



# **REGIONAL OFFICIALS' HANDBOOK**

## **COACH - MANAGER - TRAINER INFORMATION**

**TO: Team Officials South West School Sport**  
**FROM: Tim Leadbetter, Regional School Sport Officer**  
**RE: Duties of Team Officials**

---

This handbook is to assist you with your pre planning, state championships and post carnival responsibilities. I trust it will assist in your preparations so that your experiences with School Sport will be as rewarding as possible.

In the Handbook I have listed a number of areas that may be of assistance as well as providing copies of the various forms that you will require in your duties. All forms are also available on the South West School Sport web site: [www.southwestschoolsport.eq.edu.au](http://www.southwestschoolsport.eq.edu.au)

If you are unsure or require further information regarding any aspect of your role or responsibilities please don't hesitate to contact me at the number below.

---

## Contents

<b>1. Background Information</b>	<b>Pg 3 – 8</b>
<b>2. Duty of Supervision</b>	<b>Pg 9</b>
<b>3. Duties of a Regional Coach / Manager</b>	<b>Pg 10 – 11</b>
<b>4. A Guide to Managing Regional Teams</b>	<b>Pg 12</b>
<b>5. Code of Conduct</b>	<b>Pg 13</b>
<b>6. Team Official Forms</b>	<b>Pg 14</b>
<b>7. Risk Management</b>	<b>Pg 15 – 18</b>
<b>8. Student Protection</b>	<b>Pg 19</b>

## **1. BACKGROUND INFORMATION**

### **Initial Administrative Paperwork**

The following completion of forms and notifications will be done by the RSSO:

- Booking & Payment of transport to & from the state championships.
- Booking & Payment of team officials' accommodation at the state championships.
- Payment of state nomination fee, team photos etc.
- Preparation of costings for the student's levy.
- Preparation of student invitation.
- Advising principals of student selections.
- Forwarding team lists to the state convenor.

### **Travel Arrangements**

All travel arrangements and bookings are made through the sports office. A copy is included with the invitation and/or in the team information that is sent to you. From 2020 all teams will travel by private transport with team officials being provided with a hire car. The RSSO will organise to meet with officials to collect the vehicle. Only staff who present a drivers licence are able to drive the vehicle. **The vehicle must be returned with a full tank of fuel.** Officials are to pay the fuel costs and forward an 'Expense Claim' form after the state carnival [including copies of receipts]. Upon receipt of the 'Expense Claim' form team officials will be supplied with the internal order so that a ExpenseMe Pro claim can be submitted.

Where a state carnival is held in a region in the north of the state, team officials will fly to & from the carnival. This will usually entail overnight accommodation in Toowoomba prior to departure. Team officials will meet the Darling Downs team officials and car pool utilising the organised hire car / van from Toowoomba to Brisbane airport. The hire car(s) is to be parked at Brisbane airport. The team official who drives is able to submit an out of pocket claim for the cost of this parking. Upon return the team officials will car pool utilising the hire car / van to Toowoomba. Team officials will be accommodated overnight in Toowoomba. Team officials will then return to their home centre the next day.

For state championships whose finish time will cause team official's to return to their home centre at a significantly late time. The team official is able to request an additional night's accommodation. This accommodation maybe in the host region or at a location part way on the return trip. The request need to be received by the RSSO within 3 days of the receipt of the state championship draw/ paying schedule. RSSO to coordinate bookings.

### **Accommodation**

Team officials are required to stay in the accommodation coordinated by the sports office. Standard accommodation for team officials is share (twin or triple). Team officials may request single accommodation. If granted team officials will be required to pay the additional cost incurred by the region. The RSSO will provide information to the team official around how the payment of the additional cost is to be made. Team officials whose child(ren) is also in attendance at the state championships are also able to request accommodation for their child(ren). If granted the team official will be required to pay the additional cost incurred by the region.

### **Team Officials Apparel**

All officials must have a polo shirt. South West policy is to provide all officials with an apparel discount equal in cost to that of the official's polo shirt. If an official already has one s/he is able to deduct the cost from that of other apparel purchased. Please note that the team apparel discount can only be applied to the team official restricted apparel items. Officials receive an order form in the copy of the invitation provided at the regional trial. This form will contain the code to enable access to the team official section of the South West School Sport online shop. Team officials must place and pay for their apparel orders through the online shop. To ensure team officials receive their apparel prior to going to appointed team's event orders must be placed by the same due date as the student apparel orders.

Officials wishing to order business shirts must order through the online shop by the end of Term 1. This is indicated on the apparel form received at the regional trial. Note that there will be one order only per year for this item; no stock is kept on hand.

### **Officials Allowances**

All officials of South West School Sport teams are paid a domestic travel allowance as determined by the SWSS Regional Sub Committee. This allowance covers all meal costs etc incurred during travel to and from, and while at, state championships.

### **Department of Education Employees:**

In order to receive their allowance, team officials will lodge a claim through ExpenseMe Pro (<https://intranet.qed.qld.gov.au/Services/Finance/expenditure/Pages/expensemeapro.aspx>). The apparel form received by team officials at the regional trial contains the internal order number and approver information required for this process. Team officials' domestic travel claim will be processed once the team official has completed the process in ExpenseMe Pro and once team official has returned from the state championships. Upon completion of this process payment will occur into the official's bank account they receive their fortnightly pay.

### **Non-departmental Team Officials:**

In order to receive their allowance, team officials will lodge a manual claim form through the RSSO. The team official upon appointment will receive the manual claim form and an EFT authorisation form. Upon the return of the EFT authorisation form the RSSO will create the official as a vendor in SAP. The manual claim form (once returned, upon the team official's return from the state championship) will be forwarded to accounts payable to process payment. The domestic travel allowance will then be paid into the officials' nominated bank account.

An approved approval of duties form must be submitted with each claim for it to be processed.

### **Officials Expenses**

The region is generally invoiced for costs associated with State Championships eg photos, jersey laundry. Should there be any additional expenses incurred by team officials eg taxi fares to hospital, fuel for hire car, include receipts for these with the team official's expense sheet and forward to RSSO on your return from the state championships. Upon receipt of the receipt(s) and team official's expense sheet, the RSSO will complete the internal order number and approver on the team official's expense sheet and return it back to the team official. The team official will then complete an out of pocket expense claim through ExpenseMe Pro (departmental employees only) (<https://intranet.qed.qld.gov.au/Services/Finance/expenditure/Pages/expensemeapro.aspx>). Non-departmental team officials will be required to claim out of pocket expenses in their manual claim form for their domestic travel allowance.

### ***TRS for Staff Involved as Regional Officials***

The SWSS pays TRS for Convenors at regional trials and for coaches/managers/trainers for playing days at & travel days to and from state championships and Darling Downs regional trials. Note that in cases where all regional officials come from the same school/district, an extra TRS day will be supplied to ensure that school/district teams are accompanied by a teacher at the regional trials. Where travel arrangements cause a team official to be accommodated on the final day of the state championship an additional TRS day (or half day) will be allocated for the following school day. TRS will be paid to schools in accordance with their approval of duties listed roster. **No TRS is available for training days.** Training days are to be negotiated between teachers and their schools.

The system of payment of TRS, for teachers involved in South West Regional Sport, is as follows:

1. RSSO advises schools of teachers appointed as Regional Team Officials [Convenor, Coach, Manager, Trainer] the dates, and number of school days, they will be absent from school through SAPA checking spreadsheet and appointment list.

2. Regional Team Official returns a completed 'Approval of Duty' form, signed by the school principal. This is to confirm that the school will be requesting TRS for the replacement of the staff member. No TRS payment will be made until the sport office receives this form.
3. South West School Sport submits SAPA schedule payment template to School Financial Resourcing branch for payment via schedule.

### **QSS State Carnival Bulletins**

State Carnival Convenors/Regions will send all relative information through the sports office. RSSO will make notes on the bulletins regarding who is to do what and the due dates and forward this on to you.

### **State Meetings/Conferences/State Dinners/Regional Delegates**

These are a compulsory part of your responsibility while at the carnival. It is here that decisions are made for future carnivals and changes to rules/organisation and management procedures. You may also be required to vote as a delegate of our region.

As well, South West also appoints one of the regional officials to act as the regional delegate to the school sport specific management committee. As such you may be required to participate in teleconferences, respond to requests for information etc from the state body. Always remember that while you are the regional delegate you must consult with the RSSO or the Sport Board before committing the region to a vote on any issue.

### **Student Invitation**

Every student selected in a regional team receives an invitation at the conclusion of the trials. This invitation explains travel arrangements, their responsibilities as a member of a team, associated team costs, uniform order, permission/student detail forms and conditions of participation. The invitation is prepared by the RSSO and brought to the regional carnival.

If team officials have information that needs to be included in the invitation, eg training schedule, they need to forward it to the RSSO at least one week before the regional carnival.

### **Student Details/Permission/Medical Forms**

Team managers should familiarise themselves with the student details, take particular attention to any allergies, medical conditions or relevant family history. Ensure that all team officials are aware of any issues detailed in the forms. Team officials need to take these forms with them to state championships.

**All student forms MUST BE returned to the RSSO on the teams return from the state championships for filing/record keeping.**

Included in each student's invitation is a 'QRSS Consent Form'. The parents will return this form with other paperwork to the team manager. If there are any consent issues the RSSO must be advised immediately so that the information can be included in the 'QRSS Team List and Consent Summary' which is sent to the host region. If parents/students do not give permission, team officials need to be aware of these students and take steps to ensure their names, pictures etc do not appear in any media.

### **Student Apparel Orders**

Student apparel orders are through the South West School Sport online shop. Team officials who have consented to receiving reports from the online shop will receive these once a week across the year. This report indicates whether students have paid their compulsory levy. Whilst it doesn't detail what apparel was ordered it indicates to the team official that the order has been placed.

Team officials need to keep on top of which students have placed an order and contact those outstanding as the closing date nears.

### **Accounting**

Student payment is through the South West School Sport online shop. The online shop accepts credit card payments only. Whilst there are other payment methods available this is the most desirable method. **Team officials will be required to consult with the RSSO when parents are unable to pay the online shop via credit card.**

### **Student Funding**

Some students will obtain funding for the financial costs involved in their team participation. Team managers need to be aware of which students in their team are seeking to obtain funding and the source of the funds. One source of funds for indigenous students is through SWIN [South West Indigenous Network]. If students in your team are applying for SWIN funding, team managers need to work with the families to ensure the application is submitted in a timely manner as approval can take some time. There are SWIN sport & rec officers located in most major centres in the region who are available to assist families in the preparation of applications. Details of officers & the online application form are available on the SWIN website – [www.swin.org.au](http://www.swin.org.au)

### **Student Contact at State Carnivals**

For those students staying privately ensure that you have a contact address/mobile phone number at the championships. In many cases parents return forms with this section marked 'Unsure will advise'. It is important to follow these up before departure.

### **Sports Equipment**

In cases where equipment is of a specialist nature or is not used by students/schools in everyday sport, teams are supplied with equipment eg Softball catcher's gear. For other sports the team officials are to organise equipment.

A first aid kit is provided for each team. If any extra material is needed eg extra strapping tape, team officials are to notify the RSSO well in advance of the Regional Carnival so that arrangements may be made.

### **Team Training**

Please familiarise yourself with the South West training policy [detailed below] for team sports. Everyone wants students to be the best prepared as they possibly can be to participate at state carnivals. However, officials please be mindful when organising training sessions of the impost placed on parents and students [travel distances, accommodation etc]. Be aware that students in your team may also have gained selection in another South West team and will also be involved in training for that team. Where both boys and girls teams and/or different age divisions in a sport are selected, consult with the officials of the other teams in an endeavour to coordinate training times. If possible team officials should consider utilising trial games as part of their training schedule.

- Team officials must hold 3 training sessions.
  - 3 individual days.
  - Combination; 1 weekend camp (Saturday and Sunday sessions) and 1 individual days.
- Minimum session time: 3 hours.
- 1 training session must be held in Roma after the apparel payment due date.
  - This session will facilitate the team outfitting (apparel distribution and exchange for incorrect sizing).

When training sessions are organised, team officials need to complete the 'Team Training Schedule' form, signed by your principal. A copy needs to be sent to the RSSO and another kept at your school. This process needs to be completed before the regional trial. This way the training schedule can be provided to students and parents in the regional invitation. Students are required to communicate if they are unable to attend training sessions to the team officials.

The 'Team Training Schedule' form provides coverage in the event of accidents while travelling to/from training and for injuries sustained at training. It acknowledges that staff



participating in South West team training sessions are doing so as an extension of their normal duties. Training session details are to be included in the 'QRSS Risk Assessment Form' completed by the team coach.

Please note: Trainings for Swimming, Cross Country & Track & Field are set as part of the regional calendar. Trainings for other individual sports [Aquathlon & Triathlon] are strongly encouraged.

### **Equality of Playing Time**

It is the team officials' duty to ensure that all students in regional teams are provided with equal playing time at state championships. There will be times where this is not possible eg illness, injury. In order to avoid possible criticism from students/parents where they feel they have been disadvantaged, it is good policy to advise students of reasons for not giving them game time where applicable.

### **Late Withdrawal Policy**

A student who chooses to withdraw from a regional team after the payment and forms deadline will be subject to show cause to the South West School Sport Regional Sub Committee. Through investigation of the late withdrawal the South West School Sport Regional Sub Committee may choose to impose consequences on the student.

### **Player Replacement Policy**

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

A student may choose to withdraw from a regional 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 regional sports office. A student choosing to withdraw after the payment timeline as elapsed may be asked to show cause as per the regions late withdrawal policy.

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

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

A student withdrawing from a regional team must be replaced up until 2 days prior to the start of the state championship.

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

1. Communication to regional sport office 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 RSSO.
4. RSSO to prepare shadow invitation / paperwork.
5. RSSO to send shadow invitation / paperwork to manager.
6. Manager to communicate offer of invitation to student and send paperwork.
7. Student to adhere to timelines (acceptance, payment and forms) within paperwork.

### **Sun Safety Policy**

It is important that while away with students that the Sun Safety Policy is followed. Be aware of the policy and be seen to enforce those aspects re wearing of hats & sunscreen. As well, it is important to act as a role model in relation to sun safe strategies.

### **Reports**

The following reports have to be completed on your return and sent to the RSSO as soon as possible after your return from the State Championship:

- State Carnival Report

- Discipline Report [if applicable]
- Accident Report [if applicable]

As these reports are official be mindful of the wording and presentation, electronic versions are preferred. All reports are able to be downloaded from the SWSS website and emailed to the RSSO.

### **Professional Development**

South West School Sport strongly encourages all persons to build and develop their capacity. South West School Sport is able to fund professional development across the following 3 areas:

- Regional initiatives
- District initiatives
- Individual initiatives (up to 50% of the costs associated with level 1 coaching courses / Level 1 sports trainer courses and league safe courses)

All 3 areas require the submission of the professional development application form to the regional sports office. The application form is available from the South West School Sport website (<https://southwestschoolsport.eq.edu.au/support-and-resources/officials-information/professional-development>).



## **2. DUTY OF SUPERVISION**

### **South West School Sport Team Officials Duty Of Supervision**

- a) At all times Managers and Coaches must display exemplary conduct as a model for students. All team officials are to be aware of Policy and Procedures Register regarding student protection and the principles, accountabilities etc that it invokes. Where the students are in team official's care ensure that they are supervised to a level that would satisfy a prudent parent/guardian
- b) Please remember that your first responsibility is to the students. Your social calendar must take second place to your duty of care. Please be aware also of the sharing of responsibility while away. Do not impose yourself on your fellow team officials to assume more supervision than yourself.
- c) During the championships it is important that at least one team official can be contacted at night. There may be student illness, accidents etc. Included in the Student Invitation are contact details for team officials during the championships.
- d) The team officials must enforce all areas of SWSS and QSS Codes of Behaviour to all team members. In any cases of student misbehaviour the RSSO is to be contacted regarding the incident and a written report presented immediately upon the team's return.
- e) In the event of a major instance of misbehaviour [eg drinking alcohol, absent without permission, moral misconduct etc] the procedure should be as follows:
  - i Contact RSSO immediately.
  - ii Forward a written report of the incident to the RSSO immediately.
  - iii Contact the student's parents.
  - iv Where possible arrange for the student to be sent home immediately.  
Where this is not possible, closely supervised alternative accommodation must be arranged.
  - v The student must be withdrawn from further competition at the Championship.
  - vi Contact with the Principal of the school, and the forwarded report, will be the responsibility of the RSSO.
- f) A teacher as a team official of a school sporting team is responsible for supervision of students at all times unless the students are in control of parents/care givers. The team official must ensure that procedures are in place which enable the students or parents/care givers to be able to contact them at all times.
- g) If team functions are organised at state championships eg evening BBQ, please ensure that all students/parents are aware of arrangements. Avoid organising functions that could place undue strain on parents/students eg cost.

### **3. DUTIES OF A REGIONAL COACH AND MANAGER**

#### **DUTIES OF REGIONAL COACH**

If you are appointed as coach of a team for which a manager is not appointed, you are required to perform the duties of that position also.

**The primary task of the coach of a regional team is to be responsible for its selection, training/coaching where geographical location of the students involved allows, and participation in state championships.**

To that end, these are some essential duties:

- a) Address all students at the regional championships prior to the commencement of competition to ensure that they are aware of the selection procedures/criteria and commitment required of those selected in the regional team.
- b) Address the selected students to give detail (preferably in print) of any training sessions proposed for those able to attend.
- c) Accept full responsibility for training/coaching the selected team.
- d) Organise venues for training sessions and preparation matches. Try to find out dates of other training or matches in which selected students are likely to be involved to avoid clashes.
- e) Plan coaching sessions that are active and varied.
- f) Lead by example in all matters. e.g. punctuality, appearance.
- g) Ensure sufficient equipment in good condition is available for training sessions and matches. (Any purchases must be authorised by the Regional Sports Officer).
- h) Take complete charge for equipment during training and matches.
- i) Be responsible for on-field behaviour and appearance of team members.
- j) Endeavour to develop a positive team spirit.
- k) Ensure at the end of each training session or match that all students know the arrangements for the next.
- l) Ensure that all team members have equal opportunities in front of the selectors at the state championships.
- m) Liaise with the manager at all times in all aspects concerning the team. e.g. uniforms, dress, behaviour.

## **DUTIES OF REGIONAL MANAGER**

If you are appointed as manager of a team for which a coach is not appointed, you are required to perform the duties of that position also.

**The primary task of the manager of a regional team is to ensure the proper conduct and welfare of team members to a level that would satisfy a prudent parent or guardian.**

To that end, these are some essential duties:

- a) Address the selected students. Emphasise the "Team Members' Code of Behaviour" which will be attached to the "Invitation To Compete".
- b) Complete a "Team List" and give it to the Regional Sports Officer *immediately*. The Regional Sports Officer will notify the Principal of each school with students involved. Schools will be provided by the Regional Sports Officer with a copy of the invitation and any other information issued to students.
- c) Study all detail forms and note any special problems. e.g. medical. Be aware of departmental policy for administering medications to students. Be aware of any special circumstances that might create later problems. e.g. students from isolated communities, no home telephone contact.
- d) Liaise with the coach on all matters of team preparation.
- e) *At the State Championships:*
  - When using buses for ground transfers, roll calls must be observed at all times.
  - Be responsible for dress, general behaviour and supervision of all team members.
  - Ensure awareness and observance of all aspects of the "Code of Behaviour".
  - Remain with the team while at the carnival site.
  - Remain with the team members until placed in charge of parents/care givers. If you have to leave (e.g. With an injured student) you must advise another regional official or other person who can assume responsibility for the remaining students.
  - Be available to attend officials' meeting or other carnival meetings, (please remember - decisions from these meetings can only be recommendations to your parent body.)
  - Pass on all relevant paperwork to carnival organisers.
  - In case of serious misconduct by a student, make immediate contact with the RSSO and note details in case of later investigation.
  - Make suitable arrangements for the control of pocket money and the protection of valuables.
  - Attend to first aid requirements and note details of any injuries received by a team member. (Details of injuries on an Accident Report will be required to be attached to your report. Advise the student's parents of the details as soon as possible.)
  - In all cases of misconduct, issue a separate written Disciplinary Report to Principal/s of school/s involved and to the Regional Sports Officer.

#### 4. A GUIDE TO MANAGING REGIONAL TEAMS

TIME	NAME OF DOCUMENT	COMMENT
<b>As soon as possible after appointment</b>	Application for Approval of Transfer of Duties	Through Principal – This is the form that is necessary for TRS allocation to schools and workcover for the activity.
<b>Prior to Regional Selections</b>	Training Schedule	Confer with Coach.
<b>At Regional Selections</b>	Team List	Complete 2 Team Lists - 1 to RSSO. Photocopy the second for check lists. (Include shadows)
	Contact Details	Ensure that all students have completed a contact details form [completed legible & that it is legible].
	Training Schedule	Issue training schedules [signed by principal].
<b>Prior to Departure to State Championships</b>	Student Information	Check Student Details, Media Release and Parent Permission Forms. Note any potential concerns/areas of note eg allergies, custody rights.
	Team Story	For State Championships Program if applicable.
	Information Note (Parents)	This is for team members and their parents and should include: Draw, Times of Games.
<b>Upon Return from State Championships</b>	Team Report	This is only a guide. Take a copy to the Championships and complete roughly there. <b>Include any Accident Reports and/or Disciplinary Reports.</b> Remember, this report will be forwarded to team member's schools and State Sport Bodies, use appropriate wording and setting out. An electronic version is preferred.
	Student Forms	Return to RSSO with Team Report.

## **5. CODE OF CONDUCT**

- Abide by the Department's Code of Conduct at all times.
- Adhere to appropriate mandatory reporting requirements.
- 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.
- Show respect and behave in a manner that respects the rights of all others regardless of the medium of communication used, e.g. verbal, physical, digital media such as Twitter, Facebook, email and texts.
- 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.
- Avoid over-playing the talented players. All players need and deserve equitable time.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Compliment participants on their efforts.
- Condemn unsporting behaviours.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Refrain from criticism of, or reaction to, the umpires/referee's judgment and decision.
- Maintain a standard of dress appropriate to the presentation of the team.
- Refrain from over-zealous coaching from the side-line.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden while in the direct supervision of students.

Attention is drawn to the 2009 changes to the Department's Code of Conduct regarding interactions with students, namely:

### Section 2.2.2 (b) Interactions with Students

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

## **6. TEAM OFFICIAL FORMS**

Following is a list of the various forms that you may require as a South West School Sport Team official. Please read them carefully in conjunction with the School Sport Handbook.

- **Approval of Duties:** This form must be signed by your principal and forwarded to the RSSO as soon as possible after your appointment.

**THIS IS THE FORM THAT USED TO DETERMINE TRS PAYMENTS TO TEAM OFFICIALS SCHOOLS and PROVIDES WORK COVER FOR TEAM OFFICIALS IN THEIR ROLES IN CONJUNCTION WITH THE TEAM.**

- **Team Officials Apparel Order Form:** Is a guide only. Please note that this form contains the sports code for the team official catalogue (apparel order must be placed and paid through the online shop), the promocode for the team officials polo (short sleeve), the internal order number and approver for ExpenseMe Pro (when claiming team official's allowance)
- **Team Officials Report:** To be completed in conjunction with other team officials and forwarded to the RSSO within two weeks of return from State Championships.

Remember that this form is forwarded on the student's schools. A professional style must be used when compiling the report. Preferably, download an electronic version from the School Sport Website.

- **Accident Report Form:** Any forms to be included with team report.
- **Disciplinary Report Form:** Any forms to be included with team report. See previous section for process for dealing with discipline problems.
- **Training Schedule: THIS FORM NEEDS TO BE SIGNED BY YOUR PRINCIPAL. IT PROVIDES WORK COVER WHILE OFFICIALS ARE INVOLVED IN TRAINING SESSIONS WITH THE TEAM.**
- **Expense Sheet & Details:** Explains what expenses may be claimed.
- **Team Member Details:** Each team official to have a copy [with a copy to RSSO].
- **Risk Assessment Form:** Each team participating in a state carnival is to complete the form and return to RSSO with the team report.

### **NOTE:**

**All forms are available on the South West School Sport web site, <https://southwestschoolsport.eq.edu.au>, in the section 'Regional Officials/Regional official forms'.**

## **7. RISK MANAGEMENT**

### **Risk Assessment Guidelines**

The Department of Education (DoE) is committed to the health, safety and well-being of students, staff and others involved in all curriculum activities conducted at schools or other locations. To that end a set of activity-specific guidelines outlining risk level, qualifications required, and identified hazards has been developed.

DoE's Policies and Procedures Register [PPR] provides convenors with planning processes to identify, minimise and mitigate the inherent risks involved in school sport activities. The module Managing Risks in School Curriculum Activities and School Excursions are located at:

- EQ intranet: <http://ppr.ged.qld.gov.au>
- EQ internet: <http://education.qld.gov.au>

Team Officials of South West School Sport teams are required to complete the Queensland Representative School Sport Risk Assessment Form. This form **MUST** be given to the RSSO prior to the regional team commencing training (for the coach) or heading to the state championship event (for the manager). The RSSO then retains the form as per departmental requirements.



## Risk Assessment

All officials are to complete the risk assessment process as a Convenor, Coach or Manager for each sport they are involved in at every level. The following documents are to be used to complete the Risk Assessment:

- **Risk Assessment Handbook** developed by QRSS.
- [Sport specific](#) guidelines contained in the DoE CARA to ensure the most up to date requirements are being met.

### Part 1 - Confirmation of annual training completion

1. To be completed after the trial/event has been assessed.
2. Submit to the representative listed at that competition level four (4) weeks prior to the trial/event.

<b>District</b>	District Chair/delegate
<b>Regional</b>	Regional Committee responsible officer (eg. RSSO)
<b>State</b>	QRSS responsible Sports Officer
<b>National</b>	QRSS responsible Sports Officer

*\*High/extreme activities (as shown on page 4) are to be submitted to the RSSO, Principal, Deputy Principal, Head of Department, Committee Chair*

3. Approving officers will:
  - Check/sign and return to the Official to store appropriately according to DoE guidelines.
  - Record the details of the risk assessment on the Risk Register and store according to DoE guidelines.

### Part 2 - Risk Assessment

1. Tick your Official role for the trial/event (you may be in more than one role).
2. Ensure that all hazards have been identified and appropriate control measures have been put in place.
3. Complete the Assessment column.

### Risk Levels

Inherent Risk Level		CONSEQUENCE if an incident were to occur			
		MINOR Injury requiring First Aid treatment	MODERATE Injury requiring medical treatment	MAJOR Injury requiring specialist medical treatment or hospitalisation	CRITICAL Injury resulting in loss of life or permanent disability
LIKELIHOOD of an incident occurring without control measures in place	<b>ALMOST CERTAIN</b> Expected to occur in most circumstances	Medium	High	Extreme	Extreme
	<b>LIKELY</b> Will probably occur in most circumstances	Medium	High	High	Extreme
	<b>POSSIBLE</b> Might occur occasionally	Medium	High	High	High
	<b>UNLIKELY</b> Could happen at some time	Low	Medium	Medium	High
	<b>RARE</b> May only occur in exceptional circumstances	Low	Low	Low	Medium

## Risk Assessment Roles and Responsibilities

R: Responsible (performs the task)      C: Consulted (provides information or advice)  
 A: Accountable (owns the outcomes)      I: Informed (advised of decisions/outcomes)

\*There may be instances where the coach is the manager and/or convenor of the event at that level of trial and need to complete other key official roles and responsibilities.

Key official	Convenor	Coach	Manager
Understand all policies and procedures	R	R	R
Understand the <a href="#">Student Protection Guidelines</a>	R	R	R
Read the sport specific page in the QRSS Risk Assessment Handbook	R	R	R
Complete QRSS Risk Assessment form for the district, regional trial, State/National Championship or Interstate exchange.	R	R	R
<b>Briefings</b>			
Brief all team officials at the pre-event meeting regarding any potential hazards, safety controls at the venue and departmental policies.	R	C	C
Provide any relevant QRSS risk assessment guidelines to all supervisors of the activity	A	R	R
Brief all team members regarding any potential hazards, safety controls at the venue and departmental policies including Codes of Conduct.	C	R	R
Brief all team members and carers regarding requirements at training and championships	C	R	R
<b>Emergency action plans</b>			
Ensure that all supervisors are aware of the emergency contingency plans for the event including First Aid accessibility.	A	R	R
<b>Environmental conditions (venue and weather)</b>			
Complete a physical inspection of the playing/training venue, playing and spectator area.	A	R	I
<i>Ensure that:</i>			
• Playing area is marked appropriately with appropriate clearances	A	R	I
• Protective padding is in place	A	R	I
• Adequate water and change rooms available	A	R	I
• Appropriate briefing area is available	A	R	I
• Adequate sun safety measures in place (if applicable)	A	R	R
• Parking available/appropriate drop off locations	A	I	I
• Monitor weather conditions and implement heat/storm policy if required	A	R	R
<b>Trials, training sessions and State Championships</b>			
• Activities are age and skill appropriate	A	R	I
• Activities are clearly articulated and age appropriate	A	R	I
• Hazards are identified and removed	A	R	I
• Consideration is given to environmental factors such as heat and player exertion levels	A	R	I

## Risk Assessment processes for Officials

\*There may be instances where the coach is the manager and/or convenor of the event at that level of trial and need to complete other key official roles and responsibilities.

Coach	<p><b>Prior to the event:</b></p> <ul style="list-style-type: none"> <li>• Understand your role when completing the Risk Assessment as outlined in this document.</li> <li>• Consult QRSS Risk Assessment Handbook for sport specific information.</li> <li>• If required, liaise with Manager to ensure all student information required for event participation (consent, parent contact details, medical details, Principal consent etc.) has been submitted prior to training/event.</li> <li>• Liaise with manager and parents (if required) of students with special needs, ensuring that participation is inclusive and safe for ALL students.</li> <li>• Prepare equipment, facilities and training program in accordance with QRSS Risk Assessment Handbook.</li> <li>• Liaise with manager to ensure appropriate First Aid (Eg. First Aid Official, First Aid kit) is available for training/event.</li> <li>• Brief players on the Code of Conduct as per QRSS Team and Event Handbook.</li> <li>• Communicate with the Convenor (if required) regarding facility, trial/tournament processes and venue requirements.</li> <li>• Complete Risk Assessment (at least 4weeks before the start of the trial/event or as requested) and submit to appropriate representative for the trial/event you are convening.</li> <li>• Complete concussion training</li> </ul> <p><b>During the event:</b></p> <ul style="list-style-type: none"> <li>• Inspect environmental conditions (weather, equipment, safety measures and venue) prior to each game to identify potential hazards.</li> <li>• Liaise with convenor and manager to brief players on emergency procedures, competition procedures, facilities, playing conditions on the day, sun safety, hydration and amenities.</li> <li>• Ensure appropriate First Aid (Eg. First Aid Official, First Aid kit) is available for training/event.</li> <li>• Brief players on playing conditions, event and competition procedures as appropriate.</li> <li>• Implement emergency or critical incident management plans as required.</li> <li>• As per QRSS Team and Event Handbook:             <ul style="list-style-type: none"> <li>○ Liaise with manager to record incidents / injury according to the QRSS Risk Assessment Handbook.</li> <li>○ Report student protection information when required in consultation with the Team Manager.</li> <li>○ Implement sun safe procedures, concussion protocols and hydration procedures.</li> </ul> </li> </ul>
Manager	<p><b>Prior to the event:</b></p> <ul style="list-style-type: none"> <li>• Understand your role when completing the Risk Assessment as outlined in this document.</li> <li>• Consult QRSS Risk Assessment Handbook for sport specific information.</li> <li>• Collect all student information required for event participation (consent, parent contact details, medical details including the administration of medication, Principal consent etc.).</li> <li>• Store student information according to department guidelines, noting students with specific needs (health plans, medical conditions, disability etc.).</li> <li>• Liaise with coaches and parents (if required) of students with special needs ensuring that participation is inclusive and safe for ALL students.</li> <li>• Liaise with the coach to organise appropriate First Aid (Eg. First Aid Official, First Aid kit) for training/event.</li> <li>• Provide relevant student and team details to event convenor or sport specific committee.</li> <li>• Prepare and deliver communications for parents, players, coaches and volunteers regarding competition procedures, payment, uniforms, travel and event details.</li> <li>• Brief players and parents on the Code of Conduct as per QRSS Team and Event Handbook.</li> <li>• Complete Risk Assessment (at least 4weeks before the start of the trial/event or as requested) and submit to appropriate representative for the trial/event you are convening.</li> <li>• Complete concussion training</li> </ul> <p><b>During the event:</b></p> <ul style="list-style-type: none"> <li>• Liaise with the convenor and brief the coaches, volunteers and event officials regarding emergency procedures, competition procedures, facilities/amenities, playing conditions on the day, sun safety, hydration and individual plans for students with special needs.</li> <li>• Brief team spectators and parents on playing conditions, event and competition procedures as appropriate.</li> <li>• Implement emergency or critical incident management plans as required.</li> <li>• As per QRSS Team and Event Handbook:             <ul style="list-style-type: none"> <li>○ Liaise with coach to record incidents / injury and QRSS Risk Assessment Handbook</li> <li>○ Report student protection information as required in consultation with the coach.</li> <li>○ Assist coach to implement sun safe procedures, concussion protocols and hydration policy.</li> </ul> </li> </ul> <p><b>Post event:</b></p> <ul style="list-style-type: none"> <li>• Liaise with convenor and appropriate QRSS representative regarding any incidents (if required).</li> <li>• Submit required documentation to the responsible officer on completion of the event.</li> </ul>



## 8. STUDENT PROTECTION CRITICAL INCIDENT FLOW CHART

### QUEENSLAND SCHOOL SPORT: STUDENT PROTECTION GUIDELINES



The immediate safety of a student is the foremost consideration. In the case of an emergency or where there is a concern that a child could be at immediate risk of harm, consider what actions may be necessary to protect the child. This could include calling Child Safety or the QPS, or calling 000. Mandatory reporting obligations also apply.



#### KEY CONTACTS

**Host Representative School Sports Officer contact details can be found in the state championship officials handbook**

**Principal Advisor Student Protection role summary and contact list:**

<https://intranet.qed.qld.gov.au/Students/studentprotection/Pages/default.aspx>

\*Harm can be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation. You must act – refer to the [Student Protection Procedure](#) for more information