SOUTH WEST SCHOOL SPORT

#### COMPETITION PROCEDURES

#### CONDITIONS

#### AND

#### RULES

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1. **REGIONAL TRIALS**

1.1 Regional Trials will be conducted at times and venues as decided by the South West School Sport Board.

* 1. Regional Convenors will be appointed at the November meeting of the South West School Sport Board.
     1. If no applications are received for a regional convenor position the appointed regional team official will automatically be appointed as the regional convenor.
        1. In the event the regional trial has more than one appointed regional team official. The team official with the most regional experience will be appointed.
        2. If the regional team official’s experience is the same the RSSO will decide through consultation with the regional team officials.
     2. If no applications have been received for the regional team official position or the appointed regional team official declines the convenor will be listed as a vacancy on the team officials vacancy list.
  2. The Regional School Sport Officer [RSSO] will obtain Regional Office approval for all activities approved by the South West School Sport Board.
  3. Ages of students participating in Regional Trials 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.
  4. In Twelve Years and Under Trials students must be Twelve [12], Eleven [11] or Ten [10] years of age in that year to be eligible to participate.
  5. In Twelve Years and Under Trials all students turning twelve years of age in that year are eligible to participate regardless of their school year level.
  6. In Eighteen/Nineteen Years and Under Trials and Fifteen Years and Under Trials students turning thirteen years of age in that year are eligible to participate regardless of their year level.
  7. Students participating in Regional Trials must attend an affiliated school at the time of the regional trial.
     1. Students participating in the regional team must attend an affiliated school at the time of the state championship event.
  8. It is the school’s responsibility to ensure that students attending Regional Trials are aware of Departmental Codes of Behaviour.
  9. In team sports, nominations will be accepted on the basis of one team per district per age group.
  10. Where districts do not conduct trials, schools are to identify suitably skilled individuals. Schools then nominate these students to their district executive who will nominate these students on behalf of the district.
  11. In non-team sports, the South West School Sport Management Group will decide on the number of nominations per event, per school per district.
  12. Transport to and from the Regional Trial is the responsibility of each participating school/district.
  13. Excursions will not be organised in conjunction with Regional Trials.
  14. No more than two [2] school days may be used to conduct a Regional Trial.
  15. South West Sport Region 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.
  16. The organising committee for a Regional Trial is responsible for:
* The program, including the draw and method of scoring.
* The provision & allocation of officials.
* The closing date for nominations (one week before the regional trial date)
* 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.
* Invitations to sponsors.
* Setting up a Disputes Committee.
* Rules, including variations and modifications.
* Providing the RSSO with a copy of all Information Bulletins for distribution to schools/districts.
* The method of deciding the championship winner that must be communicated to all team officials prior to the start of the championships.
* Compilation of a Budget for costs associated with the conduct of the Regional Trial/Championship. Budget to be submitted for approval to the RSSO at least three [3] weeks prior to the event. No expenditure to be made prior to budget approval.
* Conduct of a Risk Assessment Process. Stage 1 to be conducted prior to the day of the Regional Trial/Championship. Stage 2 to be conducted on the day of the Regional Trial/Championship. [See Appendix D].

1.19 All costs associated with the running of the Regional Trial as detailed in the Regional Trial Budget will be met by South West School Sport upon receipt of a valid Tax Invoice.

**1.20 Registration of New Sports**

1.20.1 Procedures for Sports and Districts wishing to put a case for the establishment of South West Regional Schools Representative Teams. See Appendix A for Assessment Tool to be used and Appendix B for Flowchart.

1.20.2 ***Selection Criteria***

**Participation / Popularity of the School Sport**

* Demonstration that the sport is being played amongst schools.
* Demonstration that the sport has some competition structure both at the school and community base.
* Demonstration that teachers within the school system are interested and involved.

**Infrastructure and Management Considerations**

* Demonstration that the sport has an infrastructure on a statewide basis.
* Demonstration that local Association / Community groups or schools are active and have been for a significant time with regard to supporting the sport.
* Demonstration that there are cross-district organisers or committees for the sport.
* Demonstration that facilities are available and accessible to schools and their students.

**Sport Selection Process**

* Information needs to be presented indicating that all selection criteria can be addressed.
* Districts must have endorsed support from their Principals for the initial submission.
* Advocates will present their submission for the sports admission as a representative sport to their district and then to the Regional School Sport Board.
* The Regional School Sport Board will consider recommendations for inclusion / exclusion of representative school sports.
* Final selection and endorsement will be made in the overall context of demonstrated organization, TRS considerations and outcomes of respective sports.

1. **REGIONAL TEAM SELECTION PROCEDURES**

**2.1 Criteria**

2.1.1 The major criteria for selection will be performance of the students at the Regional Trial. 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 regional 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 South West School Sport team selected at those trials subject to section 2.1.1 above.
         * The SWSS Code of Conduct highlights the level of expected behaviour of students when participating in/attending SWSS 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 SWSS events.
    2. As a general rule students must attend the Regional Trial to be considered for selection. A student who has an approved absence, [illness, family bereavement, higher level of competition], at the time of the Regional Trial, **may** be considered for selection providing written application has been submitted to the RSSO prior to the commencement of the Regional Trial. Application to be made through the students school, be approved by the principal and submitted using the ‘QSS Absentee Application Form’.

2.1.4 See Appendix C for Selection Criteria/Process for Swimming, Cross Country and Track & Field.

**2.2 Regional Team**

* + 1. In team sports, the state management committee of the particular sport determines team size.
    2. In individual sports, the number of students attaining set qualifying times/distances will determine team size.
    3. Train-on squads will not be selected.
    4. Shadow players [maximum of six] who are suitably skilled will be selected and announced. Selectors will advise the Regional School Sport Officer of the names of shadow players.
    5. The regional team will be announced at the conclusion of the Regional Trial.
    6. The RSSO will notify schools of student selections.
  1. **Selection Panel**
     1. In team sports the selectors will be the Regional Coach, Regional Manager and Regional Convenor or a qualified person appointed by the convenor. The Chair of the panel will be the Regional Coach.
     2. In individual sports, selections will be made according to set times and distances as laid down by the State Management Committee of the particular sport.
     3. Where no such times or distances are laid down, the Regional Management Group will set the qualifying times and/or distances.
     4. In all cases of individual sports the selectors will be the RSSO, Regional Team Chief Manager and the Regional Convenor or delegate.
  2. **Procedures**
     1. The selectors will meet on a regular basis on each day of the Regional Trial.
     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 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.

1. **RESPONSIBILITIES FOR CONDUCTING REGIONAL TRIALS**

**3.1 South West Region School Sport will:**

* Seek departmental approval through the QSSC and Regional Offices for the conduct of the Regional Trial.
* Ensure that no more than two [2] school days are used to conduct the Regional Trial.
* Determine the date, venue and convenor of the trial/championship.
* In non-team sports, determine the number of nominations per event per school or district.
* Notify schools of students selected in Regional teams.
* Set qualifying times and distances in those individual sports where the State Management Committee for that sport has not done so.
  1. **The Host District will:**
* No later than four [4] weeks prior to the event, advise the RSSO] of the competition venue, date, playing schedule, accommodation available, closing date for nominations and any other relevant information concerning the event. This information to be then forwarded to the competing districts/schools.
* No later than three [3] weeks prior to the event, advise the RSSO of the anticipated costs of running the Trials by submitting a Proposed Budget on the appropriate form.
* Have responsibility for all organisation of the trial/championship unless otherwise agreed with South West School Sport.
* Forward all information, including rules and playing conditions, to the RSSO who will then disseminate to all school/districts/interested personnel.
* Ensure that QSS Codes of Behaviour are adhered to at all times.
* Ensure that medical care is available.
* Immediately contact the RSSO for resolution of any dispute that cannot be settled.
* Within one month of the completion of the Regional Trial provide a written report on the event.

1. **REGIONAL POLICIES**

4.1 All teams contesting State Championships must be Regional Teams.

* 1. No pupil will be absent from school for more than five [5] days to participate in a particular sport up to and including the Intra State Championship. Exception: 18 years Rugby League who may attend a training camp for x days prior to the state championship to combine with students from south coast region.
  2. The School Principal must sign and return to the Regional School Sport Officer the ‘Principal’s Consent Form’ for student participation and the ‘Team Official Application Form’ for staff participation as team officials.
  3. Regional Officials must be aware of their duties and responsibilities as outlined in the Regional Team Official Handbook.
  4. Regional 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.
  5. Teachers appointed as officials for regional teams must be replaced for the period of their absence.
  6. All correspondence relating to regional school sport must pass from the team officials to the RSSO to parents and principals. The reverse process should occur where applicable.
  7. Regional teams will contest State Championships only in those sports approved by the South West School Sport Board.
  8. As a general rule, teachers will be appointed as team officials for one regional team per year.
  9. Where possible one team official for regional Rugby League teams be the same gender as the team.
  10. Team members must attend pre championship training unless engaged in a school-based activity approved by the Regional Management Committee concerned.
  11. All team members travel to and from the State Championships will be independent travel.
  12. All team members must comply with the regional behaviour management policy and Codes of Behaviour. The team officials are the representative of the sports board 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.
  13. If a student withdraws from the regional team, after the nominated date and without a reason approved by the Executive of the appropriate Regional Management Group, then that student may be suspended from all South West Region School Sport activities. The Executive of the Regional Management Group and RSSO, after consultation with the school principal, and taking into account all relevant information, will decide on any exclusion. The RSSO to notify student’s school and parents in writing.
  14. Students withdrawing from a regional team, after the nominated date and without an approved reason, will not be eligible for a refund of any levy payments made until after all accounts associated with the team have been met. If a shadow player is unable to be drawn into the team as a replacement, the player who has withdrawn may be liable for those portions of the levy that are due. The RSSO to notify student’s school and parents in writing.
  15. Students with outstanding levies will be ineligible to attend any regional carnival in any sport until the outstanding levy is paid or a resolution reached. Consequently, these students are ineligible for selection in any regional team. The RSSO to notify student’s school and parents in writing.
  16. Students must attend Regional Trials to be eligible for selection in a Regional Team. Exceptions to this rule can only be approved by the Executive of the Regional Management Group [10 – 12 Years or 13 – 19 Years].
  17. Where District trials are conducted, nominations for the Regional Trials will only be accepted from District teams.
  18. Where districts do not conduct trials, schools are to identify suitably skilled individuals. Schools then nominate these students to their district executive who will nominate these students on behalf of the district.
  19. Nominations for Regional Trials will not be accepted from schools that do not attend their own District trial.
  20. Students from non-affiliated schools are ineligible to participate at Regional Trials.
  21. No more then two [2] school days may be used to conduct Regional Trials.
  22. Train-on Squads are not to be selected.
  23. Shadow players will be selected and named [to a maximum of six] who are suitably skilled.

1. **RELEVANT DEPARTMENTAL POLICIES**

5.1 Inclusive Education

5.2 Managing Risks in School Curriculum Activities

* 1. Sponsorship in Queensland State Educational Institutions
  2. HIV/AIDS Education
  3. Sun Safety
  4. Freedom of Information
  5. Anti – Discrimination Act 1991
  6. Judicial Review
  7. Accidents and Incidents – Reporting and Investigation
  8. Crown Acceptance of Legal Liability for Action of Crown

Employees

5.11 Administration of Medications in Schools

***6.0 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 regional competitions to a*

*well planned and organised level.*

***The Context of the Sport***

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

*the sport within schools.*

* *Has supportive regional, 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).*

***7.0 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. Regional Trial held in year of approval**

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

***8.0 APPENDIX C***

**Selection Criteria/Process for individual sports at South West regional trials:**

1. **South West 10 – 12 Years Swimming.**
2. **South West 10 – 19 Years Cross Country.**
3. **South West 10 – 12 Years Track & Field.**
4. **South West 13 – 19 Years Swimming.**
5. **South West 13 – 19 Years Track & Field.**

**SOUTH WEST REGIONAL TEAM SELECTION CRITERIA/PROCESS**

**10 – 12 YEARS SWIMMING**

1. The main selection criteria will be performance at the Regional Carnival. The team will be selected on times recorded on the day, not on what was attained at school or district carnivals. Students will only be selected in events for which they better the state-qualifying standard.Exceptions: 200m and 400m events where times may be submitted for those events not swum at the South West trials.

2. Students must be available to participate in the State Championships. The dates and venues for the QSS 10 – 12 Years State Championships are listed in the South West Regional Calendar.

3. Selections will be made on times swum, and places gained. However, it is possible that a student could win every race at the Regional Carnival and still not be selected.

4. The region is entitled to nominate five competitors per event, provided all five equal or better the set qualifying time. Extra competitors may be selected provided they equal or better the Extra Qualifying Times as stipulated by the state committee.

5. Students must qualify in at least one event at the Regional Carnival to be selected in the Regional Team.

6. Students will be automatic selections in events in which they equal or better the State Qualifying Time at the Regional carnival and have placed in the first five in the events.

7. At the selectors’ discretion, students may be selected in an event in which they did not qualify at the Regional Carnival under the following conditions:

(a) The student has already qualified for the team at the Regional Carnival in another event.

(b) The student has swum the event at the Regional Carnival and been placed in the first five.

(c) Placegetters ahead of the student in that event have already qualified.

(d) The student’s time at the Regional carnival is very close to the State Qualifying Time.

(e) The student can produce proof, signed by the School Principal, that the student has swum the State Qualifying Time for the event at a recognised carnival recently. Recognised carnivals would include school carnivals, open carnivals, Darling Downs carnival.

8. The only times considered are the times according to the official timekeepers.

9. Prior performances will only be considered in cases where students are absent from the Regional Trial due to commitments with another Regional sporting team or in cases of injury or illness. In all cases where a student is absent from the Regional Trials written application for consideration for selection must be made to the RSSO prior to the trials. This application to be made through the students school, be signed by the principal and use the ‘QSS Absentee Application’ form.

10. It is the parents and team managers’ responsibility to ensure that students have not set themselves an unrealistic program at the Regional carnival.

11. The team will be selected and announced at the Regional Trials. The selectors reserve the right to make additions to the team after reviewing the times and results.

12. Any complaints, enquiries re selections, etc. must be in writing and through the team manager.

# SOUTH WEST REGIONAL TEAM SELECTION CRITERIA/PROCESS

**10 – 19 YEARS CROSS COUNTRY**

1. The main selection criteria will be performance at the Regional Carnival. The team will be selected on times recorded on the day, not on what was attained at school or district carnivals. Students will only be selected in events for which they better the state-qualifying standard.

2. Students must be available to participate in the State Championships. The dates and venue for the QSS 10 – 19 Years state championship are listed in the South West Regional Calendar.

3. The selectors are allowed to select up to six (6) students in each age division providing the students obtain the qualifying time.

4. The selectors reserve the right to select less than the set number if qualifying times are not met.

5. South West selection qualifying times are based upon the times of the mid-field placing at the previous State Championships.

6. Prior performances will only be considered in cases where students are absent from the Regional Trial due to commitments with another Regional sporting team or in cases of injury or illness. In all cases where a student is absent from the Regional Trials written application for consideration for selection must be made to the RSSO prior to the trials. This application to be made through the students school, be signed by the principal and use the ‘QSS Absentee Application’ form.

7. The team will be selected and announced at the Regional Trials. The selectors reserve the right to make additions to the team after reviewing the times and results.

8. Any complaints, enquiries regarding selections, etc. must be in writing and through the Team Manager.

# SOUTH WEST REGIONAL TEAM SELECTION CRITERIA/PROCESS

10 – 12 YEARS TRACK AND FIELD

1. The main selection criteria will be performance at the Regional Carnival. The team will be selected on times, distances recorded on the day, not on what was attained at school or district carnivals.
2. The Region can nominate a maximum of four competitors per event in 100m and three competitors per event in 200m, provided the selectors feel that all would be competitive at the state Championships. In some events, the maximum will be selected. In some events, only one or two placegetters will be selected. In some other events, no placegetters might be selected. Students will not be selected for relay events only.
3. In High Jump, only students who attain the First Rise Height set by the State Committee will be selected. Parents need to be aware that the first rise at State Championships is 8 cm above the starting height. Second Rise is 5 cm, then 3 cm. A maximum of three competitors per event may be selected.
4. In 800m, Long Jump, Shot Put and Discus only those students who attain the Regional qualifying standard will be selected. A maximum of three competitors per event may be selected.
5. Students wishing to be considered for selection in the Multi Event must submit times/distances on the nomination form prior to the regional trial. Student performances at the regional trial will be included in their multi event nomination. A maximum of two (2) students per gender per age division may be selected.
6. Prior performances will only be considered in cases where students are absent from the Regional Trial due to commitments with another Regional sporting team or in cases of injury or illness. In all cases where a student is absent from the Regional Trials written application for consideration for selection must be made to the RSSO prior to the trials. This application to be made through the students school, be signed by the principal and use the ‘QSS Absentee Application’ form.
7. The dates and venue for the QSS 10 – 12 Years State Championships are listed in the South West Regional Calendar. If a student is unavailable, the district manager is to be notified who in turn will notify the selectors. Students are reminded of the Late Withdrawal from Teams Policy and the associated penalties.
8. Any complaints, protests, etc. will only be accepted from the teacher in charge of the district team. If you have a complaint you must raise it with the teacher in charge who, if necessary, will consult with the Disputes’ Committee.
9. The team will be selected and announced at the Regional Trials. The selectors reserve the right to make additions to the team after reviewing the times and results.
10. Selectors’ decisions are final.

**SOUTH WEST REGIONAL TEAM SELECTION CRITERIA/PROCESS**

**13 – 19 YEARS SWIMMING**

1. The main selection criteria will be performance at the Regional Carnival. The team will be selected on times recorded on the day, not on what was attained at school or district carnivals. Students will only be selected in events for which they better the state-qualifying standard.Exceptions: 200m, 400m, 800m, 1500m events where times may be submitted as these events are not swum at the South West trials.

2. Students must be available to participate in the State Championships. The dates and venue for the 13 – 19 Years State Championships are listed in the South West Regional Calendar.

3. Selections will be made on times swum, not places gained at the Regional Trial. It is possible that a student could win every race at the Regional Carnival and still not be selected.

4. The region is entitled to nominate a maximum of four (4) competitors per event in all 50m freestyle events, a maximum of one (1) competitor in 800m and 1500m freestyle events in each age division and a maximum of two (2) competitors in all other individual events, provided all have equalled or bettered the set qualifying time. Extra competitors may be selected provided they equal or better the Extra Qualifying Times as stipulated by the state committee.

5. Students must qualify in at least one event at the Regional Carnival to be selected in the Regional Team. Students will be automatic selections in events in which they equal or better the State Qualifying Time at the Regional carnival and have placed as per section 4 above.

6. At the selectors’ discretion, students may be selected in an event in which they did not qualify at the Regional Carnival under the following conditions:

(a) The student has already qualified for the team at the Regional Carnival in another event.

(b) The student has swum the event at the Regional Carnival and been placed in the first four (50m events) or first two (100m events & 200m Individual Medley).

(c) Placegetters ahead of the student in that event have already qualified.

(d) The student’s time at the Regional carnival is very close to the State Qualifying Time.

(e) The student can produce proof, signed by the School Principal, that the student has swum the State Qualifying Time for the event at a recognised carnival recently. Recognised carnivals would include school carnivals, open carnivals, Darling Downs carnival.

7. The only times considered are the times according to the official timekeepers.

8. Prior performances will only be considered in cases where students are absent from the Regional Trial due to commitments with another Regional sporting team or in cases of injury or illness. In all cases where a student is absent from the Regional Trials written application for consideration for selection must be made to the RSSO prior to the trials. This application to be made through the students school, be signed by the principal and use the ‘QSS Absentee Application’ form.

9. It is the parents and team managers’ responsibility to ensure that students have not set themselves an unrealistic program at the Regional carnival.

10. The team will be selected and announced at the Regional Trials. The selectors reserve the right to make additions to the team after reviewing the times and results.

11. Any complaints, enquiries regarding selections must be in writing and through the Team Manager.

**SOUTH WEST REGIONAL TEAM SELECTION CRITERIA/PROCESS**

13 – 19 YEARS TRACK AND FIELD

1. The team will be selected according to Team Selection Procedures as laid down in the Regional Sports Handbook. The main selection criteria will be performance at this Regional Carnival. The team will be selected on times, distances recorded on the day, not on what was attained at school or district carnivals. Exceptions – Hammer Throw & Pole Vault, which require a Certificate of Competence/Qualification Form; Hurdles/Walks/Distance Events, which require an Individual Nomination/Qualification Form.
2. It is the responsibility of parents and team managers to ensure that students have not set themselves an unrealistic program.
3. The Region can nominate any competitor provided they equal or better the set State Qualifying Times and Distances for an event. In events where the qualifying times and distances are not met, only the winner can be considered for selection and only if the selectors feel that the student will be competitive at the State Championships.
4. Students will not be selected for relay events only.
5. Prior performances will only be considered in cases where students are absent from the Regional Trial due to commitments with another Regional sporting team or in cases of injury or illness. In all cases where a student is absent from the Regional Trials written application for consideration for selection must be made to the RSSO prior to the trials. This application to be made through the students school, be signed by the principal and use the ‘QSS Absentee Application’ form.
6. The dates and venue for the QSS 13 – 19 Years State Championships are listed in the South West Regional Calendar. If a student is unavailable, the district manager is to be notified who in turn will notify the selectors.
7. Students are reminded of the Late Withdrawal from Teams Policy and the associated penalties.
8. Any complaints, protests, etc. will only be accepted from the teacher in charge of the district team. If you have a complaint you must raise it with the teacher in charge who, if necessary, will consult with the Disputes’ Committee.
9. The team will be selected and announced at the Regional Trials. The selectors reserve the right to make additions to the team after reviewing the times and results.
10. Selectors’ decisions are final.

***9.0 APPENDIX D***

SOUTH WEST SCHOOL SPORT

**RISK MANAGEMENT POLICY**

**RATIONALE**

1. The South West School Sport Board has a responsibility to ensure regional trials, team training sessions, professional development for regional team officials and participation at state & national championships are conducted in a safe, supportive environment.

**POLICY**

1. The Regional School Sports Officer will in-service all team officials on the Risk Management Policy on an annual basis.

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

3. All Regional Team Managers will complete a Risk Assessment Representative Sports Event – Team Manager Form at least one (1) week prior to the State Championships.

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

5. At least one Regional Officials will be required to have Senior First Aid & CPR [as a minimum] with each team.

6. All Regional 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. All Regional Officials will attend a Regional Official Workshop on an annual basis at the end of each year following the appointment process for the next year.

2. Regional School Sports Officer will record Curriculum Activity Risk Assessment in the Curriculum Activity Register.

3. Regional Convenor will complete a Risk Assessment Representative Sports Event Convenor Form and return to the Regional Sports Office within one (1) week of the Regional Trial. Regional School Sports Officer will enter these onto the Register.

4. Regional Team officials will ensure that a - First aid kit

- Mobile phone

- Ice

- Water

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

5. Regional Managers will complete a Risk Assessment Representative Sports Event Team Manager Form prior to the state championships and forward to the Regional Sports Office one (1) week prior to the state championships. The Regional School Sports Officer will enter these onto the Register.

6. Regional Coaches will complete a Department of Education & Training sport specific CARA form after selection of the regional team and forward to the Regional Sports Office within one (1) week of the selection of the regional team. The Regional School Sports Officer will enter these onto the Register.

7. - The Curriculum Activity Risk Assessment [coach]

- The Regional Trial Risk Checklist [convenor]

- The Regional Team Risk Checklist [manager]

will be archived for seven (7) years.

8. At least one Regional Officials with each team will be required to have a current Senior First Aid including CPR Certificate [as a minimum] prior to taking up duty.

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

10. All non-teaching staff and community members must have a current Blue or Exemption Card and adhere to the requirements. Blue or Exemption cards will be validated and linked to South West School Sport Board upon appointment.

***Risk Management Information***

This document summarises how curriculum risk management is to be undertaken in the South West School Sport Region. These curriculum risk management processes are based on the requirements of *Managing Risks in School Curriculum Activities* – the DoE procedures 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 DETE Curriculum Activity Risk Assessment (CARA) or QSS Risk Assessment Representative School Sport form. Completed forms to be sent to South West School Sport – [tim.leadbetter@qed.qld.gov.au](mailto:tim.leadbetter@qed.qld.gov.au)
3. One week prior to the regional trial the convenor will complete a Risk Assessment Representative Sports Event Convenor form and return to the RSSO.
4. Regional Managers will complete a Risk Assessment Representative Sports Event Team managers form and return to the RSSO one week prior to the state championships.
5. Regional Coaches will complete a CARA sport specific form after the regional trials and selection of the regional team and return to the RSSO within one week of the regional trial.
6. These people have been delegated authority to approve CARAs for Regional Teams:

|  |  |  |
| --- | --- | --- |
| Name | Position | Areas/Subjects to Approve |
| Tim Leadbetter | RSSO | All Regional Teams (10 – 12, 13 – 19 & AWD) |

1. Ideally, the CARA should be completed and submitted electronically (e.g. via email).
2. Once approved:
   1. The CARA will be signed and returned to the person who submitted it.
   2. A copy will be saved at South West School Sport office.
   3. The details of the CARA will be entered in the School Curriculum Activity Register.
3. 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.
4. 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://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>
* Curriculum Activity Risk Assessment (CARA) Guidelines  
  <https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines>
* 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)

* School Excursions and International School Study Tours

<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>

## 

The CARA planner must be used by staff when developing a unit plan within the three levels of planning[[1]](#footnote-1). The CARA planner assists staff to identify the potential hazards, the inherent risk level and control measures for curriculum activities. If a [CARA guideline](https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines) exists for the activity it must be used in conjunction with the CARA planner.

Further information about planning, is found in the [Managing risks in school curriculum activities](http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx) procedure and the [CARA generic template](https://education.qld.gov.au/curriculum/school-curriculum/CARA).

The **CARA risk matrix** is used to assist in determining **risk levels** of curriculum activities.

Consider the activity in terms of the **likelihood** of an incident occurring, in conjunction with the **consequence** (or injury) if the incident did occur.

The result of these two considerations is the risk level.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Consequence** if an incident were to occur | | | | |
|  | **INSIGNIFICANT**  Injury requiring no treatment. | **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 | **ALMOST CERTAIN**  **Expected to occur in most circumstances** | Medium | Medium | **High** | **Extreme** | **Extreme** |
| **LIKELY**  **Will probably occur in most circumstances** | Low | Medium | **High** | **High** | **Extreme** |
| **POSSIBLE**  **Might occur occasionally** | Low | Medium | **High** | **High** | **High** |
| **UNLIKELY**  **Could happen at some time** | Low | Low | Medium | Medium | **High** |
| **RARE**  **May only occur in exceptional circumstances** | Low | Low | Low | Low | Medium |

**QSS 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 |
| Regional Team Manager [2] - usually teachers | Regional School Sport Officer | Teacher’s school |
| Regional 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.

***10.0 APPENDIX E***

**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 South West School Sport Board 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 board 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 Regional Sport Officer 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 Regional School Sport Officer who will then forward a copy to the student’s school.

Where the disobedience, misconduct or other conduct is so serious, 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 Regional School Sport Officer.
3. Contact the parents.
4. Consult with the parents, the Championship Convenor and the Regional School Sport Officer to determine subsequent actions. This may result in the student being sent home.
5. Forward a Disciplinary Report to the South West School Sport Board who will determine any further necessary action.

The Regional Director [or nominee] will provide advice and support for the Regional Sports Officer in relation to disciplinary procedures and will manage any appeals process.

***11.0 APPENDIX F***

**South West School Sport First Aid Responsibilities, Procedures & Practices**

**General**:

All first aid practices/procedures/responsibilities for South West School Sport events are governed by PPR module Managing first aid in the workplace & Health, safety and wellbeing incident management.

1. **At Regional Trials:**

* **Responsibilities:**
* Regional 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 regional trial are responsible for providing a first aid kit for their team.
* Team Officials for each school/district team participating at a regional 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.
* Regional Convenor is responsible for providing a main first aid kit and ice packs [or equivalent] at regional trials for general use & that contact procedures for ambulance, hospital etc are available.
* Regional Convenor is responsible for ensuring first aid procedures are explained to all team officials & participants at regional trials before the commencement of play.
* Regional Convenor is responsible for completion of any accident/injury reports arising from regional trials and forwarding same to Regional Sports Officer who will maintain the records in accordance with PPR module Health, safety and wellbeing incident management.
* Regional Sports Officer 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 Regional Convenor.
* Regional Convenor is responsible for contacting RSSO, 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 regional 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 State Championships:**

* **Responsibilities:**
* Team officials are responsible for ensuring compliance with the first aid/emergency procedures contained in the relevant PPR sport specific Health & Safety module.
* Regional Sports officer 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 Regional Sports Officer who will maintain the records in accordance with PPR module health, safety and wellbeing incident management.
* Regional Sports Officer 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.

***12.0 APPENDIX G***

**Selection Of Regional Personnel**

**POLICY**

1. Selection of team officials for regional teams will be determined annually by a panel comprising the Executive of South West School Sport Management Group, Chair of the South West School Sport Board and the Regional School Sport Officer.  The following criteria will be used to assist the panel when making appointments to regional 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 SWSSB.

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 regional teams will go to teachers.   South West School Sport Board may appoint people other than teachers to these positions subject to approval.

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

6. For regional team officials accompanying teams to state championships, 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 Executive of South West School Sport Management Group, Chair of the South West School Sport Board and the Regional School Sport Officer (RSSO) as executive officer.
* Application forms, including a copy of the selection policy, will be distributed to be in schools for the commencement of term 4 in any year.
* Applications will be accepted on the approved application form by the RSSO prior to the closing date.
* Applicants must:
  + - 1. Satisfy the required standards.
      2. Be prepared to abide by SWSSB policies and procedures.
      3. Attend a mandatory briefing session.
* The Regional Selection Panel will meet, prior to the end of year meeting of the SWSSB, to consider applications and make recommendations of personnel for team official’s positions.
* The panel recommendations will be presented to the SWSSB for endorsement at its end of year meeting.
* All applicants will be notified of the success or otherwise within one week of the appointment meeting.
* Appeals against the selection process should be directed to the RSSO.

2. Staff appointed to team official positions to attend state carnivals shall be eligible for a meals allowance subject to Department of Education audit requirements. This will be determined yearly by SWSSB.

3. Teacher and non-teaching staff attendance at school sport activities will only be with permission of the principal of the school.

4. TRS coverage is available for state school teachers involved in the regional representative sport program as follows:

* 100% Regional Convener for the regional trial.
* 100% Regional Team Manager/Coach/Trainer for travel to, participation at and return travel from, the state championships.
* 100% State or National Carnival Official appointed by SWSSB.
* SWSSB may vary the allocation as required.

# Selection of Regional Personnel: Appeals/Grievance Policy

Unsuccessful applicants may appeal about their non-appointment to a regional 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 Regional School Sport Officer.
2. A Grievance Committee, comprising the Regional Sports Officer, Chair of the Sport Board and the Regional Director nominee to the SWSSB, 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.
7. This appeal is forwarded to the relevant Assistant Regional Director for action.

***13.0 APPENDIX H***

**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. Regional School Sport Boards should ensure that all their teams are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

***14.0 APPENDIX I***

**Managing Incidents Involving Volunteers In School Sport**

1. **Introduction** 
   * DoE acknowledges and values the contribution made by volunteers who assist to make school sporting events possible.
   * Equally, DoE 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 Regional School Sport Officer [RSSO] 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 RSSO, in writing within seven [7] days [See SWSS Incident Report template], who will in turn report the dispute to the School Sport Board.
   * Within seven [7] days of being informed of the dispute, the RSSO will speak to the parties involved in an effort to resolve the dispute.
   * If a resolution is unable to be reached, the RSSO will contact the School Sport Board to initiate an investigation into the dispute. The School Sport Board, in conjunction with the Assistant Regional Director, will appoint two trained persons to conduct the investigation.
4. **The Investigation**

The investigating officers will:

* + Comply with DoE’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 Board.

1. **School Sport Board Responsibilities**

Upon receipt of the investigation report, the School Sport Board 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 Regional 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.

**SOUTH WEST SCHOOL SPORT REGIONAL 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: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**[Regional Convenor]**

**To be sent to Regional School Sport Officer within seven [7] days of the incident.**

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

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

1. Additional information about three levels of planning, aligned to the Australian Curriculum achievement standards, is available in the[*P-12 curriculum, assessment and reporting framework*](https://education.qld.gov.au/curriculum/school-curriculum/p-12)*,* the supporting document[*Assessment and moderation in Prep to Year 10*](https://education.qld.gov.au/curriculums/Documents/assessment-moderation.pdf#search=assessment%20and%20moderation%20hub), and the [Assessment and Moderation Hub](https://learningplace.eq.edu.au/cx/resources/file/76fcf9c5-4485-4fa1-9981-19073ca3865b/1/index.html).

   2 The *CARA Risk Matrix* is found on Page 2.

   3 The CARA flowchart can be found on the [CARA webpage](https://education.qld.gov.au/curriculum/school-curriculum/CARA) at *https://education.qld.gov.au/curriculum/school-curriculum/CARA.* [↑](#footnote-ref-1)