

2026 Officials Induction



Northern Region School Sport



This program will be recorded

Privacy disclaimer:

- *This program is being recorded*
- *Your name and voice may be captured in this recording along with comments you post in the chat*
- *If you do not wish to participate in a recorded live program, please exit by closing your browser or leave the session*

Acknowledgement of Country



Who Are We ???

- **WEBSITE:** <https://northernsport.eq.edu.au/>
-
- **BROOK WILSON** REGIONAL SCHOOL SPORTS OFFICER (RSSO)
- Ph: 4758 3343 Mob: 0472 869 798
- brook.wilson@qed.qld.gov.au
-
- **PETA BALLINGER** ASSISTANT REGIONAL SCHOOL SPORTS OFFICER (ARSSO)
- Ph: 4758 3381 Mob: 0474 941 757
- peta.ballinger@qed.qld.gov.au
-
- **TRACEY HEARD** SPORT SUPPORT OFFICER
(Finance, TRS, team & general information)
- Ph: 4758 3324
- tracey.heard@qed.qld.gov.au
-
- **POSTAL ADDRESS** PO Box 5179 Townsville Qld 4810
-
- **LOCATION** Level 7, Verde Building, 445 Flinders St, Townsville
-
- **UNIFORM ROOM** Block B, Vincent State School, Hodges Crescent entry gate
(please note: uniforms are NOT stored in same location as Northern Office, accessing uniform room for swaps and pick-ups can only be done through prior arrangement)
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The Big Picture



- 12 x Regions
- 84 x Districts
- 150,000 + students 
- 7,000 + staff 
- 74 State Championships
- 22 different sports

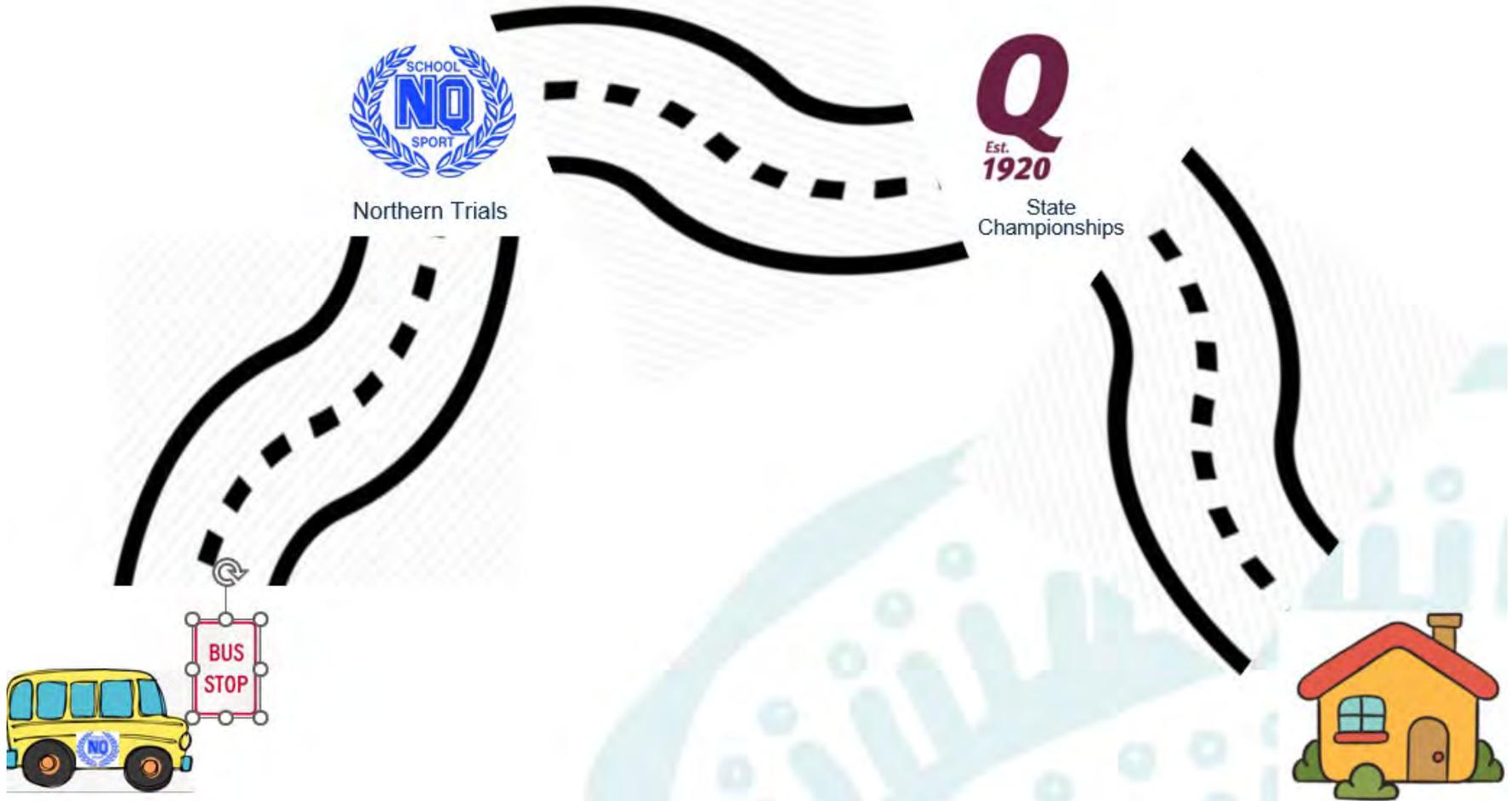
Northern Region – *where do we fit in?*



- 10th in population
 - 5 x Districts
 - 32, 910 students (yrs 4-12)
 - 71* Northern Teams
 - 20 sports
 - ***In 2025;***
 - 5182 students @ Northern Trials
 - 369 teachers @ Northern Trials
 - 71 Northern Teams
 - 1316 students in Northern Teams
 - 176 teachers with Northern Teams
 - 65 students selected in QLD teams
- = Opportunities for students***

Course Overview

The Northern School Sport Journey



Tickets Please !! – paperwork & administration



Transfer of Duty Form

- Details days & dates of State Championship
- Lists number of school days you're away
- Used for payment of TRS to school
- **Confirms that your school releases you**



Staff Consent Form

- Permission for name to be in photo & State Championship program



Mandatory All Staff Training

- For Non-DoE Staff



Risk Assessment (CARA Document)

- Covers from date of Northern trail, to end of State Championship, includes all training sessions – (more about training later)



QRSS Induction

- Mandatory for all officials
- **Equella Link**: For non-DoE participants.
- **EFI Link**: For DoE staff to enrol.

REMEMBER

- ALL REQUIRED PAPERWORK emailed to you from Northern Sports Office
- We will also chase you up to return

Terms & Conditions of Travel – *overarching guidelines*

CODE OF CONDUCT– Team Official

As a Team Official:

- Abide by the Department's Code of Conduct at all times.
- Adhere to appropriate mandatory reporting requirements.
- Ensure that your behaviour at all times, whether at or away from the playing venue, does not bring the name of 'school sport' into disrepute.
- Show respect and behave in a manner that respects the rights of all others regardless of the medium of communication used, e.g. verbal, physical, digital media such as Twitter, Facebook, email and texts.
- Provide a safe and supportive sporting and learning environment.
- Initiate and maintain constructive communication and relationships with students and parents/carers.
- Promote the skills of responsible self-management.
- Communicate high expectations for individual achievement and behaviour.
- Ensure consistency and fairness in implementing the school sport behaviour codes.
- Avoid over-playing the talented players. All players need and deserve equitable time.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Compliment participants on their efforts.
- Condemn unsporting behaviours.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Refrain from criticism of, or reaction to, the umpires/referee's judgment and decision.
- Maintain a standard of dress appropriate to the presentation of the team.
- Refrain from over-zealous coaching from the side-line.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden while in the direct supervision of students.

Breach of the Code by Team Officials

Queensland School Sport (QSS) 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. The Department, through Queensland School Sport (QSS), is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely. This may include QSS providing a report to your school principal or immediate supervisor, and you may be subject to discipline in accordance with the *Education (General Provisions) Act 2006* (EGPA). Staff will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.

Contact with Team

- With parents ONLY
- No chat groups / What's apps etc **with students**



STUDENT PROTECTION

Regardless of your role with the Northern Team, at all times you are an educator. If during the course of your duties you suspect that one of the players in your team is at risk of harm you **MUST** follow the flow chart below **IMMEDIATELY**.

NORTHERN REGION 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 police, or calling 000. Regardless of your role with the Northern Team, at all times you are an educator. If during the course of your duties you suspect that one of the players in your team is at risk of harm you **MUST** follow the flow chart below **IMMEDIATELY**.

Form a suspicion

- A Regional team official / Convenor becomes aware or reasonably suspects the sexual abuse or likely sexual abuse of a child under 18yrs old OR
- forms reasonable suspicion that a child is suffering or is at risk of suffering significant harm* and may not have a parent able and willing to protect them
- Regional team official consults with their RSSO or the host RSSO

Consult

- If you suspect sexual abuse or likely sexual abuse, you must **immediately** report this to police in writing. If for any reason there could be a delay in providing a written report to police, call Policelink on 131 444 and let them know a report will be progressed in writing ASAP. If this is done, make sure you make notes of this.
- For cases of significant harm, Regional team official or RSSO to consult the online *Queensland Child Protection Guide* at <https://www.communities.qld.gov.au/> to determine if a report to Child Safety is required
- RSSO to consult with the Principal Advisor or Director of Regional Services (DRS)

Commence a Student Protection Report

- Report suspicions of sexual abuse or likely sexual abuse **immediately** to the QPS (see above) as per *Education (General Provisions) Act 2006*
- For cases of significant harm, if the threshold for reporting to Child Safety has been met, Regional team official or RSSO commences a Child Protection Report using the Department of Communities, Child Safety and Disability Services website <https://secure.communities.qld.gov.au/cbir/home/ChildSafety>
- If child is experiencing harm, contact Regional Intake Services 1300 704 514 (Townsville)
- RSSO to contact the student's principal

After submitting a report

- Regional team official to continue to monitor and support the student while at the State Championship
- Regional team official to provide all notes to the RSSO for secure storage
- Regional team official / RSSO to collaborate with Child Safety, QPS and other agencies as per the *Student Protection Procedure*

KEY CONTACTS

Northern RSSO:

Brook Wilson 0472 869 798

Principal Advisor

Student Protection

North Queensland Region:

Terese Manoff 0491 225 698

Director Regional Services:

Raelee Dean 0427 372 661

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

INJURIES / INCIDENT REPORTS

MyHR WHS: Health and Safety Incident Data Collection Form

- When to use this form:
- This form is for data collection purposes only and is not a support form to schools. It is to be used to gather information for future safety and health checks - incident analysis. It is necessary to use MyHR WHS (and the associated health, safety and wellbeing system).
 - It can be used:
 - When all essential records from the incident (e.g. witness, first aid, etc.)
 - For staff working out of school or with limited contact (e.g. a lecturer, grounds maintenance staff)
 - For visitors or contractors
 - To represent a full personal view data entered into MyHR WHS by a linked contact of staff
 - During business hours
 - Every effort is to be made to verify report an incident to the school/college on the day of the incident to enable a record to be made in MyHR WHS to ensure that the school/college is aware.
 - The Health, Safety and Wellbeing (Health Management) legislation is to be followed.

- Where possible, you should be required to provide the following information:
- Incident location (e.g. building, room, site, etc.)
 - Incident date and time (e.g. day, month, year, time)
 - Incident type (e.g. slip, trip, fall, etc.)
 - Incident description (e.g. what happened, who was involved, etc.)
 - Incident details (e.g. witness, first aid, etc.)
 - Incident outcome (e.g. injury, damage, etc.)
 - Incident investigation (e.g. what caused the incident, what was done to prevent it, etc.)
 - Incident report (e.g. what happened, who was involved, etc.)
 - Incident analysis (e.g. what caused the incident, what was done to prevent it, etc.)
 - Incident action plan (e.g. what will be done to prevent it from happening again, etc.)

- How to use this form:
- This cover page is for information and advice.
 - Pages 1-3 are to be completed as they record the details of the incident and the injured person.
 - If relevant, complete a sub-form page 4 for each incident type: electrical, security threat, motor vehicle, fire, environmental or other type. Each incident form has its own full form:
 - As for an injury sustained while driving a motor vehicle - complete pages 1-3 (which include the appropriate details and the motor vehicle log book)
 - If more than one person sustained an injury/damage as a result of the same incident, fill in a separate report/entry form (pages 1-3) for each person. You do not need to complete separate forms for the incident (page 1).
 - Report all incident information.
 - Check that all mandatory fields, e.g. those marked with * are completed.
 - Once the completed form is your response, an administrator is made able only into MyHR WHS (not into MyHR WHS system on return to the computer).
 - The form can be updated and attached to the MyHR WHS (not incident report) within investigation system.
 - This report form is to be retained for 12 months of the completion.

INJURY REPORT

- Whilst every care is taken to minimise injuries and accidents during participation in the representative school sport program, they still may occur.
- Officials must complete an accident report using the MyHR WHS - Health & Safety Incident Data Collection Form. This must be forwarded to the Northern School Sport Office as soon as possible.
- Our office will forward onto student's school

CONCUSSION

- Unlikely during training
- Suspected Concussion Referral must accompany Injury Report

INCIDENT REPORT

- An incident occurs when there has been a breach of the Code of Conduct (ie. Parent issues).

Northern Region School Sport Incident Report

INCIDENT REPORT SHEET

Event: _____ Date: _____ School: _____ Student Name: _____ Location: _____

What happened (brief description of the incident): _____

What steps were taken to establish the facts (before a fair hearing for all parties): _____

Summary of the facts: _____

Action taken: _____

Recommendation for further action: _____

Signed: _____ (Manager / Coach) Date: _____

Signed: _____ (Manager / Coach) Date: _____

The original copy of this form must be forwarded to your regional school sport officer immediately upon completion.

NOTE: This is an official document and may be made available in an investigation into the incident, refer to the full code of conduct for further information.

Form 1: QRSS Concussion Referral and Return Form

Revised 2018

SECTION 1 - INFORMATION CONCERNING THE INCIDENT (PLEASE PRINT CLEARLY)

Name of student: _____ Date of birth: _____

Region/Club/School: _____ Competition: _____

Value of incident: _____ Date & Time of incident: _____

Other medical procedures: _____

The student has presented to you today because they were injured on the date and time above in a game of (sporting session) _____ and suffered a CONCUSSION (head injury) of CONCUSSION _____

Did they or think to the head? Yes No

Did they play to the head? e.g. whiplash, concussion, etc. Yes No

Has any injury occurred? Yes No

The following signs or symptoms were observed (please select all that apply or none):

Consult the photographs if no signs and symptoms were observed by team officials/patients:

Loss of consciousness Dizziness or vertigo Ringing in the ears

Disorientation Nausea Fatigue

Irritability Blurred vision Headache

Memory loss Sensitivity to light Loss of balance

Other: _____

Is this their first concussion in the last 12 months? Yes No

If YES, how many concussions in the last 12 months: _____

Name: _____ Date: _____

Signature: _____ Date: _____

REMEMBER

- These forms available on Northern Website
- Will be emailed to you prior to your respective Northern Trial
- These will be provided for you at State Championships

OFFICIAL'S TRAVEL & ACCOMMODATION

TRAVEL

- ALL Players in Northern teams travel individually to the event, team travel is NO longer an option.
 - Implications for team managers – checking travel arrangements have been made, esp. team sports
 - Start / finish time of event clearly communicated in team comms, and on Team Newsletter
- Team Officials – have approval (paid for by Northern)
 - Hire car to Cairns / Mackay
 - All other events fly into Brisbane, collect hire car from airport and drive (25+yrs only)
 - Forward flights booked for travel day, return flight booked for conclusion of State Championship
 - Notify Northern School Sport office 2 terms prior to event, if you wish to vary flight.
 - Refuel hire care upon return – *submit receipts through ExpenseMe Pro.*
 - Non-Townsville Officials provided with overnight accommodation in Townsville and ½ day TRS upon return.



Travel Deets

- 10 days prior to travel
- Also includes allowance claim instructions

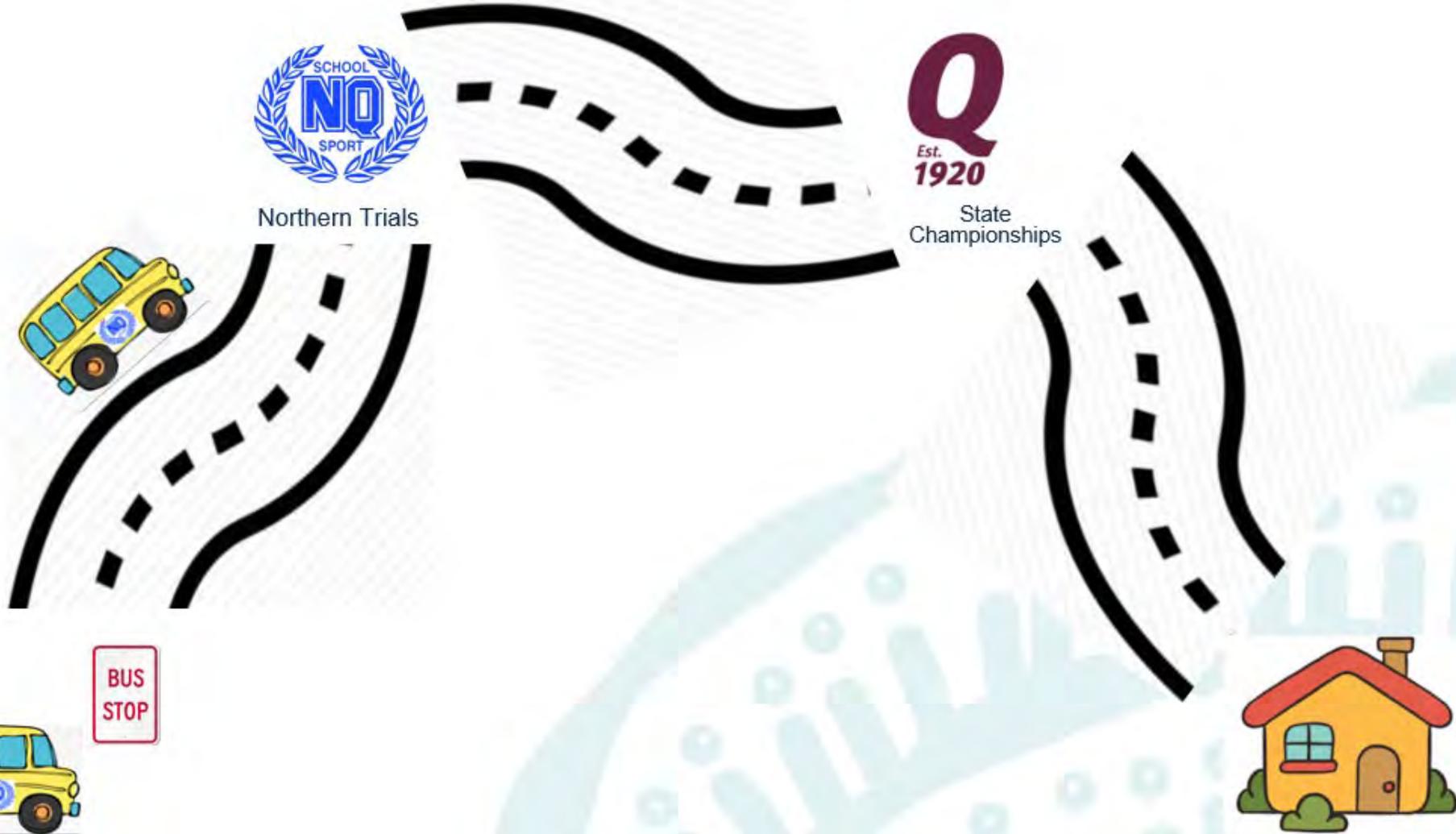
ACCOMMODATION

- Northern Officials share room with fellow Northern Official of same gender.
- Own rooms are provided, upon request, due to individual circumstances.
- Host Region determines accommodation venue – these vary from location to location



Course Overview

The Northern School Sport Journey





FIRST STOP – *Leading up to Northern Trials*

FOR CONVENOR

- For 13 – 19yrs Trials, if you are the Northern Coach you will also be the Northern Trial Convenor.
- For *most* 10 – 12yrs Trials there will be a separate convenor.
- Convenor will be sent Northern Trial CARA document prior to trial
- Compiled and sent out by Northern School Sport Office.

NORTHERN SCHOOL SPORT
13-19yrs Boys Hockey Trials 2022

Convenor: Kyle Cadogan - Dunrobin Park
 Email: kcadogan@nss.no

1. **Date:** Wednesday March 30th 7.30 AM to 2.00 pm
 (Players are asked to arrive at 7.30 AM if possible)

2. **Venue:** Teesside Hockey Association Pavilions
 Middlesbrough, Cleveland

3. **Age:** Players born between 2003 and 2008 are eligible to participate.

4. **Trials:** At least 10 players will be selected in the Northern Region Team. Players that are selected in the team will be staying at a hotel of approximately £100-£400 (does not include travel, meals and travelling independently). They will be competing at the Senior Championships in South Hylton, Ipswich from 28 May to 2nd June (include travel days)

5. **Nominations:** Please complete the attached nomination sheet for selected players and send it to the convenor Kyle Cadogan - kcadogan@nss.no by Wednesday 22nd March.

6. **Team Format:** Players will be placed into teams and trial games will be played. Player's hockey skills may also be judged through trials.

7. **Equipment:** Players are advised to bring hockey stick, shin pads, socks and mouthguard. Players should also bring their own water bottles. Hockey sticks should also bring their own taped and water bottles.

8. **Team Officials:**
 Captain: Kyle Cadogan - Dunrobin Park
 Manager: Chris Lane - Thurgate Park

9. **COVID 19:** The event will be conducted in accordance with current COVID restrictions. Information for attending is available on the attached information for players & spectators included in Player's Trial rules & information.

If you have any further queries please don't hesitate to contact myself on 0121 533 5342

Kyle Cadogan
 Thurgate Park
 0121 533 5342

Student health information - Northern School Sport

1. Complete sections 1 to 4 of this form.
 2. Attach a copy of any Emergency Health Plans or Accident Plans from the student's health certificate or health care support (where health issues are reported).
 3. Contact the Team Official to discuss arrangements if the student has a condition that may require medication as an emergency response and/or if they require additional support to manage their condition.
 4. Return the completed form and any attachments to the Team Official **AS THE DUE DATE**.

Student health information

Section 1: Personal details

Student Name	
Date of birth	Year level
Parent/guardian name	
Contact phone	Home
Emergency	Mobile
Medical conditions	
Previous name	Current name

Section 2: Health conditions

11. Are you currently taking any long-term medication? Yes No

12. Do you have any of the following conditions?
 Asthma (Emergency Health Plan / Accident Plan attached) Yes No
 Allergies (Emergency Health Plan / Accident Plan attached) Yes No
 Diabetes (Emergency Health Plan / Accident Plan attached) Yes No
 Epilepsy (Emergency Health Plan / Accident Plan attached) Yes No
 Other _____

13. Have you ever had a concussion or head injury? Yes No
 If yes, please provide details of the incident and the date it occurred. (Attach a copy of any concussion assessment report if available.)

14. Have you ever had a heart condition?
 Yes No

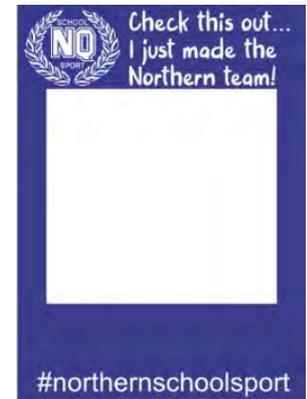
15. Have you ever had a mental health condition?
 Yes No

16. Have you ever had a chronic condition?
 Yes No

17. Have you ever had a condition that may require medication as an emergency response?
 Yes No

18. Have you ever had a condition that may require additional support to manage your condition?
 Yes No

- Team / player nominations emailed back to you.
- **Please note:**
 - Field bookings done by Northern Sports Office
 - FAO bookings done by Northern Sports Office – these FAOs familiar with Northern processes
 - Northern Office Staff will be at trial, with Northern Trial Convenor Pack (includes accident/concussion/incident forms)
 - Northern staff will bring paperwork for players selected in Northern team
 - Will also bring promotional material



NORTHERN TRIALS – Absent Competitor

Northern School Sport policy states that students must participate in the Northern Trial to be eligible for selection.

Students can request an exemption from trial.

The grounds for exemption:

1. Medical (medical certificate must be supplied)
2. Competing at higher level sport / another Northern School Sport trial.
3. Competing with another QRSS / National team.
4. Bereavement or compassionate reasons

Absentee Application for Exemption forms can be obtained from the Northern School Sport Office. Where possible exemption should be sought 24hrs before the trial.

Northern School Sport is 100% committed to selecting the best students available. We are also 100% committed to maintaining the integrity of the Northern School Sport program.



Department of Education

Northern Region School Sport Absentee Application for Exemption

Applications close prior to the commencement of the competition: ___/___/___

Northern Region School Sport (NRSS) reserves the right to refuse late applications.

If you are unable to participate in the competition and want to be considered for selection, you must provide NRSS with documentation, for example a medical certificate if you are sick or injured or documentation validating your reason that prevents you from participating.

Forward your completed application to Brook Wilson, Regional School Sport Officer, brook.wilson@qed.qld.gov.au prior to the trial starting.

NRSS Record Management
 Date received: ___/___/___
 Approved: YES / NO
 Student Notified: ___/___/___
 Filed: ___/___/___

Name of Trial			
Dates of Trial	From: ___/___/___	To: ___/___/___	Trial Venue:
Surname	Given Names (s)		M / F
Date of Birth			
School Attended			
School Contact			

Grounds for Absence <small>(circle one)</small>	1. Medical condition on travel days and days of competition	
	2. Absence due to competing at a higher level sport / another Northern School Sport Trial Name of Competition: _____	
	3. Absence due to competing with another QSS (State Team) or SSA (National Team) in a different sport Name of Team: _____	
	4. Bereavement or Compassionate reasons	
Documentation Attached <small>(Note: Documentation must cover the days of the trial)</small>	1. Medical certificate to include the date when full participation can resume.	
	2. In case of bereavement / compassionate reasons, a letter from the school Principal to support absence.	
Student's Declaration <small>I am aware that:</small>	1. This NRSS trial is held once only, on _____	
	2. Each application is decided individually. Acceptance of this application is not automatic & if accepted only entitles me to be CONSIDERED for selection in the Regional team.	
	3. By signing this I give permission for NRSS Staff to contact me, my parents / guardians or staff at my school to clarify information about my application.	
	4. My School Principal endorses my application.	
Principal's signature		Date:
Student's signature		Date:
Parent / Guardian's signature		Date:
Contact Email		Date:

Resume of past performance / results in the last 12 months may be submitted to support application.

What about paperwork for the kids selected ???

Relax ALL paperwork generated by Northern Sport Office

TEAM NEWSLETTER

- Sports Office will email copy of team newsletter to all officials prior to trial.
- Purely FYI – so you are familiar with what you tell your players.
- Newsletter includes all details about State Championship.
- DO NOT PRINT NEWSLETTER– RSSO brings to trial

YELLOW INFORMATION COLLECTION SHEET

- This is used to collect player information – contact details etc.
- This is also used by players to record their sizes for playing uniform only.
- ALL players must complete before leaving trial.
- DO NOT PRINT YELLOW SHEET – RSSO brings to trial

NORTHERN REGION SCHOOL SPORT
www.northernregion.sport.nsw.gov.au | admin.northernregion@sport.nsw.gov.au
Level 7, 445 Flinders St, TOWNNSVILLE 4830 | PO Box 5179, TOWNNSVILLE 4830
Phoner (07) 4758 3343 | Fax (07) 4758 3300

13 – 19 YEARS GIRLS SOFTBALL

Dear Parents / Guardian,

Congratulations on your child's selection for Northern representation. They are invited to be part of the following sport team:

Championship Dates: 25 – 28 March 2020 (24 March is travel day)
Venue: Redcliffe Leagues Softball Club

CAREFULLY READ THE FOLLOWING INFORMATION

INABILITY TO PARTICIPATE

Please contact our office admin.northernregion@sport.nsw.gov.au BEFORE FRIDAY, 20 November 2020 if you are NOT AVAILABLE for the State Championship so a replacement can be made.

TEAM OFFICIALS

	Name	School	Mobile	Email
Coach:	Nicole Shaw	Curralong SS	5555 555 555	
Manager:	John Roberts	Southern Cross CC	5555 555 555	

TRAVEL ARRANGEMENTS

It is Northern Region School Sport policy and a condition of inclusion in this team that students travel to the State Championships on the transport arranged by the Regional Sports Office.

Permission to vary team travel will only be granted in exceptional circumstances.

Any request must be approved by the Northern Sport Office.

Please contact admin.northernregion@sport.nsw.gov.au or call 4758 3343, no later than 3rd February for the relevant request form. Any variations may incur a cancellation or change fee.

This team will travel with Virgin Airlines, both to and from Brisbane. Flight details are as follows:

Northern Region School Sport
13 – 19 Years Softball Team
Selected Students – Initial information

**PLEASE RETURN TO YOUR TEAM MANAGER
BEFORE YOU LEAVE TODAY**

Name		Date of Birth	
School			

Contact Person (parent)	
Contact Email (parent)	
Contact Mobile Phone (parent)	

THE FOLLOWING ITEMS ARE AVAILABLE TO TRY ON TODAY
PLEASE ENSURE YOU ORDER THE CORRECT SIZE FOR YOU

	Size	Qty
Compulsory Playing Shirt (ordered in – cannot be changed)		

All other uniform/apparel items are noted in your information package and can be ordered online.
These are held in stock so sizes may be changed if necessary.

Name	
Signature	

Course Overview

The Northern School Sport Journey



Northern Trials



State
Championships





SECOND STOP – At the Northern Trials

- **PLEASE NOTE:** For Northern Trials, the Northern Office brings
- **Uniform try-on kits**

Sheet to collect player deets

Northern Region School Sport

13 – 19 Years Softball Team

Selected Students – Initial Information



**PLEASE RETURN TO YOUR TEAM MANAGER
BEFORE YOU LEAVE TODAY**

Name		Date of Birth	
School			

Contact Person	
Contact Email	
Contact Mobile Phone	

THE FOLLOWING ITEMS ARE AVAILABLE TO TRY ON TODAY
PLEASE ENSURE YOU ORDER THE CORRECT SIZE FOR YOU!

	Size	Qty
Compulsory Playing Shirt (ordered in – cannot be changed)		

All other uniform/apparel items are noted in your information package and can be ordered online.
These are held in stock so sizes may be changed if necessary.

Name	
Signature	



Team newsletter

NORTHERN REGION SCHOOL SPORT

www.northernregion.sport.qld.edu.au | admin.northernregion.sport@qed.qld.gov.au
Level 7, 445 Flinders St, TOWNSVILLE 4810 | PO Box 5379, TOWNSVILLE Q, 4810
Phone: (07) 4758 8343 | Fax: (07) 4758 3300

13 - 15 YEARS NETBALL

Congratulations on your child's/ward's selection for Northern representation. They are invited to be part of the Northern 13 – 15 years Netball team.

Championship Dates: Sunday 28 April – Wednesday 1 May (players are required in Caloundra on April 27)
Venue: Caloundra Indoor Stadium

CAREFULLY READ THE FOLLOWING INFORMATION

INABILITY TO PARTICIPATE

Please contact our office admin.northernregion.sport@qed.qld.gov.au **BEFORE Friday 8 March 2024** if you are **NOT AVAILABLE** for the State Championship so a replacement can be made.

TEAM OFFICIALS

	Name	School	Email	Mobile
Coach:	Karen Storey	All Souls SHS School	kstorey@allsouls.qld.edu.au	0411 405 118
Manager:	Angela Marsden	Pimlico SHS	amars71@eq.edu.au	0409 274 050

TRAVEL ARRANGEMENTS

Families are to arrange their own travel and accommodation for players and themselves during the championships. It is the parent's responsibility to ensure their child is accompanied by a responsible adult. Please note: This event starts on Sunday 28 April; therefore, all players are required to be in Caloundra on **Saturday 27 April**. The Championships will conclude at 3.00pm on Wednesday 1 May. Return travel must be booked **AFTER** this time.

FORMS RETURN

You will be emailed a Permissions booklet. Please complete and return to your team manager, **Angela Marsden** at amars71@eq.edu.au by **Friday 15 March 2024** to ensure your inclusion in the team.

(Please note if you have not received an email with these permissions by **6 March 2024**, please email admin.northernregion.sport@qed.qld.gov.au)

Failure to return these forms by the due date may jeopardise your position in the team.

FORM 1	Principal's Approval *Attached to newsletter. Take this form to your school for your Principal's Approval and then return to your Team Manager
FORM 2	Student Details
FORM 3	Parent Consent Form
FORM 4	Acceptance Form / Contact Details
FORM 5	Student Health Information & Consent
FORM 6	Mouth Guard Consent <i>N/A</i>
FORM 7	QRSS Consent – for Media Consent (6 pages to return)

Your school may assist you with scanning and forwarding these forms to the team manager.

Selection Procedures

- **Northern Coach**

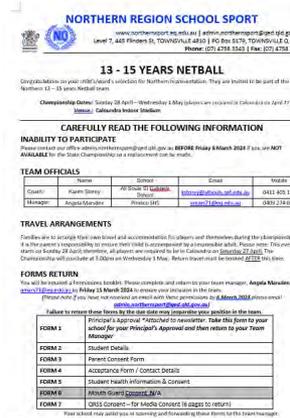
- Chair selections – see Northern Selection Policy
 - Each District entitled to one selector (MUST be a teacher)
- Provide copies of selectors' rubric/checklist/criteria sheets to other selectors
- Advise of any *Trial Exemption* students
- Selectors are to sit **together** in a **central** location and watch **all** games. The *perception to parents* of transparency is crucial.
- Selectors to declare any conflicts of interest – Northern School Sport *Conflict of Interest Form* used when needed
- Announce team (not a squad)
- Shadows ?? – *individual choice whether you announce shadows*
- After announcing team, make yourself available to give **feedback** to students that missed selection.



TEAM NEWSLETTER

MANAGER

- Distribute *Team Newsletter*
- Highlight;
 - Where they are going
 - When they are going (noting travel day)
 - Who they are going with (team officials)
 - How they are getting there – (private transport)
- Team Newsletter also includes;
 - Information about costs
 - Checklist of permission notes
 - Codes of Conduct – Players and Parents
 - Checklist for parents
 - Principal Approval
- Northern Sport Office emails *suite* of Northern Permission notes within 7 days of trial.
- Parents return completed forms emailed to manager the Friday week after the trial (approx. 10 days).
 - Manager marks on checklist (in workbook)
 - Notifies Northern Sport Office
 - Checks Full Name on Project Consent Form



2022/2023 Softball 13 - 19yrs - Checklist

Date	Event	Status
by Friday 10 th November	<ul style="list-style-type: none"> ▪ Email admin@northernregion.sport.nsw.edu.au ▪ If you have not received an email with permission notes (check your junk folder) 	
	<ul style="list-style-type: none"> ▪ Email admin@northernregion.sport.nsw.edu.au ▪ If your child wishes to withdraw from the team 	
By Wednesday 29 th November	<ul style="list-style-type: none"> ▪ Email Karim Hartshorn khart126@nsw.edu.au ▪ FORM 1 Acceptance of Invitation ▪ FORM 2 Authority and Consent ▪ FORM 3 Student Medical History and Consent ▪ Project Consent – Consent for name in program and photo 	
By end of 2022 School Year	<ul style="list-style-type: none"> ▪ Receive email from Northern School Sport advising of final levy costs, as well as instructions and access code to access Northern School Sport online shop 	
By Friday 3 rd February 2023	<ul style="list-style-type: none"> ▪ Final day for payment of Northern Levy, as well as place order for Northern apparel 	
Nil	<ul style="list-style-type: none"> ▪ collect Northern Apparel ordered at training session 	
Wednesday 1 st March 2023	<ul style="list-style-type: none"> ▪ Team departs for Brisbane 	

FORM 1	Principal's Approval *Attached to newsletter. Take this form to your school for your Principal's Approval and then return to your Team Manager
FORM 2	Student Details
FORM 3	Parent Consent Form
FORM 4	Acceptance Form / Contact Details
FORM 5	Student Health information & Consent
FORM 6	Mouth Guard <u>Consent</u> N/A
FORM 7	QRSS Consent – for Media Consent (6 pages to return)

Course Overview

The Northern School Sport Journey



Northern Trials



State
Championships



• STUDENT LEVY PAYMENT

- The payment of the student team levy is done via the Northern School Sport on-line shop. Northern team apparel is also ordered online.
- RSSO emails parents the link and login instructions for the use of this shop.
- All online shop tech enquiries are directed to the Northern School Sport Office.
- Northern School Sport office will track levy payments and issues relevant reminders to parents.
- Team Managers will be cc'd into these emails – *no action is required from you, these emails are purely FYI.*

1. Levy - Full Payment



Cricket 15-19 years Girls State Championship Levy
NORSC140

Levy Due Date: 26 Feb 2025

\$570.00
Inc GST

0 - +

Quantity In Cart: 0

2. Compulsory Apparel

1. Cricket Playing Shirts - Please enter the total number of shirts ordered at the trials (these have been ordered in specifically for this team - we already have your size. 2. If you already have any of the compulsory items, there is no need to order another.



Shirt - Cricket
NOR035

Made to Order

\$42.00
Inc GST

0 - +

Quantity In Cart: 0

Shirt - Cricket Long Sleeve

\$42.00

 Add selected to order

COLLECTION & DISTRIBUTION of PLAYERS GEAR

MANAGER / COACH / TRAINER



Player & mums happy



Northern Region School Sport Team Apparel Swaps



16-19 Years Netball

After distributing player's apparel, the team manager is required to co-ordinate any size swaps/exchanges.

With the exception of playing uniform, all apparel is held in stock at uniform room.

If there is a sizing issue with playing uniforms, please contact Northern School Sport Office as soon as possible by emailing us on: admin.northernregion@qed.qld.gov.au

Please detail in table below.

Name of Player	Apparel Ordered (Description/Size)	New Apparel Required (Description/Size)



- **AVAILABLE EQUIPMENT**

- To assist you in your duties, the following items are available from the Northern School Sport office. Alternately you may prefer to use your own personal equipment or equipment from your school. If there is any equipment specific to your team that you would like ordered, please contact Northern School Sport Office.



What about the merch ????

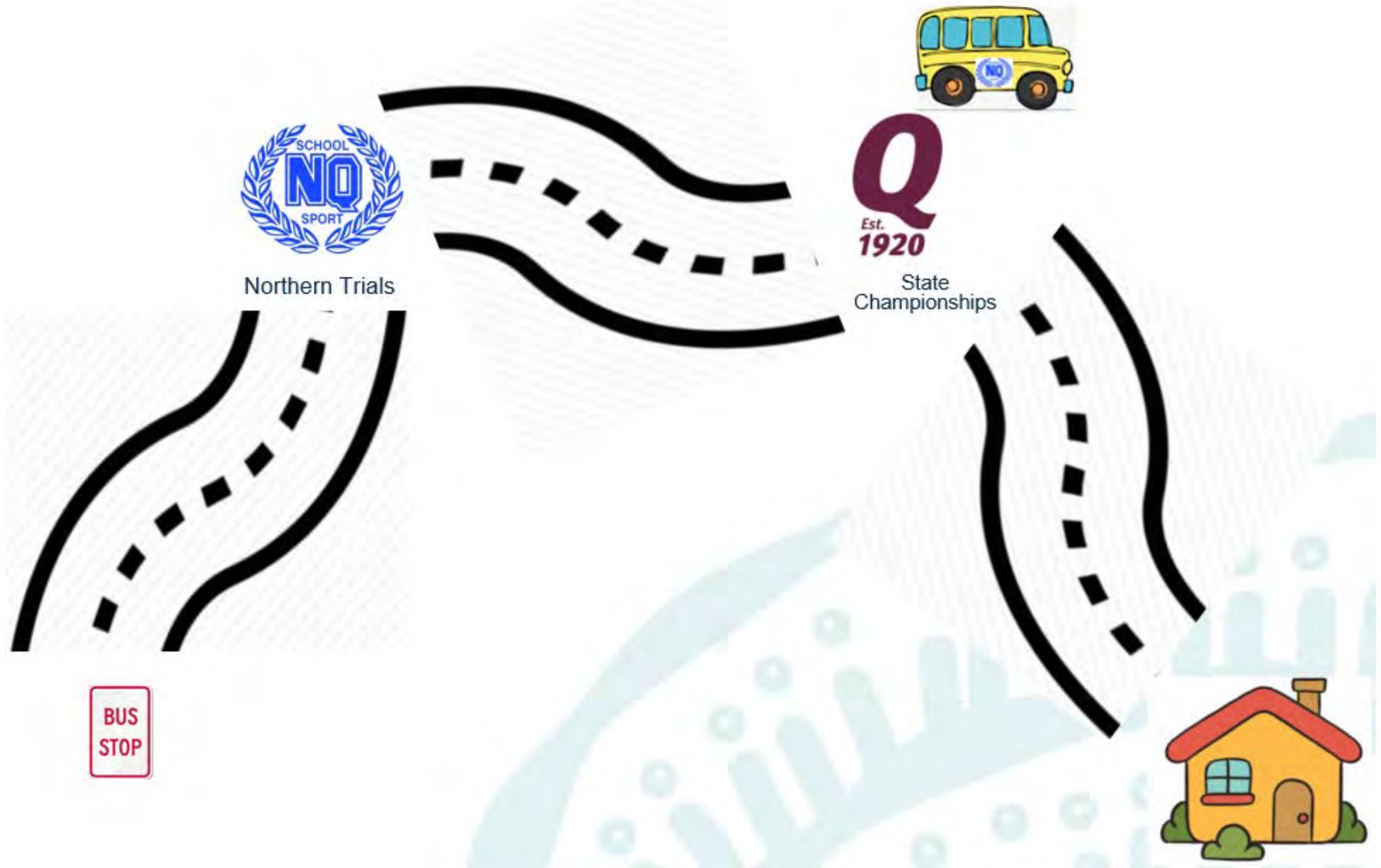
OFFICIAL'S SHIRT

- Shortly after the Northern Trial, you will be emailed a link to the Northern on-line shop.
- At this shop you can order your Northern Official's shirt. There is a long sleeve and short sleeve option.
- This shirt (1) is provided free-of-charge. This shirt must be worn for the team photo.
- Long Sleeve also available.



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The Northern School Sport Journey





STOP 4 – *At the State Championships*

During
State
Championships

RSSO on call 24/7 if needed – especially regarding Student Protection

Official's *Code of Conduct*

Communicate with your team (parents)

Referees – be nice, model appropriate behaviours

QLD Selectors – ask for feedback on players, be realistic.

• NORTHERN REGION GAME TIME POLICY

- All players have paid the same amount of money to be part of the Northern team.
- Players must receive close to 50% game time across the duration of the State Championship.
- Please keep records (if possible).



Course Overview

The Northern School Sport Journey



Northern Trials

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State Championships





STOP 5 – *The Journey Home* *After the State Championships*

MANAGER

- Team Report – to be completed by team manager upon return. Please use this to provide feedback on any aspect of your experience.

ALL OFFICIALS

- The Northern School Sport Office is always open to feedback on how we can assist you better, please feel free to email me
- If you are dissatisfied about any part of State Championships – QLD team selections. Please advise.



Team Report	
Sport	13 - 19 Year Girls Soccer
Managers	Jane Richards Southern Cross CC
Coach	Nicola Swan Liverpool SS
Venue	Rodolfo Laragans Club
Date of championship	25 - 28 March 2021 (travel day to 24 March)
Overall Placing	Where did the team finish in the overall placing? (Did any students gain Duke of Edinburgh honours? Do not include students selected as player players.)
State Selection	
Special Awards	Were any special awards presented to Northern students or officials? If so, please detail below: Did any students receive awards during the State Championships?
Behaviour	Other comments:
Training Attendance	How would you rate team member attendance in training sessions, and number of training sessions held?
State Championships	Comments on the organisation of the State Championships?
Accommodation/Dining	Comments on the quality of accommodation and official travel?
Student Game Time	Were adequate coaches kept at student game time and where time was spent in their regard?
You and other officials experience	How would you rate your overall experience with Northern Sports and any suggestions for improvement?
Other Comments	

Official's Allowances & Expenses

Whilst away with a Northern School Sport team you are paid an allowance in accordance with the Public Service Allowance Award. You are paid at the following rate;

	Breakfast	Lunch	Dinner	Incidentals
Capital Cities & <u>High Country Areas</u>	\$33.90	\$38.10	\$64.95	\$23.95
T2 & Other Country Centres	\$30.35	\$34.65	\$59.75	\$23.95
4 Day State Championships - Tier 1 - \$746.65; Tier 2 - \$689.20				

Officials allowances are processed through the Expense Me Pro(State Schools) or GPEV system (Non-State Schools).

Team Officials will be sent instructions on how to claim (same process as 2024)

- Claim can only be made **after** your event (sorry), do claim at airport, whilst awaiting flight.
- You will receive payment through electronic transfer
- There is **no need to keep receipts** for this allowance, you are free to spend as you wish.

Team Incidental Expenses

Whilst away with your team, you may incur incidental expenses.

Process for reimbursement;

- Keep receipts
- Follow instructions to upload onto Expense Me Pro
- Reimbursement is processed with Official's Allowance

Allowable Expenses;

- fuel for hire car
- team sustenance (within reason),
- taxi to airport – with prior RSSO approval
- Airport Parking – **must** be pre-booked

Non-Allowable Expenses;

- Food for team BBQs
- Team Dinners
- Taxi fares

Course Overview

The Northern School Sport Journey



Northern Trials



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*Every decision we make, at Northern School Sport,
is driven by providing the best outcome for our
students.*

*Thank you for being part of this and for providing our students with this
opportunity.*



Northern Strong Since 1979