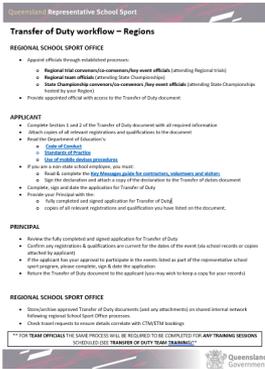


Acknowledgement of Country

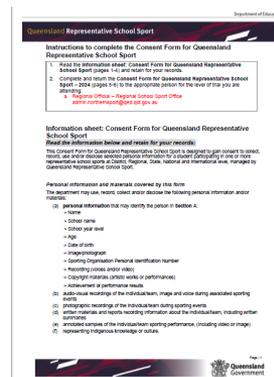


Tickets Please !! – paperwork & administration



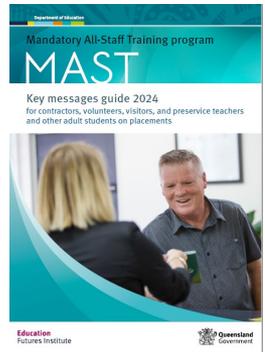
Transfer of Duty Form

- 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**



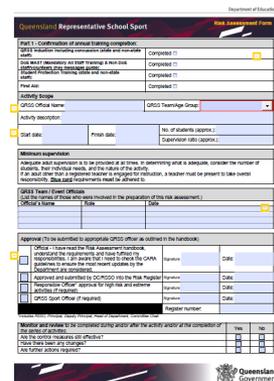
Staff Consent Form

- 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 used in accordance with the Queensland Government Information Policy, this document is released under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. For more information, please visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>

- When to use this form**
- This form is for data collection purposes only and is not a required form to complete. It is to be used to gather information for later entry into the MyHR WHS - Incident module. It is mandatory to use MyHR WHS for recording health, safety and welfare incidents.
 - It can be used:
 - When an incident occurs away from the workplace e.g. camps, field sports
 - For staff working out of hours or with limited access computers e.g. cleaners, grounds maintenance staff
 - For visitors or contractors
 - To implement a local protocol where data entered into MyHR WHS by a limited number of staff
 - During a system outage
 - Every effort is to be made to verbally report an incident to the school/workplace on the day of the incident to enable a report to be made in MyHR WHS as soon as possible after the incident.
 - The **Health, Safety and Welfare Incident Management procedure** is to be followed.

- Incidents need to be reported to MyHR. Notable incidents include:**
- death
 - serious injury or illness e.g. amputation, head injury, spinal injury, hospital admission
 - injury resulting in medical leave, suspension, or removal of protective equipment
 - any injury sustained while driving a motor vehicle - complete pages 1-3 (which includes the injury/illness details and the motor vehicle risk form)
 - if more than one person sustained an injury/illness as a result of the same incident, fill in a separate injury/illness form (pages 2-3) for each person. You do not need to complete separate forms for the incident (page 1)
 - Record all available information
 - Check that all mandatory fields, e.g. those marked with * are completed
 - Once the completed form is your supervisor or administrator to enable data entry into MyHR WHS OR enter into MyHR WHS yourself on return to the workplace
 - This form can be scanned and attached to the MyHR WHS incident record within investigation screens.
 - This paper form is to be retained for 12 months at the workplace.

- 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 road use. Each incident has its own 'sub form':
 - e.g. for an injury sustained while driving a motor vehicle - complete pages 1-3 (which includes the injury/illness details and the motor vehicle risk form)
 - Record all available information
 - Check that all mandatory fields, e.g. those marked with * are completed
 - Once the completed form is your supervisor or administrator to enable data entry into MyHR WHS OR enter into MyHR WHS yourself on return to the workplace
 - This form can be scanned and attached to the MyHR WHS incident record within investigation screens.
 - This paper form is to be retained for 12 months at the workplace.

Revised: Sept 2015 V12
Department of Education
 Queensland Safety and Wellbeing



Department of Education
Northern Region School Sport Incident Report

INCIDENT REPORT SHEET

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

What happened (brief description of the incident):

What steps were taken to establish the facts (ensure 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 Data Code of Conduct for further information.



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).

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

Form 1: QRSS Concussion Referral and Return Form

Privacy Statement
 The Queensland Government (QGO) is collecting the personal information for the purpose of assessing whether the student listed in Section 1 of this form meets the criteria for a concussion referral. The information will only be collected if you or your child is a member of the Queensland School Sport Organisation (QSSO) and is participating in a Queensland School Sport Organisation (QSSO) event. The information will only be collected if you or your child is a member of the Queensland School Sport Organisation (QSSO) and is participating in a Queensland School Sport Organisation (QSSO) event. The information will only be collected if you or your child is a member of the Queensland School Sport Organisation (QSSO) and is participating in a Queensland School Sport Organisation (QSSO) event.

SECTION 1 - STUDENT INFORMATION (To be completed by the parent/guardian)

Name of student: _____ Date of birth: _____
 Region/State/School: _____ Competition: _____
 Venue of incident: _____ Date & time of incident: _____

Dear Medical Practitioner:
 This student has presented to you today because they were injured on the date and time above in a (game or training session) _____ and suffered a potential head injury or concussion _____

The injury involved: (check one option)
 Direct blow or knock to the head
 Indirect injury to the head e.g. whiplash/stragulation force
 No specific injury sustained

The subsequent signs or symptoms were observed (please select one or more; consult the QSSO pamphlet if no signs and symptoms were observed by your official personnel)

| | | |
|--|---|--|
| <input type="checkbox"/> Loss of consciousness | <input type="checkbox"/> Clonus or vacant gaze | <input type="checkbox"/> Prolonged in the daze |
| <input type="checkbox"/> Disorientation | <input type="checkbox"/> Incontinence | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Incontinent speech | <input type="checkbox"/> Disinnes | <input type="checkbox"/> Vomiting |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Difficulty concentrating | <input type="checkbox"/> Blurred vision |
| <input type="checkbox"/> Memory loss | <input type="checkbox"/> Sensitivity to light | <input type="checkbox"/> Loss of balance |
| <input type="checkbox"/> Other _____ | | |

Is this their first concussion in the last 12 months? Yes No
 If NO, how many concussions in the last 12 months: _____

Name: _____ Role: _____
 Signature: _____ Date: _____



CONCUSSION

Queensland Government

Form 1: QRSS Concussion Referral and Return Form

Privacy Statement

The Department of Education (DoE) is collecting the personal information for the purpose of determining whether the student listed in Section 1 of this form is a Queensland Representative School (QRS) staff or to support the nominated student's return to learn and play following a suspected concussion. This information will only be accessible to authorised QRSS staff. In accordance with section 428 of the Education (Care Protection and Safety) Act 2003 regarding student's personal information and the Information Privacy Act 2009 (Queensland's personal information law), this information will not be disclosed to any other person or body unless DoE has given permission or is required or authorised by law to disclose the information.

SECTION 1 – STUDENT & INCIDENT DETAILS (please print clearly)

This section MUST be completed for a Queensland Representative School (QRS) staff or to support the nominated student's return to learn and play following a suspected concussion.

| | |
|-------------------------|--------------------------|
| Name of student: | Date of birth: |
| Region/District/School: | Competition: |
| Venue of incident: | Date & time of incident: |

Dear Medical Practitioner:

This student has presented to you today because they were injured on the date and time above in a (game or training session) and suffered a potential head injury or concussion.

| | |
|---|--------------------------|
| <input type="checkbox"/> Direct blow or knock to the head | <input type="checkbox"/> |
| The injury involved: (select one option) | |
| <input type="checkbox"/> Indirect injury to the head e.g.: whiplash/translational force | <input type="checkbox"/> |
| <input type="checkbox"/> No specific injury observed | <input type="checkbox"/> |

The subsequent signs or symptoms were observed (please select one or more):

Consult the referee/umpire if no signs and symptoms were observed by team official personnel

| | | |
|--|---|--|
| <input type="checkbox"/> Loss of consciousness | <input type="checkbox"/> Dazed or vacant stare | <input type="checkbox"/> Ringing in the ears |
| <input type="checkbox"/> Disorientation | <input type="checkbox"/> Headache | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Incoherent speech | <input type="checkbox"/> Dizziness | <input type="checkbox"/> Vomiting |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Difficulty concentrating | <input type="checkbox"/> Blurred vision |
| <input type="checkbox"/> Memory loss | <input type="checkbox"/> Sensitivity to light | <input type="checkbox"/> Loss of balance |

Other:

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

If NO, how many concussions in the last 12 months:

| | |
|------------|-------|
| Name: | Role: |
| Signature: | Date: |

DELIVERING FOR QUEENSLAND



Queensland Government



Take Photo – Form 1

CRT6™ Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults

What is the Concussion Recognition Tool?

Concussion is a brain injury. The Concussion Recognition Tool (CRT6) is to be used for children, adolescents and adults for the purpose of identifying suspected concussion. It is designed to help you identify suspected concussion.

Recognise the Signs

RED FLAG: CONCUSION IS SUSPECTED

- A set of 6 signs with an observed or reported one, more than at least 10 min after the injury, the child must be referred to a medical professional for assessment and management (see below for more information)
- Head pain or discomfort
- Balance, N/V or vomiting
- Loss of consciousness
- Incoherence or disorientation
- Memory loss
- Repeated vomiting
- Loss of awareness
- Incoherence or disorientation
- Memory loss
- Repeated vomiting
- Loss of awareness
- Incoherence or disorientation
- Memory loss
- Repeated vomiting

Recovery

Recovery from concussion is a gradual process. Most children and adolescents will recover within 7-10 days. However, some children and adolescents may take longer to recover. It is important to monitor the child/adolescent for signs and symptoms of concussion. If symptoms persist or worsen, seek medical advice.

Return to Play

The child/adolescent should not return to play until they are symptom free for 24 hours. They should also be cleared by a medical professional before returning to play. It is important to monitor the child/adolescent for signs and symptoms of concussion. If symptoms persist or worsen, seek medical advice.



Concussion Recognition Tool

Form 4: MyHR WHS: Health and Safety Incident Data Collection Form

Privacy statement: The Department of Education (DoE) is collecting personal health and safety incident information for the purpose of determining whether the student listed in Section 1 of this form is a Queensland Representative School (QRS) staff or to support the nominated student's return to learn and play following a suspected concussion. This information will only be accessible to authorised QRSS staff. In accordance with section 428 of the Education (Care Protection and Safety) Act 2003 regarding student's personal information and the Information Privacy Act 2009 (Queensland's personal information law), this information will not be disclosed to any other person or body unless DoE has given permission or is required or authorised by law to disclose the information.

When to use this form

- This form is for data collection purposes only and is not a required form to complete. It is to be used to gather information for later entry into the MyHR WHS – Incident module. It is mandatory to use MyHR WHS for recording health, safety and wellbeing incidents.
- It can be used:
 - when an incident occurs away from the workplace e.g. camps, field sports
 - for staff working out of hours or with limited access computers e.g. cleaners, grounds maintenance staff
 - for visitors or contractors
 - to streamline local protocols where data entered into MyHR WHS by a limited number of staff during system outage.
- Every effort is to be made to verbally report an incident to the school/organisation on the day of the incident to enable a record to be made in MyHR WHS no later than the next business day
- The [Health, Safety and Wellbeing Incident Management procedure](#) is to be followed.

Incidents to be reported to MyHR WHS – Health and Safety Incident Module

- All incidents
- Injury or illness e.g. whiplash, head injury, spinal injury, fracture, laceration
- Workplace violence or sexual assault, harassment, etc. (where it involves a workplace)

Do not report to MyHR WHS – Health and Safety Incident Module

- Minor injury or illness (e.g. sprain, bruise, burn, cut, etc.)
- Injury or illness (e.g. sprain, bruise, burn, cut, etc.) that has not resulted in lost time from work
- Injury or illness (e.g. sprain, bruise, burn, cut, etc.) that has not resulted in lost time from work and is not a reportable incident under the Work Health and Safety Act 2011

Not used? Check the box on the left-hand side of the form, select your regional health and safety consultant or phone us on 1800 725 222.

How to use this form

1. This cover page is for information and advice.
2. Pages 1-3 are to be completed as they record the details of the incident and the injured person.
3. If relevant, complete a sub-form (page 4) for each 'incident type': electrical, security threat, motor vehicle, fire, environmental or near miss. Each incident type has its own 'sub-form':
 - e.g. for an injury sustained while driving a motor vehicle – complete pages 1-3 (which includes the 'injury/illness details' and the 'motor vehicle' sub-form)
 - If more than one person sustained an 'Injury/Illness' as a result of the same incident, fill in a separate injury/illness form (pages 2-3) for each person. You do not need to complete separate forms for the incident (page 1).
4. Record all available information.
5. Check that all mandatory items, e.g. those marked with *, are completed.

Email:
brook.wilson@qed.qld.gov.au

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.



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 (circle one) | 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 (Note: Documentation must cover the days of the trial) | 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 I am aware that: | 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.

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),
- Airport Parking – **must** be pre-booked

Non-Allowable Expenses;

- Food for team BBQs
- Team Dinners
- Taxi fares

*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