BALONNE DISTRICT SCHOOL SPORT

#### COMPETITION PROCEDURES

#### CONDITIONS

#### AND

#### RULES

1. District Championships/Trials
2. Registration of New Sports
3. District Team Selection Procedures
4. Responsibilities for conducting District Trials/Championships
5. District Policies
6. Relevant Departmental Policies
7. Appendix A: Assessment Tool for Registration of new sports
8. Appendix B: Flow Chart for Registration of new sports
9. Appendix C: Risk Assessment
10. Appendix D: Behaviour Management
11. Appendix E: First Aid Responsibilities, Procedures, Practices
12. Appendix F: Selection of District Personnel
13. Appendix G: QSS Hydration Guidelines
14. Appendix H: Managing Incidents Involving Volunteers in School Sport
15. Appendix I: Team Officials Responsibilities
16. Appendix J: District Forms
17. **DISTRICT CHAMPIONSHIPS/TRIALS**
	1. District Championships will be conducted at times and venues as decided by the Balonne District School Sport Committee.
		1. No more than two [2] hours may be used to conduct a District Trial/Championship, with the exception of swimming, cross country, track and field and tennis. Swimming, cross country, track and field and tennis trials are to take no more than one [1] school day to conduct the district trial/championship.

Note: It is recommended that trials are run from 2pm till 4pm to minimise impact of students away from school

* 1. District Convenors for the following year will be appointed at the final meeting of the Balonne District School Sport Committee each year.
	2. Ages of students participating in District Trials/Championships will be decided by year of birth and will adhere to the Age Policy as laid down by the Queensland School Sport Council and the Individual Management Committees of the particular sport being played.
	3. In Twelve Years and Under Trials/Championships students must be Twelve [12], Eleven [11] or Ten [10] years of age in that year to be eligible to participate.
		1. Rugby League trials will follow QSS rules students must be Twelve [12] or Eleven [11] years of age in that year to be eligible to participate.
	4. In Twelve Years and Under Trials/Championships all students turning twelve years of age in that year are eligible to participate regardless of their school year level.
	5. In Eighteen/Nineteen Years and Under Trials/Championships and Fifteen Years and Under Trials/Championships students turning thirteen years of age in that year are eligible to participate regardless of their year level.
		1. Rugby League trials will follow QSS rules students must be Fifteen [14] or Fourteen [14] years of age in that year to be eligible to participate.
	6. Students participating in District Trials/Championships must attend an affiliated school and be nominated by that school.
		1. A school that has eight (8) or more students attending a Balonne District trial is required to have an allocated staff member from that school to accompany the students to the trial.
			1. This needs to be communicated to the district convenor before the commencement of the district trial
	7. It is the school’s responsibility to ensure that students attending District Trials/Championships are aware of DET’s Codes of Behaviour.
	8. In team sports, nominations will be accepted on the basis of one team per school per age group.
		1. Schools wishing to nominate more than a team must seek permission from the executive
	9. Where a district trial is not conducted, individual nominations will be accepted from students approved by the school principal/sports coordinator through the district secretary.
	10. In non-team sports, the Balonne District Combined Management Committee will decide on the number of nominations per event, per school.
	11. Transport to and from the District Trial/Championship is the responsibility of each participating school.
	12. Excursions will not be organised in conjunction with District Trials/Championships.
	13. Balonne District Sport encourages the participation of schools/districts in school-based knockout competitions sanctioned by QSS. However, it is the individual school or district’s decision to compete or not.
	14. The organising committee for a District Trial/Championship is responsible for:
* The program, including the draw and method of scoring.
* The provision & allocation of officials.
* The closing date for nominations.
* Accepting or rejecting late nominations.
* The length of games.
* The purchase of trophies, medallions or awards if required.
* The inclusion of a coaching component where appropriate.
* Team Officials meetings where necessary.
* Provision of medical care.
* Setting up a Disputes Committee.
* Rules, including variations and modifications.
* Providing the District Secretary with a copy of all Information Bulletins for distribution to schools.
* For Track and Field and Swimming only, the method of deciding the championship winner that must be communicated to all team officials prior to the start of the championships.
* Conduct of a Risk Assessment Process. Stage 1 to be conducted prior to the day of the District Trial/Championship. Stage 2 to be conducted on the day of the District Trial/Championship. [See Appendix D].
* Within one month of the completion of the District Trial/Championship provide a written report on the event.
	1. Reimbursement of expenditures relating to district trials is at the discretion of the district executive. All approved costs associated with the running of the District Trial/Championship will be met by Balonne District School Sport upon receipt of a valid Tax Invoice.
	2. **Registration of New Sports**
	3. As a member of the South West School Sport region Balonne District Schools wishing to put a case for the establishment of a new sport need to follow SWSS regional policy. See Appendix A for SWSS Assessment Tool to be used and Appendix B for SWSS Flowchart.
	4. ***Selection Criteria***

**Participation / Popularity of the School Sport**

* Demonstration that the sport is being played in the majority of schools.
* Demonstration that teachers within the school system are interested and involved.
1. **DISTRICT TEAM SELECTION PROCEDURES**
	1. **Criteria**
		1. The major criteria for selection will be performance of the students at the District Trial/Championship. Areas considered will include:
* Level of skill exhibited.
* Performance of the student as a member of a team.
* Attitude and behaviour of the student on and off the field.
* Age of the student.
* Where applicable, the attainment of set qualifying times and/or distances.
	+ 1. Students using foul/inappropriate language on field during a District trial will be dismissed from further participation in that game. Any student so dismissed:
* May be replaced by a substitute player for that game.
* Is still eligible to participate in later games at those trials.
* Is still eligible for selection in any Balonne District School Sport team selected at those trials subject to section 3.1.1 above.
* Balonne District School Sport Association utilises the QSS & SWSS Code of Conduct. This highlights the level of expected behaviour of students when participating in/attending Representative School Sport events. Consequences for not honouring this code of conduct are listed in the boxed sections of the code. Students must ensure they have read and understand this code prior to participating in/attending events.
	+ 1. As a general rule students must attend the District Trial/Championship to be considered for selection. A student who has an approved absence, [illness, family bereavement, higher level of competition], at the time of the District Trial/Championship, **may** be considered for selection providing written application has been submitted to the convenor/District Secretary prior to the commencement of the District Trial/Championship.

***Player Replacement Policy***

Students may be replaced in a district team for a number of reasons.  These include student withdrawal and district removing the offer of invitation.

A student may choose to withdraw from a district team for a number of reasons.  Students withdrawing are required to promptly communicate this decision to the team manager. The team manager is then required to communicate this to the district secretary.

A student’s invitation into a district team may be revoked by the district for a number of reasons. These include the following:

* Failure to meet deadlines [acceptance & forms]
* Non-attendance at training [with no communication given to team officials]

A student withdrawing from a district team may be replaced up until one week prior to the start of the regional trial.

*The following steps outline the process to be followed when a player fails to attend designated trainings without communicating to the team officials.*

1. *Students misses first two team trainings with no communication to district officials.*
2. *District Manager makes direct contact with student’s school principal to inform them of non-attendance at training including date of next training (cc in district secretary and chairperson).*
3. *Student school follows up directly with student’s family to ascertain the reason for non-attendance at trainings and student’s acceptance or non-acceptance into the team.*
4. *Principal to communicate back to district officials (cc in district secretary and chairperson) student’s intention to remain in or withdraw from team.*
5. *If student withdraws, district officials to follow process outlined below to invite a shadow member into the team.*

The following steps outline the process to be followed when inviting a shadow player into the district team

1. Communication to district executive (through the secretary) that a player has withdrawn.
2. Manager to consult with coach around which player to offer the position to.
3. Manager to communicate decision to district secretary and chairperson.
4. District Secretary to prepare shadow invitation / paperwork.
5. District Secretary to send shadow invitation / paperwork to manager and student’s school.
6. Manager to communicate offer of invitation to student (through school sport’s coordinator) and send paperwork.
7. Student to adhere to timelines (acceptance, payment and forms) within paperwork.
	1. **District Team**
		1. In team sports, the South West School Sport convenor of the particular sport determines team size.
		2. In individual sports, the number of students attaining set qualifying times/distances as allowed by the South West School Sport Bulletin will determine team size.
		3. Train-on squads will not be selected.
		4. Shadow players [maximum of six] will be selected and announced. Selectors will advise the District Secretary of the names of shadow players.
		5. The District team will be announced at the conclusion of the District Trial/Championship.
		6. The District Secretary will notify schools of student selections.
	2. **Selection Panel**
		1. In team sports the selectors will be the District Coach, District Manager and District Convenor or a qualified person appointed by the convenor. The Chair of the panel will be the District Coach.
		2. In individual sports the selectors will be the District Manager, School Representative and the District Convenor or their nominee. This committee must include a minimum of two teachers from different schools.
			1. In individual sports, selections will be made according to set times and distances as laid down by the South West School Sport Bulletin of the particular sport.
			2. Where no such times or distances are laid down, the Balonne School Sport Executive, will set the qualifying times and/or distances.
		3. Selectors are to exclude themselves from selections if their child is being considered for selection by the panel. In situations where this is unable to occur, PRIOR approval MUST be sought from the district executive around the make-up of the selection panel.
	3. **Procedures**
		1. The selectors will meet on a regular basis on the day of the District Trial/Championship.
		2. The selectors will meet with the officials of the competing teams to give them the opportunity to put forward the names of, and comment on, students they feel merit consideration for selection.
		3. Team officials may submit a written report to selectors.
		4. At least one selector must be present at all times/ sections of the competition.
		5. The selectors will maintain a written record of the selection process.
		6. Team officials will advise selectors of students’ availability for selection.
8. **District Policies**
	1. All teacher officials accompanying District teams must complete an ‘Approval of Duties Form – District Sport’ at least two [2] weeks prior to the teams’ departure.
	2. The School Principal must sign and return to the District Manager the ‘Principal’s Approval Form for Student Participation’.
	3. District Officials must be aware of their duties and responsibilities (see appendix J)
	4. District Officials must be aware of the requirements of the Department’s risk management modules in relation to the particular sport for which they are officials (see appendix D).
	5. All correspondence relating to District School Sport must pass from the team officials to the District Secretary to parents and principals. The reverse process should occur where applicable.
	6. Where possible, in mixed sex teams there must be at least one male official and one female official.
	7. In female teams at least one of the team officials must be female.
	8. Team members must attend training unless engaged in a school-based activity approved by the District Management Committee concerned.
	9. All team members must organise private transport to and from the regional trial and team officials are made aware of arrangements.
	10. All team members must comply with the District behaviour management policy and Codes of Behaviour. The team officials are the representative of the sports Committee and must take all reasonable steps to ensure the Code of Behaviour is enacted. The team manager has the authority and responsibility to institute disciplinary procedures to deal with behaviour contrary to the Code of Behaviour. See appendix E for details.
	11. If a student withdraws from the District team, after the nominated date and without a reason approved by the Executive of the appropriate District Management Group, then that student may be suspended from all Balonne District School Sport activities. The Executive of the District, after consultation with the school principal, and taking into account all relevant information, will decide on any exclusion. The District Secretary to notify student’s school and parents in writing.
	12. Nominations for District Championships will not be accepted from schools that do not attend their own school trial.
9. **RELEVANT DEPARTMENTAL POLICIES**
	1. Inclusive Education

PPR CRP-PR-009

* 1. Safety Handbook for Schools

PPR HLS-PR-012

* 1. Sponsorship in Queensland State Educational Institutions

PPR EDM-PR-001

* 1. HIV/AIDS Education

PPR HLS-PR-014

* 1. Sun Safety

PPR HLS-PR-013

* 1. Freedom of Information

PPR LGS-PR-002

* 1. Anti – Discrimination Act 1991
	2. Judicial Review

PPR LGS-PR-006

* 1. Accidents and Incidents – Reporting and Investigation

PPR HLS-PR-005

* 1. Crown Acceptance of Legal Liability for Action of Crown

Employees

PPR LGS-PR-003

* 1. Workplace Health & Safety – Curriculum Activity Modules

Sport Activities

PPR HLS-PR-012

***7.0 APPENDIX A***

***South West School Sport Board***

***Assessment Tool For All School Sports***

***Student / Athletes***

* *Are actively participating in quantifiable numbers on a regular*

*basis in the sport within schools/communities.*

* *Have access to Interschool/Community Competition.*
* *Have access to teachers/coaches so that they can learn about the*

*sport and be confident, skilled and responsible.*

* *Have confidence in the sport by being able to prioritise it for*

*Participation.*

* *Are able to display their talent or interest for the sport in the school.*

***Teachers / Coaches***

* *There are quantifiable numbers of teachers in the schools who have*

*demonstrated ability to teach and organise the sport.*

* *Are active in and out of school hours in the organization of the sport.*
* *Provide leadership and organisational skills for the benefit of*

*interschool sports.*

* *Drive the organization of trials and District competitions to a*

*well planned and organised level.*

***The Context of the Sport***

* *Achieves positive outcomes for student athletes.*
* *District teams are truly representative of the greater activity of*

*the sport within schools.*

* *Has supportive District, district and community organizations.*

***Management***

* *The sport is achieving the key operational goals.*
* *The organisers / convenors / committee structures communicate well*

*with schools and districts about the sport.*

* *The sport operates in a well organised fashion at each level of school*

*sport organization (school, district & region).*

***8.0 APPENDIX B***

**South West School Sport Board**

**Registration of New Sports**

**Flow Chart**

**1. QSS Registration of Sport**

**2. Demonstrated Support of Sport at School and/or Community level across the Region**

**3. Demonstration of cross district/zone school organisers**

**4. Demonstrated availability of facilities/equipment**

**5. Submission to SWSSB for inclusion in calendar of registered sports**

**6. SWSSB approves/disapproves submission**

**7. District Trial held in year of approval**

**8. Region participates in State Championship in year following approval**

***10.0 Appendix C***

BALONNE DISTRICT SCHOOL SPORT

**RISK MANAGEMENT POLICY**

**RATIONALE**

1. The Balonne District School Sport Committee has a responsibility to ensure District trials, team training sessions, professional development for District team officials and participation at regional trials and championships are conducted in a safe, supportive environment.
2. Most sport activities are low or medium risk. Risk planning for these activities can be incorporated into teachers' planning documents. High or extreme risk activities require formal risk assessment documentation and appropriate approvals and parental permission prior to students participating in the activity. For more information on risk assessment processes, please refer to the department's procedure ‘Managing Risks in School Curriculum Activities’ and/or ‘Risk Assessment Information Sheet’.
3. Staff of Queensland state schools can prepare CARAs using the OneSchool system, or the generic CARA template in combination with the relevant CARA Guideline. Alternatively, schools can use another approach approved by the school's Principal and meeting the requirements of the ‘Managing Risks in School Curriculum Activities’ procedure.

**POLICY**

1. The District School Secretary will in-service all team officials on the Risk Management Policy on an annual basis.

2. All District Trials will have a Risk Assessment Representative Sports Event – Convenor form completed on one (1) week prior to the District trial.

3. All District Team Managers will complete a Risk Assessment Representative Sports Event – Team Manager Form prior to the Regional trial.

4. All District Team Coaches will complete the Department’s Curriculum Activity Risk Assessment form within one (1) week of the selection of the District team.

5. All District Officials will be required to have Senior First Aid & CPR [as a minimum].

6. All District Coaches will require a minimum Level 1 Coaching Certificate or equivalent.

7. A review of the Policy will occur on an annual basis.

**PROCEDURES**

1. District School Sport Chair will record Curriculum Activity Risk Assessment in the Curriculum Activity Register.

2. District Convenor will complete a Risk Assessment Representative Sports Event Convenor Form and return to the District Chair within one (1) week of the District Trial. District Chair will enter these onto the Register

3. District Team officials will ensure that a - First aid kit

 - Mobile phone

 - Ice

 - Water

- Student detail forms are available at all District trials and training sessions.

4. District Managers will complete a Risk Assessment Representative Sports Event Team Manager Form prior to the regional championships and forward to the District Chair one (1) week prior to the regional championships. The District Chair will enter these onto the Register.

5. District Coaches will complete a Department of Education & Training sport specific CARA form after selection of the District team and forward to the District Chair within one (1) week of the selection of the District team. The District Chair will enter these onto the Register.

6. The following documents will be archived for seven (7) years:

* + The Curriculum Activity Risk Assessment [coach]
	+ The District Trial Risk Checklist [convenor]
	+ The District Team Risk Checklist [manager]

7. All District Officials will be required to have a current First Aid including CPR Certificate [as a minimum] prior to taking up duty.

8. All District Coaches will be required to have a minimum Level One Coaching Certificate (or demonstrated competence) for their particular sport before the team participates at the state championships.

9. All community members must have a current Blue Card and adhere to the requirements.

***Risk Management Information***

This document summarises how curriculum risk management is to be undertaken in Balonne District School Sport in line with the above policy. These curriculum risk management processes are based on the requirements of *Managing Risks in School Curriculum Activities* – the DETE procedure that outlines our responsibilities for curriculum risk management. All staff (existing, newly appointed or temporary) who have responsibilities for planning and/or delivering curriculum activities should understand this procedure and adhere to these processes.

1. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity.
2. For all curriculum activities (regardless of assigned level of Risk) Team Officials MUST submit either a written DET Curriculum Activity Risk Assessment (CARA) or QSS Risk Assessment Representative School Sport form. Completed forms to be sent to the District Chair.
3. One week prior to the District trial the convenor will complete a Risk Assessment Representative Sports Event Convenor form and return to the District Chair.
4. District Managers will complete a Risk Assessment Representative Sports Event Team managers form and return to the District Chair one week prior to the regional championships.
5. District Coaches will complete a CARA sport specific form after the District trials and selection of the District team and return to the District Chair within one week of the District trial.
6. These people have been delegated authority to approve CARAs for District Teams:

|  |  |  |
| --- | --- | --- |
| Name | Position | Areas/Subjects to Approve |
| Sarah Goddard | Chair | All District Teams (10-12 years and 13-19 years) |
| York McFadzean | Principal – St George SHS | All St George SHS Teams 13-19 years |
| Andrea Killen | Principal – Dirranbandi P-10 SS | All Dirranbandi P-10 SS Teams 13-19 years |
| Catherine Cargnoni | Deputy Chair | All District Teams (10-12 years and 13-19 years) |
| Vicky Parker | Treasurer | All District Teams (10-12 years and 13-19 years) |

1. Ideally, the CARA should be completed and submitted electronically (e.g. via email).
2. CARAs should be submitted with sufficient time as mentioned above for it to be approved or otherwise.
3. Once approved:
	1. The CARA will be signed and returned to the person who submitted it.
	2. A copy will be saved at Balonne District Chair’s School OR at the approving officer’s school.
	3. The details of the CARA will be entered in the School Curriculum Activity Register.
4. Activities are to be conducted in accordance with the approved CARA, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the CARA.
5. Once the approved activity has been undertaken, the *Monitor and Review* section of the CARA is to be completed. Any significant issues should be brought to the attention of the person who approved the CARA.

**Important links**

* Managing Risks in School Curriculum Activities
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/>
* SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
* Curriculum Activity Risk Assessment (CARA) Guidelines
[www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)
* QSS Risk Management Event Convenor

[www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)

* QSS Risk Management Event Team manager

[www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)

## MANAGING RISKS IN SCHOOL CURRICULUM ACTIVITIES

This document aims to assist staff undertake effective curriculum risk management. The information presented here should be seen as the ‘minimum expected standard’ to manage risk, rather than the definitive list of requirements.

All the information presented should be carefully considered in respect to the nature of the activity and your specific context, such as:

1. Which students will be involved? (Age, maturity, experience, specific needs, number)
2. What will students be doing? (Jumping, swimming, cutting, cooking, throwing etc.)
3. What will students be using? (Hazardous materials, sporting equipment, tools, stove etc.)
4. Where will students be? (Classroom, outdoors, pool, creek, at height etc.)
5. Who will be leading the activity? (Experience, qualifications etc.)

**THE RISK MANAGEMENT PROCESS**

The workplace health and safety risk management process involves the following steps:

1. **Identify the potential hazards**
2. **Assess the risk**
3. **Decide on the control measures**
4. **Implement the control measures**
5. **Monitor and review**

Ideally, this risk management process should be integrated into routine lesson planning.

Risk assessments are best completed by more than one person thinking about the hazards, risks and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

By incorporating effective risk management processes into curriculum planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

**Step 1. IDENTIFYING THE POTENTIAL HAZARDS**

***Hazards*** are those things that have the potential to cause harm.

Hazards come in many forms – some are common and easily identifiable, such as: using machinery, falling from heights, javelin throwing, heavy impact in contact sports and infectious diseases.

Other hazards may not be as common and may be harder to identify. For example, activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as, with younger students, with large groups of students, in unfamiliar settings, or for the first time.

Once the hazards have been identified, the level of risk they pose needs to be assessed.

**Step 2. ASSESS THE LEVEL OF RISK**

***Risk*** is the likelihood that a harmful consequence (e.g. injury) will occur when we are exposed to a hazard.

As such, a risk level is made up of two elements, the:

(a) **Likelihood** of an incident happening, and

(b) **Consequence** if it did happen.

***Risk = Likelihood x Consequence***

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

* duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
* competence of those undertaking the activity (no training or inexperience may lead to an accident)
* environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
* speeds, heights and weights of objects being used. The greater the force, the greater the impact.

To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

Use the matrix below as a guide to assist with your risk assessment.

|  |  |
| --- | --- |
| **Likelihood** | **Consequence** |
| 1. Insignificant | 2. Minor | 3. Moderate | 4. Major | 5. Critical |
| 5. Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4. Likely | Low | Medium | High | High | Extreme |
| 3. Possible | Low | Medium | High | High | High |
| 2. Unlikely | Low | Low | Medium | Medium | High |
| 1. Rare | Low | Low | Low | Low | Medium |

|  |  |
| --- | --- |
| **Consequence Rating** | **Description of Consequence** |
| 1. Insignificant | No treatment required |
| 2. Minor | Minor injury; First Aid treatment (e.g. minor cuts, bruises, bumps) |
| 3. Moderate | Injury requiring medical treatment or lost time of four or fewer days |
| 4. Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days lost time |
| 5. Critical | Loss of life, permanent disability or multiple serious injuries |

**Step 3. DECIDE ON THE CONTROL MEASURES**

Your assessed inherent risk level will determine the degree of planning and approval required.

|  |  |
| --- | --- |
| Risk Level | Action Required / Approval |
| **Low** | Little chance of incident or serious injury. | * Manage through regular planning processes
 |
| **Medium** | Some chance of an incident and injury requiring first aid. | * Document controls in planning documents and/or complete a *Curriculum Activity Risk Assessment*
* Consider parental permission
 |
| **High** | Likely chance of a serious incident and injury requiring medical treatment. | * *Curriculum Activity Risk Assessment* required
* Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment
* Once approved, activity details to be entered in the *School Curriculum Activity Register*
* Parental permission is recommended
 |
| **Extreme** | High chance of a serious incident resulting in highly debilitating injury. | * Consider alternatives to doing the activity
* *Curriculum Activity Risk Assessment* detailing significant control measures will be required
* Principal to review and approve risk assessment
* Once approved, activity details to be entered in the *School Curriculum Activity Register*
* Parental permission must be obtained for student participation
 |

[Curriculum Activity Risk Assessment (CARA) Guidelines](http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html) have been developed for many common curriculum activities. These are available online and are updated when necessary. If a *Curriculum Activity Risk Assessment Guideline* exists for a specified activity being planned, the Guideline is to be adhered to and completed as a risk assessment.

 If you are unsure when you need to do a risk assessment, or how to do one, refer to
[Managing Risks in Curriculum Activities](http://iwww.qed.qld.gov.au/strategic/eppr/health/hlspr012/) and/or consult with your supervisor for advice and assistance.

Control measures are the things we do to lower the level of risk to an acceptable level. The types of control measures are listed below in the ‘hierarchy of control’ – they should be considered and used in this preferred order:

1. **Elimination**: remove the hazard completely from the workplace or activity
2. **Substitution**: replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
3. **Isolation**: separate people from the hazard (e.g. safety barrier)
4. **Redesign**: making a machine or work process safer
5. **Administration**: putting rules or training in place to make a workplace safer
6. **Personal Protective Equipment**: protective clothing and equipment (e.g. helmet, gloves, shin-pads)

**Step 4. IMPLEMENT THE CONTROL MEASURES**

You will need to implement sufficient control measures to reduce the risk to an acceptable level.

For all high and extreme risk activities, the controls measures should be implemented in accordance with the approved Curriculum Activity Risk Assessment.

**Step 5. MONITOR AND REVIEW**

At all times the control measures should be monitored to ensure they are providing the intended level of safety.

It is important to assess the effectiveness of the controls you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked.

If necessary, modify or add control measures to ensure safety.

Record any changes to the safety measures in the Monitor and Review section of the Curriculum Activity Risk Assessment for future reference.

**IMPORTANT LINKS**

* HLS-PR-012: Managing Risks in School Curriculum Activities
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/>
* SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
* Curriculum Activity Risk Assessment (CARA) Guidelines
[www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)
* QSS Risk Management Event Convenor

[www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)

* QSS Risk Management Event Team manager

[www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)

**FURTHER INFORMATION**

For further support with risk management contact:

* Trained staff in schools such as:
	+ Curriculum Risk Management Coordinators
	+ Workplace Health and Safety Officers (WHSOs)
	+ Workplace Health and Safety Representatives (WHSRs),
* District staff such as, Senior Health and Safety Consultants.

**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:

1. Curriculum Activity Risk Assessment (CARA) for the particular sport – Completed by the Team Coach
2. Representative Sports Event: Team Manager – Completed by Team Manager
3. Representative Sport Event: Convenor – Completed by Convenor

|  |
| --- |
| Risk Management:Representative Sports Event *The following table summarises the risk management process and who has the associated responsibilities* |
| **Event Level** | **Risk assessment prepared by** | **Risk assessment approved by** | **Location of Approved Documentation** |
| **District Events** | District Convenor [3] – usually teachers | Chair of the District Sport Management Committee | School of the District Sport Committee Chair |
| School Team Manager [2] - usually teachers | Principal from the school of the teacher official | Teacher’s school |
| School Team Coach [1] - usually teachers | Principal from the school of the teacher official | Teacher’s school |
| **Regional Events** | Regional Convenor [3] – usually teachers | Regional School Sport Officer | Regional School Sport Office |
| District Team Manager [2] - usually teachers | Chair of the District Sport Management Committee | Teacher’s school |
| District Team Coach [1] - usually teachers | Chair of the District Sport Management Committee | Teacher’s school |
| **State Events** | State Convenor [3] – usually teachers | Regional School Sport Officer | Regional School Sport Office |
| District Team Manager [2] - usually teachers | Regional School Sport Officer | Teacher’s school |
| District Team Coach [1] - usually teachers | Regional School Sport Officer | Teacher’s school |
| **Queensland hosted Interstate & International events** | Convenor [3] – usually teachers | Qld School Sport Unit | Qld School Sport Unit |
| Team Manager [2] - usually teachers | Qld School Sport Unit | Teacher’s school |
| Team Coach [1] - usually teachers | Qld School Sport Unit | Teacher’s school |
| **Other Interstate & International events**  | Team Manager [2] - usually teacher | Qld School Sport Unit | Teacher’s school |
| Team Coach [1] - usually teachers | Qld School Sport Unit | Teacher’s school |

**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 – Convener” document and upon their return to Queensland have the document stored as per the above schedule.

***11.0 APPENDIX D***

**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 Balonne District School Sport Committee to provide the authority to support coaches and managers discharge their responsibilities regarding behaviour management.

Policy:

1. The team officials are the representative of the sports Committee and must take all reasonable steps to ensure the Code of Behaviour is enacted.
2. The team manager has the authority and responsibility to institute disciplinary procedures to deal with behaviour contrary to the Code of Behaviour.
3. Where the disobedience, or misconduct is so serious that local disciplinary action is inadequate, consultation between the parents, the manager and the District Sport Executive 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 the team officials have the authority and responsibility to deal with the misbehaviour at the local level, the team officials will:

1. Investigate and document the processes of the investigation and the relevant findings of fact as set out in the behaviour report.
2. Implement local action to prevent the recurrence of the behaviour, eg. suspensions from competition.
3. On return forward a copy of the Disciplinary Report to the District Secretary who will then forward a copy to the student’s school.

Where the disobedience, misconduct or other conduct is so serious, eg. that local disciplinary procedures are inadequate to deal with the behaviour, the team officials will:

1. Investigate immediately and document the processes of the investigation and the relevant findings of fact.
2. Report the incident to the District Chair/Secretary.
3. Contact the parents.
4. Consult with the parents, the Regional Convenor and the District Executive to determine subsequent actions. This may result in the student being sent home.
5. Forward a Disciplinary Report to the Balonne District School Sport Committee who will determine any further necessary action.

The District Chair [or nominee] will provide advice and support for the District Secretary in relation to disciplinary procedures and will manage any appeals process.

***12.0 APPENDIX E***

**Balonne District School Sport First Aid Responsibilities, Procedures & Practices**

**General**:

All first aid practices/procedures/responsibilities for Balonne District School Sport events are governed by PPR module HLS-PR-003: First Aid for School & Non – School Locations & HLS-PR-005: Injury, Illness and Dangerous event reporting and recording.

1. **At District Trials:**

* **Responsibilities:**
* District Convenor is responsible for ensuring compliance with the first aid/emergency procedures contained in the relevant PPR sport specific Health & Safety module.
* Team officials for each school/district team participating at a District trial are responsible for providing a first aid kit for their team.
* Team Officials for each school/district team participating at a District trial are responsible for ensuring medical details forms for all students are available at the trial. Team officials must be aware of individual student medical conditions that may require/affect treatment eg allergies, asthma puffer type etc.
* District Convenor is responsible for providing a main first aid kit and ice packs [or equivalent] at District trials for general use & that contact procedures for ambulance, hospital etc are available.
* District Convenor is responsible for ensuring first aid procedures are explained to all team officials & participants at District trials before the commencement of play.
* District Convenor is responsible for completion of any accident/injury reports arising from District trials and forwarding same to District Secretary who will maintain the records in accordance with HLS-PR-005: Injury, Illness and Dangerous event reporting and recording.
* District Secretary to forward copies of all accident/injury reports to relevant school &/or Workplace Health & Safety officer.
* Where an event requires the services of a first aid officer that person will assume the responsibility requirements of the District Convenor.
* District Convenor is responsible for contacting RSO, Parents/Care givers & student’s school.
* **Procedures/Practices:**
* Team officials from schools/district participating to provide initial care for minor injuries/cuts/abrasions etc.
* Where additional medical treatment is required the District convenor [or designated first aid officer] is to adequately supervise the casualty until no further treatment or assistance is required or until the casualty is handed over to ambulance or medical personnel or the parent or guardian.
* Where a student is transported to hospital, & no parent is present, a team official must accompany the student.

**2. At Regional Championships:**

* **Responsibilities:**
* Team officials are responsible for ensuring compliance with the first aid/emergency procedures contained in the relevant EPPR sport specific Health & Safety module.
* District Secretary is responsible for ensuring a first aid kit is provided for each team contesting a state championship.
* Team Officials are responsible for ensuring all students’ medical details forms are taken to state championships. Team officials must be aware of individual student medical conditions that may require/affect treatment eg allergies, asthma puffer type etc.
* State Convenor is responsible for ensuring first aid procedures are explained to all team officials & participants at state championships before the commencement of play.
* Both Team Officials & State Convenor are responsible for completion of any accident/injury reports arising from state championships and forwarding same to District Secretary who will maintain the records in accordance with HLS-PR-005: Injury, Illness and Dangerous event reporting and recording.
* District Secretary to forward copies of all accident/injury reports to relevant school &/or Workplace Health & Safety officer.
* Team officials are responsible for contacting RSO, Parents/Care givers & student’s school.
* **Procedures/Practices:**
* Team officials to provide initial care for minor injuries/cuts/abrasions etc.
* Where additional medical treatment is required the team official [or designated first aid officer] is to adequately supervise the casualty until no further treatment or assistance is required or until the casualty is handed over to ambulance or medical personnel or the parent or guardian.
* Where a student is transported to hospital, & no parent is present, a team official must accompany the student.

***13.0 APPENDIX F***

**Selection Of District Personnel**

**POLICY**

1. Selection of team officials for District teams will be determined annually by a panel comprising the Executives of Balonne District School Sport.  The following criteria will be used to assist the panel when making appointments to District sport positions.  These criteria may also be rank ordered and/or weighted.

* Level of Accreditation
* Demonstrated competence
* Demonstrated experience
* Previous success at level
* Other appointments
* Succession planning

2. For team events, a minimum of two officials will be appointed as determined by Balonne District Executive.

3. For individual event teams, eg, swimming, track and field and cross-country, officials will be appointed in line with DoE and Qld School Sport Duty of Care requirements.  Athletes with disabilities when selected will require a teacher-student ratio relative to the accommodation arrangements and level of support required by the students.  This will be determined at the team selection.

4. First preference for selection as team officials of District teams will go to teachers.   Balonne District School Sport Committee may appoint people other than teachers to these positions subject to approval.

5. One official accompanying each team must be a teacher.

6. For District team officials accompanying teams to the regional trial, at least one of the appointed officials must be of the same gender as the team.

**PROCEDURES**

1. Selection procedures:

* The selection panel will comprise the voting members of the Balonne District School Sport Committee.
* Application forms for District officials will be sent to all schools prior to the annual general meeting of that year.
* Applications will be accepted on the approved application form by the District Secretary prior to the closing date.
* Applicants must:
	+ - 1. Satisfy the required standards.
			2. Be prepared to abide by Balonne District policies and procedures.
* All applicants will be notified of the success or otherwise within a fortnight of the appointment meeting.
* Appeals against the selection process should be directed to the District Secretary.
* If no application is received for any position the Balonne District School Sports Association will make a decision on the action to be taken. Such action may include:
	1. Recalling of the position.
	2. Not selecting a team in that sport for that particular year.

2. Teacher attendance at school sport activities will only be with permission of the principal of the school.

# Selection of District Personnel: Appeals/Grievance Policy

Unsuccessful applicants may appeal about their non-appointment to a District official’s position on the following grounds:

1. Merit
2. Process

**STEPS:**

1. Unsuccessful applicants have fourteen (14) days after the announcement of positions to schools to lodge an appeal in writing to the District Secretary.
2. A Grievance Committee, comprising the District Executive will determine if there are grounds for an appeal.
3. If no grounds for an appeal then the applicant will be informed in writing.
4. If there are grounds for appeal, the Grievance/Appeals Committee will convene a meeting between the applicant and the Chair of the selection committee to endeavour to seek a resolution.
5. The Grievance/Appeals Committee will determine if the appointment is upheld or the position is re-advertised.
6. The applicant has seven days in which to appeal the decision of the Grievance/Appeals Committee.

***14.0 APPENDIX G***

**QSS HYDRATION GUIDELINES**

DRINK WATER - DRINK FLUIDS - DRINK WATER - DRINK FLUIDS

# Introduction

QSS 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 practises before, during and after physical activity.

It is essential that all team management at QSS events ensure that students are not placed at risk and are properly hydrated while participating in physical activity.

# Key Messages

The following messages help convey the benefits of proper hydration.

1. **THIRST IS A POOR INDICATOR OF FLUID NEED**
2. **HYDRATE BEFORE, DURING AND AFTER PLAY**

# Suggested Procedures

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

1. 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.
2. 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.
3. Sports, which do not have appropriate scheduled re-hydration strategies (eg drinks breaks), should implement strategies for allowing fluid to be provided to participants during matches.
4. Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.
5. Where possible, team management should actively promote the use of interchange rules as a tool to prevent dehydration.
6. Participating teams may designate their own water carriers. These may be adults but cannot be the team coach.
7. No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.
8. District School Sport Committees 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.

***15.0 APPENDIX H***

**Managing Incidents Involving Volunteers In School Sport**

1. **Introduction**
	* DET acknowledges and values the contribution made by volunteers who assist to make school sporting events possible.
	* Equally, DET recognises that volunteers are often required to act in an official capacity at school sporting events. Volunteers acting in this capacity will demonstrate exemplary standards of personal conduct and make determinations that are fair and reasonable. Volunteers can expect in return, the respect, support and cooperation of school staff, students, parents and members of the public who attend school sporting events.
	* However, it is recognised that from time to time, disputes may arise between various parties who attend and/or officiate at sporting events.
2. **Procedure In the Event of a Dispute** (Immediate Resolution)
	* The dispute must be reported to the convenor/head official.
	* Parties involved attempt to resolve the dispute.
	* On becoming aware of the dispute, the convenor/head official will speak to the parties involved to determine if a resolution has been reached and/or seek to reach a resolution.
	* If an immediate resolution is reached, the convenor/head official will inform the District Secretary of the dispute and outcome in writing within seven [7] days [See SWSS Incident Report template].
	* If an immediate resolution is not possible – see section 3 below.
3. **Procedure In The Event of a Dispute** (Immediate Resolution Not Possible)
	* Event convenor / head official will report the dispute to the District Secretary, in writing within seven [7] days [See SWSS Incident Report template], who will in turn report the dispute to the School Sport Committee.
	* Within seven [7] days of being informed of the dispute, the District Secretary will speak to the parties involved in an effort to resolve the dispute.
	* If a resolution is unable to be reached, the District Secretary will contact the School Sport Committee to initiate an investigation into the dispute. The School Sport Committee, in conjunction with the District Chair, will appoint two trained persons to conduct the investigation.
4. **The Investigation**

The investigating officers will:

* + Comply with DET’s investigation procedures, including the following:
		1. Ensure that all parties to the dispute are aware of all issues in dispute.
		2. Give all parties a reasonable opportunity to put forward their case.
		3. Hear what all parties have to say about the matter and give careful consideration to what they have to say.
		4. Make reasonable enquiries in an attempt to identify the facts.
		5. Act fairly and without bias.
		6. Provide a report (including recommendations) to the School Sport Committee.
1. **School Sport Committee Responsibilities**

 Upon receipt of the investigation report, the School Sport Committee will:

* + Ensure that no person who will potentially contribute to the decision making process about the dispute, has a direct interest in the dispute.
	+ Act fairly and without bias.
	+ Consider the investigation report, including the recommendations.
	+ If possible, decide upon a course of action that will bring the dispute to a closure.
	+ Inform the Queensland School Sport Unit [QSSU] and the relevant Assistant District Director, of the school concerned, of the dispute and its’ outcome.
	+ If it is not possible to decide upon a course of action that will bring the dispute to a closure, refer the dispute to the QSSU for management from that point forward.
	+ Ensure that if a decision is to be made that could adversely affect a party to the dispute, that party will be afforded procedural fairness prior to the final decision being made.
1. **Conclusion**

At all stages of the dispute management, procedural fairness and natural justice will be afforded to the parties involved in the dispute.

**BALONNE DISTRICT SCHOOL SPORT DISTRICT CARNIVAL INCIDENT REPORT**

|  |  |
| --- | --- |
| **Sport** |  |
| **Convenor** |  |
| **Convenor’s School** |  |
| **Venue Of Carnival** |  | **Carnival Date[s]** |  |
| **Incident Background** **Includes:*** **Dispute details**
* **Parties involved**
* **Possible witnesses**

 |  |
| **Actions Taken [to resolve the dispute]** |  |
| **Dispute Outcome [This section to be completed only if a resolution was reached on the day].** |  |
| **Recommendations** |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

 **[District Convenor]**

**To be sent to District Secretary within seven [7] days of the incident.**

**Received SWSS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# 16.0 Appendix I – Team Official Responsibilities

**Team Coach**

**Prior to Training**

* **Complete a sport specific Curriculum Activity Risk Assessment and submit to the District President for approval 1 week prior to the commencement training and make your Manager aware of the risks identified.**

**Prior to Regional Championships:**

1. Develop and issue a training schedule.
2. Accept full responsibility for coaching the selected team.
3. Plan coaching sessions that are active and varied.
4. Be punctual for coaching sessions.
5. Ensure sufficient equipment, in good condition, is available for coaching sessions and games.
6. Look like a coach i.e. suitably dressed for the coaching sessions.
7. With the manager, take complete control of the team during coaching and games.
8. Ensure that at the end of coaching sessions all team members are informed of arrangements for the next coaching session or game.

**At Regional Championships:**

1. Develop a positive team spirit and an attitude of sportsmanship and fair play.
2. Ensure that all team members receive a reasonable amount of playing time during championships.
3. Liaise with the manager at all times on all aspects concerning the team, i.e. dress, behaviour, team assembly, etc.
4. Be punctual for games.
5. With the manager be responsible for the students behaviour on and off the field.

## Team Manager

**Prior to Regional Championships:**

1. Liaise with the secretary of Balonne District School Sport on the following matters:
2. Travel arrangements.
3. Team levies and uniforms.
* it is compulsory that all students who are not provided with a jersey on the day of the trials to wear a Balonne District polo shirt to any SW trials.
* It is expected that all students purchase black or red shorts (skirt) to wear at any SW trials.
1. Training venues and times.
2. Billeting requirements of team members.
3. Ensure all medical forms, permission notes and consent forms are returned (prior to training)
4. Complete the required Curriculum Activity Risk Assessment for Managers and submit to the District President one week prior to attending the regional carnival.
5. Liaise constantly with the coach.
6. Ensure a copy of all relevant information is given to selected team members.
7. Ensure school principals are aware of team selections and dates students will be absent from school.
8. Be available for consultation with parents and team members.
9. Ensure that parents are aware of the name and telephone number of the child’s billets.
10. Advise billets of any relevant medical information of team members.
11. Have the address and telephone number of team members staying privately.
12. Write any publicity for the press regarding championships.
13. Write a report of the championships, using standardised form, and forward it to the secretary of Balonne District School Sport within four weeks of the conclusion of the championships.

**At the Regional Championships:**

1. Attend to medical and first aid requirements of team members.
2. Carry team members medical forms with you at all times.
3. With the coach, be responsible for the behaviour of team members on and off the field.
4. Take all necessary equipment with you and be responsible for its return.
5. Keep a detailed record of any money or valuables held in trust.

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|  **BALONNE DISTRICT SCHOOL SPORT****TEAM OFFICIAL APPLICATION FORM 2019** |
| Surname |  | Given Name |  |
| Home Address |  |  Postcode |  |
| School  |  |
| Telephone Number | School |  | Mobile |  |
| Email Address |  |
|  |
| POSITION [circle] |  Coach |  Manager |  Convenor |
| SPORT |  | Age Division |  | Gender |  |
| Preferences: Applicants may state preferences for particular positions where multiple applications have been lodged or a preference to work with another applicant. [Use a separate form for each position being applied for.] |  |
|  |
| CONVENING / MANAGEMENT EXPERIENCE - may attach extra notes (1 page maximum) |
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|  |
| COACHING QUALIFICATIONS |
| **A.C.C. Reg No** |  | Expiry Date |  | **Coaching Level** |  |
| COACHING EXPERIENCE - may attach extra notes (1 page maximum) |
|  |
|  |
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|  |
|  |
|  |
|  |
| FIRST AID QUALIFICATION |  | **Expiry Date** |  |
|  |
| **BLUE CARD REGISTRATION No (for Non-teachers only)** |  |
| ***Non-teaching staff are required to have their Blue card sighted by the RSSO prior to appointment*** |
|  |
| **Signature of Applicant** |  | **Date** |  |
| **In nominating, I understand the duties and time involved and if selected agree to carry out all required duties as detailed in the Balonne District Competition Procedures.** |
|  |
| **Signature of School Principal** |  | **Date** |  |
|  |
|  **I approve of the above nomination and am aware that the duties will involve the absence of teachers from school.** |
|  |
| **Applications close:** | **FRIDAY 16 NOVEMBER 2018** |
| **Forward Applications to:** | **Tim Leadbetter****Balonne District School Sport****PO Box 209****St George Q 4487****Ph: 07 4620 8222 Fax: 07 4620 8200****Email: tlead10@eq.edu.au** |

# BALONNE DISTRICT SCHOOL SPORTS ASSOCIATION



***DISCIPLINARY REPORT***

**Team:** ....................................................................

**Date:** ..........................................

**Student’s Involved:**

**Name: School:**

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**Details of Incident:** .........................................................................................................

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**Action Taken:** ....................................................................................................................

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**Official’s Recommendations for Future Action:** ...................................................

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**Signed:** .................................... ................................. ...................................

 **Manager Coach Date**

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# BALONNE DISTRICT SCHOOL SPORTS ASSOCIATION



***TEAM OFFICIAL’S REPORT***

**Team:** ..................................................................................

**Carnival Venue:** ......................................................................

**Dates of Carnival:** ......................................................................

**Team Results:** ....................................................................................................................

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**Students Selected in Regional Team:** ..................................................................................

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**Other Relevant Information:** .............................................................................................

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**Suggestions for Future:** .........................................................................................................

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**Signed:** .............................................. **Date:** ....................................

 **Manager**

# BALONNE DISTRICT SCHOOL SPORTS ASSOCIATION



***DISTRICT CONVENOR’S REPORT***

**Team:** ..................................................................................

**Carnival Venue:** ......................................................................

**Dates of Carnival:** ......................................................................

**Team Results:** ....................................................................................................................

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**Students Selected in Regional Team:** ..................................................................................

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**Other Relevant Information:** .............................................................................................

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**Suggestions for Future:** .........................................................................................................

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**Signed:** .............................................. **Date:** ....................................

 **Convenor**