to the particular needs of students?

Clothing for Sport

- Do male and female students have appropriate dress requirements for sport?
- Is the clothing worn by female and male students comfortable and does it allow for participation without embarrassment?
Physical Resources

- Do all students have equal access to quality facilities, practice and playing times at all levels of school sport and physical activity?
- Is the quality and quantity of equipment available for sport and physical activity comparable for students of both sexes?
- Do budget allocations for school sport and physical activity benefit female and male students equally?
- Are all sporting facilities shared equally among both sexes during organized sport and free time activities?
- Are change-room facilities clean and safe and do they offer privacy for all students?
- Do all female and male students have appropriate space in which to be active?
- Are all students, and in particular the female students, encouraged to be assertive in their use of personal space?
- Are all students, and in particular the male students, encouraged to be sensitive to the rights of others to personal space?
- Is student use of the playground space and equipment monitored to ensure female and male students access is equal, and are strategies implemented if an imbalance exists?
- Are the materials purchased by the resource centre/library relating to sport and physical activity equally appropriate for both sexes?

Language/Interaction (oral and written language related to sport and physical activity)

- Does the language convey the message that it is equally desirable for female and male students to be physically active?
- Is the language used free of sex-stereotypical assumptions?
- Is the language used free of metaphors of violence, aggression and derision?
- Does the language used take account of the diverse cultural backgrounds that influence student participation patterns?
- Are there clear repercussions for any individual making sexist statements like “Don’t be a girl”, “sissy” etc. or homophobic statements?
- Does the language include examples that are inclusive of the experiences of females and males?
- Are questions posed to female and male students equal in complexity?
- Do teachers and coaches spend equal time interacting with female and male students?
- Do teachers and coaches avoid blaming individuals for their low levels of skill or participation?
- Is the pattern of interaction and language selection by participants in the sports program monitored?
- Are administrators, teachers and coaches seen to take interest in, attach significance to, and show enthusiasm for female students’ sporting activities?
Recognition of Achievement

- Does the school community give equal recognition to the sporting accomplishments of all students, both female and male?
- Do all female and male students have the same opportunities to achieve in activities that are valued in the school community?
- Are all given equal recognition, so that no particular sport holds higher or lower status?
- Are the teachers’ and coaches’ expectations for both female and male students equivalent with respect to performance?
- Is approval expressed in a similar way to all female and male students?
- Does the program allow for female students as well as male students to make decisions and take on leadership roles?
- Are the sporting achievements of female students acknowledged within the school and are images of physically active females incorporated in school displays?
- Do administrators, teachers and coaches consciously check that they attend female students’ as well as male students’ sporting events?
- Do teachers and coaches concentrate on the personal development of each player, rather than the team’s success?
- Do teachers and coaches encourage parents to concentrate on their child’s development, rather than on the team’s performance?
- Are there discussions at parent meetings about the importance of regular physical activity for all students, specifying the ways in which parents and carers can encourage and support their child’s participation in sport?
- Have program leaders had the opportunity to articulate how they view equity issues in order to determine their suitability and commitment to the program?

13.1 Introduction

The aim of this information is to provide guidelines for QSS personnel for the effective management and resolution of complaints. It sets out a process that can be applied to the management of complaints raised by clients. It also provides an overview of the responsibilities of sport, district office and central office personnel.

Anyone making a complaint has been disappointed or upset by a decision or action. We need to work with them and with the person complained about to resolve the issue and put things right in a way that restores harmonious working relationships and regains commitment to the sport.

This policy outlines procedures and strategies to be used in the effective management and resolution of complaints in sports conducted under the auspices of Queensland School Sport. This includes all tiers of sanctioned school sports, whether it be at a school site or a national carnival.

It comprises a flow chart overview for ready reference followed by a more detailed statement based on Education Queensland’s “Putting Things Right – A guide to managing complaints.”

<table>
<thead>
<tr>
<th>Parent</th>
<th>Complaint is lodged</th>
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</thead>
<tbody>
<tr>
<td>Official</td>
<td>All officials at a Q.S.S. sanctioned event must be aware of the appropriate protocols for people to use to lodge a complaint.</td>
</tr>
<tr>
<td>Student</td>
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</tr>
<tr>
<td>Spectator</td>
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</tr>
</tbody>
</table>

Appoint an appropriate officer to handle complaints *

Fact Finding

A complaint committee may be convened

Phase One

- Complaint is received
- Phase One – see following document.
- If the complaint is minor and easily resolved, Phase One actions will complete the process.
- If there is a probability that Phase One is not going to resolve the matter, move to Phase Two.

Phase Two

- This may involve referral to other people or agencies – check details in following document.
- Suspected sexual or physical abuse MUST be referred to CJC.

Phase Three

- Document the details
- Use words that give a clear picture of events. Separate verified facts from alleged incidents and opinions.
- Give all parties a fair hearing.
99

**Resolve the complaint**

**Phase Four**
- Make a fair decision based on the information available.
- Focus on resolving the issue and restoring harmony.
- Communicate clearly to all parties.
- Ensure relevant documentation is filed for future retrieval.

**If the complaint cannot be resolved at the event**

**Phase Five**
- A written submission outlining an unresolved complaint may be forwarded to the Sports Unit, DETA.
- It should contain all relevant details and an outline of the steps taken to try to resolve the complaint.
- Officers from the unit are responsible for management of the complaint at that level, in consultation with the Executive Committee and any other personnel deemed necessary.

**Review**

- All decisions are subject to review.

* School Event: Convenor, Assistant Convenor (if appointed), Coach or Manager with experience in handling complaints

* District Event: Host RSSO, Convenor, Assistant Convenor, Coach or Manager with experience in handling complaints

* State Event: 

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### 13.2 Complaints Management — A guide for sports officials and administrators

The effective management and resolution of complaints in sports needs the goodwill and trust built through collaborative partnerships with people, a positive, client service approach, openness to feedback, fair and transparent decision making and a commitment to conflict resolution.

This leads to a more harmonious climate, better outcomes for our students and more support for our sport from the community.

The following principles underpin our handling of complaints:
- complaints handling is part of personal accountability;
- accountability entails a personal responsibility to deal positively with complaints;
- a complaint provides an opportunity to improve service delivery;
- a complaint provides an opportunity to satisfy a client by putting things right;
- a commitment to putting things right will help to build positive partnerships in sport.
Appropriate processes for the effective handling of complaints should be established and publicised at all sites.

In a site-based management environment, officers manage most complaints at the local worksite. Regional School Sports Officers will provide support in managing complex complaints and investigations when needed. However, some types of complaints cannot be handled locally, and these must be referred to central office or external agencies (e.g. complaints alleging official misconduct, even if anonymous, must be referred to the department’s director, audit operations & liaison officer to the CMC);

Complaints can come to officials and managers in many forms and they could come from parents, community, staff or students. All should be handled in a positive and open way.

Four key phases can be identified in handling a complaint:

- receiving and clarifying the matter;
- deciding how to handle the matter; in particular, deciding whether it is appropriate for you to handle the matter or whether it should be referred elsewhere;
- finding out more about the matter and documenting where necessary;
- making a decision about the matter, which includes reaching an effective resolution and appropriately communicating the decision.

The phases in this model are not intended to be prescriptive or used in a lock-step way. In most cases all phases can be worked through very quickly, as part of one process.

**Phase 1: Receiving and clarifying the matter**

People with concerns or complaints must be made welcome. They should be made to feel that their concern would be followed up.

You might consider nominating an appropriate senior official to receive all complaints. This person may need training and support.

**CAN PEOPLE BRING MATTERS FORWARD EASILY AND QUICKLY?**

- The commitment to being positive about complaints must be obvious to complainants.
- All staff need to be aware of this policy and your procedures.
- Dealing with complaints promptly can speed their resolution.
- Complaints are opportunities to improve. You need to know about them quickly.

**DO PEOPLE KNOW HOW TO BRING MATTERS FORWARD?**

- Clients should know how to lodge a complaint and how it will be handled.
- Your openness will encourage complainants to be open with you.
- Being defensive can undermine their trust in your ability to deal with their concerns.
CAN PEOPLE GET THEIR CONCERN ACROSS? HOW DO YOU HELP THEM?

- Identify yourself, listen, record details, determine what the client wants and arrange a suitable time to talk if necessary.
- Remain calm: try to get past the complainant’s anger to uncover the underlying issues.
- Show you are prepared to listen and are genuine in your interest in resolving the issue.
- Always be courteous and ask for courteous language from complainants.
- Anonymous and apparently frivolous complainants should be asked to put their concern in writing. Abusive people should be requested to comply with the Code of Conduct.
- Paraphrase the client’s concerns back to them to ensure that you understand them.
- Make sure you understand the history of the complaint. Has someone else already handled it?
- Do not attempt to lay blame, or be defensive: keep the focus on the issue and avoid argument.
- Explain the courses of action available. Apologise if a mistake has been made.
- Resolve the complaint if possible or commit to immediate action, irrespective of who will finally handle the complaint.
- Ensure that the client knows that the complaint is receiving attention, without raising unrealistic expectations. If necessary, ask for time to think about the complaint and seek advice.
- Tell them that their concern will be handled sensitively.
- Explain to the complainant that the person complained about has rights too and will need to be informed (except where the matter must be referred directly to the director, audit operations & liaison officer to the CJC).
- Ask whether the client is satisfied with the proposed course of action. If not, advise them of alternative courses of action.
- Complete and file a record of complaint, including a copy of any correspondence.

WHAT SUPPORT DO PEOPLE NEED?

- Ask others to help complainants where necessary.
- Seek advice or consult a colleague if necessary.
- Give support to a staff member who may have had to interact with a verbally aggressive person.

Phase 2: Deciding how to handle the matter

This phase involves making a judgement about the type of complaint, how it should be handled and by whom. It is important to understand the following:

THE COMPLEXITY OF THE ISSUE. ASK YOURSELF:

- What is the substance of the complaint?
- What are the underlying issues? Do you have enough information?
- Can the issue be resolved straight away?
- Does QSS or system policy or legislation cover it?
- What type of complaint is it? Should it be referred to a district or central office officer? (An overview of the main complaints handling processes is provided on pages 9–10.)
THE IMPLICATIONS OF THE COMPLAINT
- Check if the complaint involves others who are unaware of the situation.
- Reflect on the implications of the concern and of your proposed action.

THE SERIOUSNESS OF THE COMPLAINT
- If legislation requires you to refer the matter to a district or central office person e.g. suspected sexual or physical abuse of a student, record the details and refer it immediately to DETE’s director, audit operations & liaison officer to the CJC.

THE APPROPRIATE APPROACH
- Ask yourself if you have done everything you can to resolve this matter.
- Check that you have enough information from all parties. If not, a more thorough inquiry may be needed.
- If you need to act as arbiter, decide who is the most appropriate person to investigate the matter.
- Move quickly to whatever else needs to be done. Complaints that are left alone usually ‘fester’ rather than fade away.
- Beware the quick solution that does not resolve the underlying issue.
- Document matters thoroughly and file all records.

Phase 3: Finding out all about the matter

Most complaints should be resolved informally. A few may need more formal processes. In either case do the following:

GET THE FACTS/SEARCH FOR THE TRUTH ABOUT THE MATTER
- Make sure you fully understand the complainant’s concerns.
- Provide appropriate resources and facilities to handle the complaint properly.
- Plan your approach. Be systematic. Keep a balanced perspective.
- Ensure that you get all the facts.
- Be assertive but not coercive.
- Make sure that all the parties involved have an opportunity to explain their viewpoint fully.
- Avoid judgmental, leading or closed questions. All your actions must show your openness.
- Consult relevant legislation, department and QSS policy.
- Carefully document information uncovered, legible, signed and dated key statements, summaries of interviews and your actions in more serious matters (or where it appears likely a matter may have more serious implications).

BE AWARE OF PEOPLE’S NEEDS AND RIGHTS
- Ask yourself how you would like to be treated. Try to see things from the other’s perspective. Be prepared to give the benefit of the doubt.
- Make sure all the people involved understand the processes being used and the options available to them, and the consequences of them.
- Make sure people complained about understand the concerns and have an opportunity to respond (but see child protection policy).
• Read the summary of interview back to the complainant and ask them to sign and date it to indicate agreement. (The person may need time to think about this and consult before signing.)
• Ensure that all information is treated sensitively.
• Advise complainants making serious allegations to maintain confidentiality of all information except with those authorised to investigate the matter.
• Establish the causes of the problem. Help others understand the causes.
• Be aware that any step may be subject to review and that documents may be requested under RTI.
• Explore the options
• Identify possible and realistic options and outcomes with both the complainant and the person complained about.
• Allow all parties an opportunity to respond/react either separately, or in a meeting with you if appropriate.
• Consider the use of mediation, if it seems this will be productive, and both parties agree to it. Make sure a person trained and skilled as a mediator is used.
• Ensure that the investigator and decision maker are different, especially for more serious matters. The decision maker must be prepared to be accountable for the final decision.
• Consider calling ‘time out’ to allow thought or to seek advice and support if necessary.

MAKE SURE HELP IS AVAILABLE
• Ensure that help is available to the complainant where necessary.

Phase 4: Making a decision about the matter

DECISION MAKING IS FAIR AND BASED ON THE INFORMATION AVAILABLE
• Ensure that you are empowered to make the decision.
• Make sure enough information is available to make a decision.
• Assess the matters and understand their context. Matters not relevant to the issue being investigated are not to be considered.
• Make decisions ‘on the balance of the probabilities’, that is, the likelihood that an event occurred.
• Make decisions for clear reasons that are based on, and justified by, the facts and considerations, and do not exhibit bias.
• Ensure that people’s individual rights and freedoms are respected.

THE FOCUS MUST BE ON RESOLVING THE ISSUE AND RESTORING HARMONY
• Work for the best resolution for both the complainant and the person complained about.
• If appropriate, bring both parties together to hear each other’s story and feelings and try to work for understanding and a negotiated settlement.
• Encourage all parties to accept that they have responsibilities to help ‘put things right’.
• Agree on timelines and processes as well as desired actions.
• Inform all involved of your conclusion and reasons. This should preclude the criticism that the complaint was not dealt with.
• Communicate in a manner that achieves a high level of understanding of your decision and your processes.
• Aim for resolution with dignity for all involved. Ensure that all communication is timely, appropriate to the circumstances and sensitive to the needs of all.
• Follow up to ensure continued satisfaction and provide support where needed.

**USE THE COMPLAINT AS AN OPPORTUNITY FOR IMPROVEMENT.**

• Ask yourself how you will know that the resolution has been successful.
• Reflect on what the complaint and its handling have taught you about your systems or yourself.
• Consider what more needs to be done to improve service, including the handling of complaints, policies and procedures and to deal with organisational issues.
• While the complainant may be satisfied, ask yourself if others need support.
• Record data for future analysis of causes, trends and needs for training.

**ENSURE NECESSARY DOCUMENTATION IS COMPLETE AND FILED IN A SECURE LOCATION. THIS MAY BE NEEDED IF THERE IS AN APPEAL OR AN EXTERNAL INVESTIGATION IS REQUIRED.**

**ALL DECISIONS ARE SUBJECT TO REVIEW**

• If complainants remain dissatisfied or aggrieved about a decision, QSS policy or practice, they have the right to approach the Director General or their member of parliament or an agency of external review e.g. Judicial Review, the Ombudsman, Queensland Anti-Discrimination Commission or the Children’s Commission (if they have not already done so in the first place).
• These agencies may arrange contact with Department of Education, Training and Employment about the matter.
Purpose: To outline the responsibilities of appointed Met West Regional Officials in retaining records of their involvement with Regional teams, in accordance with Education Queensland guidelines.

Rationale:
Metropolitan West values the voluntary contributions of appointed Regional Officials and their involvement in organising, mentoring, coaching/ managing and supervising students selected to represent the Region in our sporting teams. Regional Officials are bound by DETE guidelines regarding the retention of student documentation, outlined below. The Board resolved that action must be taken in light of advice received from the Queensland School Sports Council and DETE.

Why retain student records?
The retention of this documentation is a legal requirement of your position as a Regional Official and Metropolitan West School Sport is acting on advice from Crown Law, through Legal Operations Branch. Failure to follow the guidelines stipulated in this Statement constitutes a serious breach of Regional and Government policy. School Principals have been notified of the archiving requirements pertaining to the Regional Officials’ roles.

What must be retained and for how long?
Legal Operations Branch of DETE (formerly Education Queensland) notified Met West School Sport in August 2002, that all documentation pertaining to the conduct of Regional Officials’ tasks must be retained under strict control. In particular, students’ Medical Details/ Parental Consent form and the Media Consent Schedule MUST be retained in the Official’s base school for a period of SEVEN (7) years. Documentation must be retained in a secure location, not in personal possession given the sensitive nature of the information provided in the documents.

What if I haven’t been retaining records in the past?
Regional Officials who have not archived documentation from previous years’ involvement as an Official should commence immediately. This includes archiving any pertinent documentation locatable from previous years.

[Former reference: Education Queensland and the Department of Education Manual]