



REGIONAL OFFICIALS' HANDBOOK

CONVENOR'S INFORMATION

Message from the Regional Sports Officer to Convenors regarding this handbook

This handbook is to assist you with your pre planning, Regional Trials and post – trial responsibilities and I trust 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.

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.

The Department of Education 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 in the 'Policies & Procedures' sections of:

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

Electronic copies of all forms relating to the above contents may be found on the South West School Sport web site: www.southwestschoolsport.eq.edu.au

1. DUTIES OF CONVENORS

1. Compile a proposed budget for the carnival and forward it to the RSSO at least 4 weeks prior to the carnival. See Budget section for details.
2. Send to the RSSO a bulletin regarding carnival arrangements etc at least 4 weeks prior to the carnival. The RSSO is then responsible for forwarding information on to school sports coordinators.

The format of the Regional Trial will vary from sport to sport. Check with the RSSO and the coach of the South West team regarding the format.

3. Organise the venue – costs of hire etc, if any, are the responsibility of SWSS Office. All accounts for approved expenses incurred in the running of the carnival are to be sent to the RSSO. Payments by the RSSO will only be made after receipt of a valid tax invoice.
4. Organise the equipment necessary for the conduct of the carnival. Organise the carnival draw and/or program.
5. Organise the necessary officials to conduct the carnival and supply copies of any amended rules to same. Contact official guests [eg sponsors]/community members who may assist. NB: All personnel (non-teaching) engaged in the delivery of the regional trial must hold a current and valid blue card. The RSSO must be provided with details of all additional personnel a minimum of 2 weeks before the regional trial to ensure they are linked to the DDSW blue card portal.
6. Organise for a designated first aid attendant to be present or supply a fully stocked first – aid kit at the carnival venue. Refer to the relevant PPR module for details.
7. Organise sponsorship if possible.
8. Arrange catering facilities. Note that for venues on school sites, catering must comply with DoE's Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools. For off school sites it is the convenor's responsibility to inform the venue owners/community group of the Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools and ask that they comply with it if possible.
9. Arrange for any students from districts/schools which do not send a complete team to be given playing time with other teams.
10. Before the carnival ensure:
 - Risk Assessment is completed.
 - Regional Trial Budget is completed.
 - Regional Trial Booklet is completed.
 - Grounds are correctly marked.
 - Officials are conversant with their duties.
 - Equipment is available and ready for use.
 - Catering is organised.
 - Wet weather contingency plan is organised. In the event the regional trial will be unable to take place due to extreme weather events a decision will be made and communicated to schools by midday the day before the regional trial. The convenor is to directly message the person(s) who sent through the nomination.
11. It is most important that you call a pre – carnival meeting to establish Carnival Rules [Names of selectors, Replacements, Conduct of team officials, Carnival Rules, Disputes etc].
12. Write a written report of the carnival to be submitted to SWSSB including:
 - Carnival Results.
 - South West team.
 - Finance – including a statement of all actual costs.
 - Recommendations for future carnivals.

3. SCHOOL SPORT AUSTRALIA INITIATIVES & POLICY FROM JANUARY 2002

The following arrangements will provide a more equitable system and better reflect current trends in Education.

- I. That Age Eligibility be the only criteria for participation in SSA events provided students attend an affiliated school of a SSA member body.
- II. That Age Eligibility for all events be set as follows:
 - For the 10 – 12 Years Management Committees:
 - 10 – 12 Years in the year of competition.
 - For the 13 – 19 Years Management Committees:
 - 13 – 19 years in the year of competition except where other specific age eligibility is applied eg 14 – 15 years rugby league.

“Thirteen year old students attending a primary school are eligible to participate in 13 – 19 years district, region and state championships in individual and team based sports.”

“Twelve year old students attending a secondary schools are eligible to participate in 10 – 12 years district, region and state championships in individual and team based sports.”

- III. That future event terminology be:
 - ‘Region/District’ 10 – 12 years “Regional/District Sport” [all sports].
 - “Region/District” 13 – 15 years “Regional/District Sport” [Basketball, Football, Netball, Rugby League, Touch].
 - “Region/District” 13 – 18 years “Regional/District Sport” [Rugby League, Softball, Touch].
 - “Region/District” 13 – 19 years “Regional/District Sport” [Basketball, Cricket, Golf, Netball, Football, Swimming, Tennis, Track & Field, Triathlon].

4. REGIONAL TRIALS BUDGET

At the February 2002 meetings of the South West Management Committee and the South West School Sport Board it was decided that costs associated with conducting Regional Carnivals be met from Affiliation Fees. To that end there are **no team/individual nomination fees for Regional Trials** and Convenors are required to submit a Budget prior to the trials. Invoices for approved expenses are to be sent to South West School Sport for payment. Convenors are reminded to check with the Regional School Sport Officer before purchasing any equipment etc for a regional trial. In some cases SWSS has access to necessary equipment free of charge and so the purchase is not necessary.

The attached Regional Trials Budget Proforma must be submitted to the RSSO at least 4 weeks prior to the regional trials. Please note that costs associated with regional trials will vary from sport to sport and from sector to sector due to a variety of factors. On the Budget Form only list those costs that are incurred in the normal running of the trials eg. Because trophies are listed on the form does not mean that trophies will be a cost associated with every regional sport.

If you have any questions or require further information please contact the RSSO.



SOUTH WEST SCHOOL SPORT REGIONAL TRIALS – BUDGET PROFORMA

SPORT: _____

Convenor: _____

School: _____

EXPENDITURE ITEMS		\$ COST
1.0 VENUE	1.1 Ground/Facility Hire	
	1.2 Lighting	
	1.3 Canteen Facility	
	1.4 PA & Equipment Hire	
	1.5 Tent or Shelter Hire	
	1.6 Ground Security	
	1.7 Other:	
2.0 TROPHIES [Note: No trophies are to be provided for team events without the permission of the RSO]	2.1 Trophies	
	2.2 Medallions	
	2.3 Ribbons	
3.0 ADMINISTRATION	3.1 Photocopying	
	3.2 Postage	
	3.3 Convenor's Expenses	
	3.4 Other:	
4.0 FIRST AID	4.1 Ambulance, St John's, Sports Medicine Etc	
	4.2 Ice	
5.0 REFEREES / UMPIRES / CARNIVAL OFFICIALS	5.1 Fees	
	5.2 Lunches [not district officials]	
6.0 OTHER EXPENSES	6.1	
	6.2	
	6.3	
	6.4	
	6.5	
	6.6	
	6.7	
TOTAL EXPENSES		

SOUTH WEST SPORTS OFFICE:

BUDGET APPROVED:

BUDGET NOT APPROVED:

DETAILS:

TO BE RETURNED TO REGIONAL SCHOOL SPORT OFFICER AT LEAST 4 WEEKS PRIOR TO REGIONAL CARNIVAL

5. 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.qed.qld.gov.au>
- EQ internet: <http://education.qld.gov.au>

Convenors of South West School Sport regional trials are required to complete the Queensland Representative School Sport Risk Assessment Form. This form **MUST** be given to the RSSO prior to the commencement of the regional trial. The RSSO then retains the form as per departmental requirements.

The information presented here should be seen as the 'minimum expected standard' to manage risk, rather than the definitive list of 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.

District	District Chair/delegate
Regional	Regional Committee responsible officer (eg. RSSO)
State	QRSS responsible Sports Officer
National	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	ALMOST CERTAIN Expected to occur in most circumstances	Medium	High	Extreme	Extreme
	LIKELY Will probably occur in most circumstances	Medium	High	High	Extreme
	POSSIBLE Might occur occasionally	Medium	High	High	High
	UNLIKELY Could happen at some time	Low	Medium	Medium	High
	RARE May only occur in exceptional circumstances	Low	Low	Low	Medium

Risk Assessment Roles and Responsibilities

R: Responsible (performs the task)
A: Accountable (owns the outcomes)

C: Consulted (provides information or advice)
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 Student Protection Guidelines	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
Briefings			
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
Emergency action plans			
Ensure that all supervisors are aware of the emergency contingency plans for the event including First Aid accessibility.	A	R	R
Environmental conditions (venue and weather)			
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
Trials, training sessions and State Championships			
• 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 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.*

Convenor (in some instances this may be the RSSO/QRSS-SO)	<p><u>Prior to the event:</u></p> <ul style="list-style-type: none">• Understand your role when completing the Risk Assessment as outlined in this document.• Consult QRSS Risk Assessment Handbook for sport specific information.• Confirm the venue and perform appropriate safety checks for the event as outlined in the Risk Assessment including venue, equipment and facility requirements for specific age groups.• Organise referees, event officials, volunteers ensuring appropriate qualifications / blue card requirements are met for each day of the event.• Collect all student information required for event participation (consent, medical details, Principal consent etc.) <i>(District Convenor only)</i>• Store student event information noting students with special needs (Health plans, medical conditions, disability etc.) <i>(District Convenor only)</i>• Liaise with coaches, managers and parents (if required) of students with special needs ensuring that participation is inclusive and safe for ALL students.• Organise First Aid Officer for each day of the event.• Prepare communications for parents, players, managers, coaches, volunteers and spectators regarding emergency procedures.• Complete Risk Assessment and submit to appropriate representative for the trial/event you are convening. <p><u>During the Event:</u></p> <ul style="list-style-type: none">• Ensure equipment, ground markings, venue and facilities are presented in accordance to the Risk Assessment handbook.• Conduct an inspection of the facilities / grounds / playing conditions etc. each day of the event.• Brief managers, coaches, volunteers and event officials on emergency procedures, competition procedures, facilities/amenities, playing conditions on the day, sun safety, hydration and individual plans for students with special needs.• Brief spectators and parents on playing conditions and the parent/spectator Code of Conduct.• Implement emergency or critical incident management plans as required.• As per QRSS Team and Event Handbook:<ul style="list-style-type: none">◦ Record incidents / injury etc◦ Report student protection information◦ Implement sun safe procedures, concussion protocols and hydration procedures <p><u>Post event:</u></p> <ul style="list-style-type: none">• Liaise with all coaches/managers and QRSS-responsible officer reporting any incidents (if required).• Submit required documentation to the responsible officer on completion of the event.
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6. REGIONAL CARNIVAL/TRIAL REPORT



SOUTH WEST SCHOOL SPORT REGIONAL CARNIVAL REPORT

Sport				
Convenor				
Convenor's School				
Venue Of Carnival				
Carnival Details				
Competition format [draw, teachers/officials used or required etc]				
Results [Attach a separate sheet if insufficient room]				
Recommendations				
Attendance Officials	State:		Non State:	
Attendance Students	State:		Non State:	
Attendance Para (T&F, Swim & X-C only)				

Signed: _____

Date: ___ / ___ / ___

RETURN TO RSO WITHIN 4 WEEKS OF COMPLETION OF CARNIVAL

7. SAMPLE BULLETIN/NOMINATION FORMS

The following forms are meant as a guide only. They may be used when compiling Carnival Bulletins etc.

The RSSO will forward the previous years copy of the regional trial bulletin for your sport. The convenor then updates the bulletin and returns it to the RSSO. The bulletin is then loaded onto the South West School Sport website in the 'Trial Information' section. Finally, a link to the regional trial is forwarded to all sport coordinators, district secretaries & SWSS team officials.

It is also appropriate to contact the Regional Coach for their input into the format of the trials.

South West School Sport
10 – 12 Years
TENNIS TRIALS - 2020

The **2020** regional **10 – 12 years Tennis** trials are to be held on **Monday 8th June, 2020**. Districts are to conduct trials to nominate suitable teams/individuals to attend these trials.

NOMINATION WILL BE DISTRICT TEAMS OF MAXIMUM 8 PLAYERS (4 females and 4 males).

Please note the following details:

DATE: **Monday 8th June, 2020**

TIME: **8:30am to approximately 4.00pm (dependent on nominations)**

VENUE: **Roma Tennis Association, George St, Roma [entry through the Roma PCYC car park]**

AGES: **10 – 12 years** – ie students born **2010 – 2008**

WHAT TO BRING:

- . Suncream
- . Water
- . First aid kit
- . Head wear
- . Food – a limited canteen will be operating TBC
- . Tennis racquet

MEDICAL/PERMISSION FORMS:

All players must bring a completed SW trial permission form to the regional trial. NO FORM means the student will be unable to trial on the day.

REFEREES:

Students will self-officiate their own matches with supervision from team managers and the convenor.

SOUTH WEST TEAM:

At the conclusion of the trials a team of **8** students (4 males and 4 females) will be selected to contest the state championships at Brisbane from **Thursday 30 July to Sunday 2 August**.

SELECTION PROCEDURES:

- . Selections will be based on results from the regional carnival matches only.
- . Chief selectors will be SWSS managers and convenor (or nominee).
- . District team officials will be consulted throughout the day on potential players.

NOMINATIONS CLOSE:

- **3:00pm Monday 25th May** with:
- **Margaret Lyons**
- **St John's Roma**
- **EMAIL: margaret.lyons@twb.catholic.edu.au**
- **FAX: 07 4622 3736**

NOMINATION FORM

DISTRICT: _____

No	Name	School	Date of Birth
BOYS			
1.			
2.			
3.			
4.			
GIRLS			
1.			
2.			
3.			
4.			

NAME OF TEACHER ACCOMPANYING TEAM: _____

SCHOOL: _____

CONTACT DETAILS: PHONE OR EMAIL: _____

NOMINATIONS CLOSE:
3:00pm Monday 25th May with:
Margaret Lyons
St John's Roma
EMAIL: margaret.lyons@twb.catholic.edu.au
FAX: 07 4622 3736

The following code of conduct highlights the level of expected behaviour of students, parents and spectators when participating in / attending Queensland School Sport (QSS) events. Consequences for not honouring this code of conduct are listed in the boxed sections. Please ensure that you have read and understand this code prior to participating in/attending QSS events. Further information is available by contacting South West School Sport, telephone (07) 4572 6513. **Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.**

EXPECTATIONS OF STUDENT PARTICIPANTS

As a team member

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

Consequences for breaches of this code by students

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. South West School Sport Board (SWSSB) is responsible for imposing any longer term consequences to your future participation in school sport events.

Students may be notified orally or in writing of a temporary ban from participating or attending SWSSB fixtures until formal processes are conducted by SWSSB to determine complaints under this Code. Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA. Furthermore, SWSSB may provide a report to your school about your conduct and, as a school representative, you may be subject to discipline in accordance with the *Education (General Provisions) Act 2006* (EGPA).

EXPECTATIONS OF PARENTS AND SPECTATORS'

Parents Code of Conduct

- Cooperate with the school to achieve the best outcomes for your child
- Support team and event officials in maintaining a safe and respectful learning environment for all students
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and behaviour
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Support School Sport Australia's policy of a smoke and alcohol free environment.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, facebook, email and texts

Spectators' Code of Conduct

- Demonstrate appropriate social behaviour at QSS events.
- Remember children play for enjoyment, please don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support our policy of a smoke and alcohol free environment.

Consequences for breaches of this code by parents / spectators

Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. SWSSB is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely.

Parents and spectators may be notified orally or in writing of a temporary ban from attending SWSS fixtures until formal processes are conducted by SWSSB to determine complaints under this Code. Parents and spectators will be afforded natural justice in respect of breaches of this code.

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state educational institution in the presence or hearing of students – s.333(2)(b) Wilful Disturbance, of the *Education (General Provisions) Act 2006* (EGPA). Breaches of this section of the EGPA may result in a complaint being made to police.

SWSS Team Official Apparel Order Form

Name:	
School:	

YOU MUST SUBMIT & PAY FOR YOUR ORDER ONLINE:
 Visit our uniform shop URL TO BE PROVIDED WITH FINAL APPAREL FORM
TEAM OFFICIALS CODE:

		Items – (Items are the same as previous years unless otherwise stated)	Price	Number Required	Size	Cost
DISCOUNT APPAREL		Officials Polo Shirt (Sizes L8, L10, L12, L14, L16, XS, S, M, L, XL, 2XL)	135.00			
		Officials Long Sleeve Polo Shirt (Sizes L8, L10, L12, L14, L16, L18, XS, S, M, L, XL, 2XL) ORDER BY END OF TERM 1	37.00			
		Softshell Jacket (Mens Sizes S, M, L, XL, 2XL, 3XL) (Womens Sizes L8, L10, L12, L14, L16, L18)	60.00			
		South West Tie BLUE GOLD	37.00			
		Business Shirt (Mens Sizes S, M, L, XL, 2XL, 3XL, 4XL, 5XL) ORDER BY END OF TERM 1 (Womens Sizes 8, 10, 12, 14, 16, 18, 20, 22)	55.00			
		Team Official Bucket Hat (Sizes S/M, L/XL)	15.00			
		Team Official Socks, Ankle (Sizes 2-7, 7-11, 11-14)	6.00			
		Team Official Socks, Quarter (Sizes 2-7, 7-11, 11-14)	6.00			
				LESS OFFICIALS APPAREL DISCOUNT		-\$35.00
				SUBTOTAL		\$
TEAM OFFICIAL APPAREL	OPTIONAL APPAREL (DISCOUNT CAN NOT BE CLAIMED)	Cricket Shirt (Sizes C10, C12, C14, C16, XS, S, M, L, XL)	37.00			
		Student Polo Shirt (Sizes C10, C12, C14, C16, XS, S, M, L, XL, 2XL)	35.00			
		Student Dress Shorts NEW 2019 (Sizes C10, C12, C14, C16, 2XS, XS, S, M, L, XL, 2XL)	30.00			
		Hoodie (Sizes C10, C12, C14, XS, S, M, L, XL, 2XL, 3XL)	40.00			
		Spray Jacket (Sizes C10, C12, C14, C16, XS, S, M, L, XL, 2XL)	67.00			
		Track Pants NEW 2019 (Sizes C10, C12, C14, 2XS, XS, S, M, L, XL, 2XL)	45.00			
		Crop Top (Sizes C8, C10, C12, C14, A8, A10, A12, A14, A16, A18)	30.00			
		Socks, Quarter/Sport (Sizes 2-7, 7-12, 12-14)	6.00			
		Socks, Anklet (Sizes 2-7, 7-12, 12-14)	6.00			
		Broad Brim Cricket Hat - SW Logo (Sizes S, M, L, XL)	22.00			
		Bucket Hat (Sizes 55cm, 57cm, 59cm, 61cm)	17.00			
		South West Cap (One size fits all)	15.00			
		South West Sun Visor (One size fits all)	15.00			
		South West Sports Bag	22.00			
		South West Back Pack	22.00			
		South West Water Bottle	5.00			
		South West Badge	5.00			

TEAM OFFICIAL APPAREL	DISCONTINUED STOCK	Bucket Hat (sizes 57cm, 59cm, 61cm)	5.00		
		Track Pants (sizes 4XS, M, XL)	5.00		
		Cricket Shirt (sizes 4XS, 3XS, 2XS, XL, 2XL)	5.00		
		Athletics Short (sizes 24, 30, 32, 34, 36, 38, 40, 42, 44, 46)	2.00		
		Rugby League Short (sizes 26, 30, 32, 36, 42, 44, 46)	2.00		
		Dress Short (sizes 2XS, XS, L, XL)	15.00		
		Playing Short (sizes 3XS, 2XS, XS, S, M, L, XL)	2.00		
		Athletics Singlet (Girls) (sizes 10, 14, 16, 18, 22)	2.00		
		Athletics Singlet (Boys) (sizes 6, 8, 10, 12, 22, 24)	2.00		
		Spray Jacket (sizes 3XS XL, 2XL, 3XL)	10.00		
All purchases must be done through the South West School Sport Online Shop. This form is only a guide			SUBTOTAL		\$
			TOTAL AMOUNT DUE		\$

NOTES:

- 1. All team officials MUST have an official's polo shirt, either new style 2016 or previous.**
- 2. Staff who have been team officials for a number of years/teams are not required to obtain an official's polo shirt for each team/year.**

YOU MUST SUBMIT & PAY FOR YOUR ORDER ONLINE:
 Visit our uniform shop **URL TO BE PROVIDED WITH FINAL APPAREL FORM**
TEAM OFFICIALS CODE:

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.

Form a suspicion

- A staff member at a representative school sport event becomes aware or reasonably suspects:
 - a student or child has been sexually abused or is likely to be sexually abused **OR**
 - a student or child has suffered, is suffering or is at risk of suffering significant harm* **and** may not have a parent able and willing to protect them from harm
- Staff member consults with **host** representative school sports officer

Consult

- Staff member and **host** representative school sports officer may consult the Queensland Child Protection Guide at <https://secure.communities.qld.gov.au/cpguide/engine.aspx> to determine if the reporting threshold to Child Safety has been reached.
- **Host** representative school sports officer may consult with the Principal Advisor, Student Protection in the **host** region to determine if the reporting threshold has been reached.

Report your suspicions

- **Staff member** must complete an incident report used the appropriate proforma found in the state championship officials handbook.
- In consultation with the **host** representative school sports officer, the staff member must report suspicions of sexual abuse or likely sexual abuse **immediately** to the QPS by calling Policelink on 131 444 and emailing details of the report to oneschoolprogram@police.qld.gov.au. Host representative sports officer to ensure this has occurred.
- **Staff member** must report suspicions of significant harm where there may not be a parent able and willing to protect the child by using the online reporting form on the Child Safety website at <https://secure.communities.qld.gov.au/cbir/home/ChildSafety>
- **Host** representative school sports officer must contact the student's regional representative sports officer and principal.

After submitting a report

- **Host** representative school sports officer to continue to monitor and support the student while at the event.
- **Host** representative school sports officer to provide all documents and notes to the **host** region for secure storage and follow up.
- **Host** representative school sports officer and staff members to collaborate with Child Safety, QPS and other agencies as per the [Student Protection Procedure](#).

*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

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>