

# 2025 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](mailto: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](mailto: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](mailto: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)*



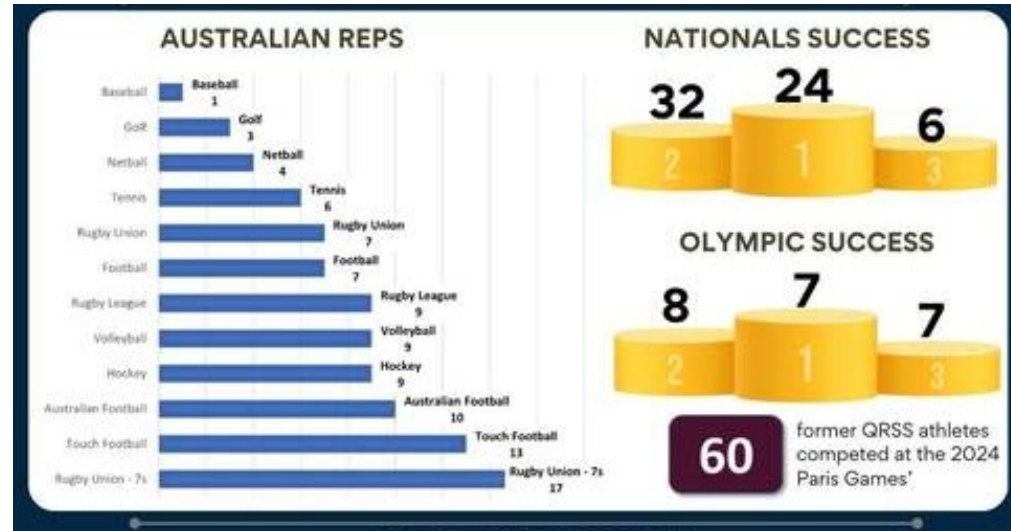
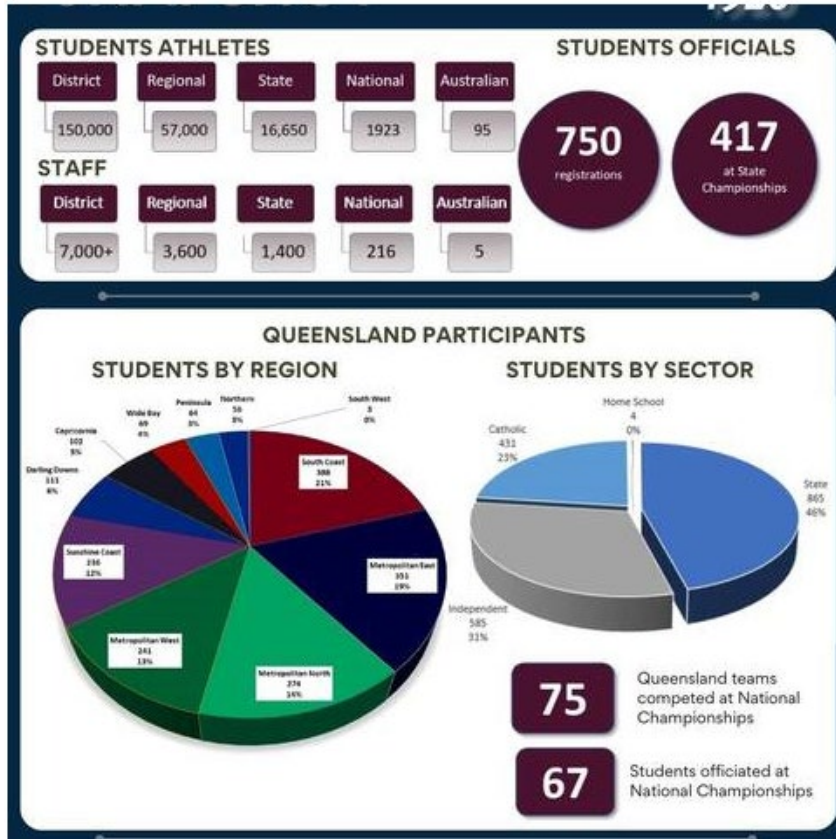
# The Big Picture



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



# 2024 Snap Shot





# Northern Region – *where do we fit in?*



- 10<sup>th</sup> in population
  - 5 x Districts
  - 32, 910 students (yrs 4-12)
  - 71\* Northern Teams
  - 21 sports
  - ***In 2024;***
  - 4843 students @ Northern Trials
  - 338 teachers @ Northern Trials
  - 67\* Northern Teams
  - 1128 students in Northern Teams
  - 156 teachers with Northern Teams
  - 46 students selected in QLD teams
- = Opportunities for students***

# Course Overview

## *The Northern School Sport Journey*



Northern Trials



State Championships



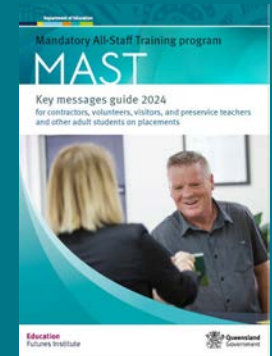
# Tickets Please !! – paperwork & administration

## 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



# 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.

## 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*



Northern Trials



**Q**  
Est. 1920

State  
Championships





# 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 (you will be sent a draft (4 weeks prior) this is FYI).

**NORTHERN SCHOOL SPORT**  
**13-19yrs Boys Hockey Trials 2022**  
 Convenor: Kyle Catalano - Thornington DHS  
 Email: [ksp@nssss.nhs.uk](mailto:ksp@nssss.nhs.uk)

- Date:** Wednesday March 9th - 10.00 am - 2.00 pm  
(Players are asked to arrive at 9.30 am if possible)
- Venue:** Teanby Hockey Association Pavilions  
Murry, South Cambridgeshire
- Ages:** Players born between 2003 and 2008 are eligible to participate.
- Trials:** All these trials 18 players will be selected in the Northern Region Team. Players that are selected in this team will be taking on a total of approximately £300 - \$400 (does not include travel, team are travelling independently). They will be competing at the State Championships at South Hockey Ground from 20 May to 24 May (includes travel days).
- Nominations:** Please complete the attached nomination sheet for selection purposes and email it to the convenor Kyle Catalano - [ksp@nssss.nhs.uk](mailto:ksp@nssss.nhs.uk) by Wednesday 22nd March.
- Trial Format:** Players will be placed into teams and trial games will be played. Player's hockey skills may also be judged through trials.
- Equipment:** Players are asked to bring hockey stick, shoes, shin pads and padding. Players should also bring 2 x shirts (dark/light). Students should also bring their own kit and water bottles.
- Team Officials:** Coach: Kyle Catalano - Thornington DHS  
Manager: Chris Lane - Thornington Baseball Club
- COVID INFO:** This event will be conducted in accordance with current COVID restrictions. Information for attending Teachers/Officials attached. Information for Players / Spectators included in Player's Trial note & information.

If you have any further queries please don't hesitate to contact myself on 4753 8355.  
 Kyle Catalano  
 Thornington DHS  
[ksp@nssss.nhs.uk](mailto:ksp@nssss.nhs.uk)  
 4753 8355

**Student health information - Northern Region School Sport**

**Section 1: Student details**

Full name			
Date of birth	Year level		
Parent/guardian name			
Contact phone numbers	Home	Mobile	Emergency
Medical practitioner name			
Practitioner phone			

**Section 2: Health conditions**

Do you have any of the following health conditions?

<input type="checkbox"/> Asthma	Emergency Health Plan / Action Plan attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Allergies	Emergency Health Plan / Action Plan attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Diabetes	Emergency Health Plan / Action Plan attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Epilepsy	Emergency Health Plan / Action Plan attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other	Emergency Health Plan / Action Plan attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Emergency Health Plan / Action Plan attached  Yes  No

Do you have any other health conditions that require special attention?  Yes  No

Do you have any other health conditions that require special attention?  Yes  No

Do you have any other health conditions that require special attention?  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

Check this out...  
 I just made the Northern team!

#northernschoolsport

# 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](mailto: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		

<b>Grounds for Absence</b> <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 <b>Name of Competition:</b> _____
	3. Absence due to competing with another QSS (State Team) or SSA (National Team) in a different sport <b>Name of Team:</b> _____
	4. Bereavement or Compassionate reasons
<b>Documentation Attached</b> <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.

<b>Student's Declaration</b>  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.*

# 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.qld.gov.au | admin.northernregion@qed.qld.gov.au  
Level 7, 445 Flinders St, TOWNSVILLE 4810 | PO Box 5179, TOWNSVILLE Q 4810  
Phone: (07) 4758 3343 | Fax: (07) 4758 3300

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**13 – 19 YEARS GIRLS SOFTBALL**

Dear Parents / Guardian,

Congratulations on your child's/ward'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

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**CAREFULLY READ THE FOLLOWING INFORMATION**

**INABILITY TO PARTICIPATE**

Please contact our office admin.northernregion@qed.qld.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@qed.qld.gov.au or call 4758 3343, no later than 5<sup>th</sup> 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 details

- Team newsletter



**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

**NORTHERN REGION SCHOOL SPORT**

www.northernregion.qld.gov.au | admin.northernregion@qed.qld.gov.au  
 Level 7, 445 Flinders St, TOWNSVILLE 4810 | PO Box 5379, TOWNSVILLE Q, 4810  
 Phone: (07) 4758 3345 | 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@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 St Catholic 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 Championship 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](mailto: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@qed.qld.gov.au](mailto:admin.northernregion@qed.qld.gov.au))

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

FORM	Description
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 in 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

**NORTHERN REGION SCHOOL SPORT**

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Level 7, 445 Finders St, TOWNVILLE 4810 | PO Box 5179, TOWNVILLE QLD 4810  
Phone: (07) 4788 3343 | Fax: (07) 4788 3300

**13 - 15 YEARS NETBALL**

Congratulations on your child's level 7 selection for Northern representation. They are invited to be part of the Northern 13 - 15 years Netball team.

Championship Dates: Sunday 20 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@qed.qld.gov.au **BEFORE Friday 8 March 2023** if you are NOT AVAILABLE for the State Championship as a replacement can be made.

TEAM OFFICIALS				
Name	Gender	Email	Mobile	
Karen Murray	NSW STATE REPRESENTATIVE		0411 405 114	
Coach	Angela Marsden	amarsden@northern.qld.edu.au		
Manager	Angela Marsden	amarsden@northern.qld.edu.au	0403 724 250	

**TRAVEL ARRANGEMENTS**  
Coaches are to arrange their own travel and accommodation for players and themselves during the championship. It is the parent's responsibility to ensure their child is accompanied by a responsible adult. Please note: This camp starts on Sunday 20 April. Therefore, all players are required to be in Caloundra on **WEDNESDAY 22 APRIL**. The Championship will conclude at 3.00pm on Wednesday 1 May. Return travel must be booked **BY THIS TIME**.

**FORMS RETURN**  
You will receive a permission booklet. Please complete and return to your team manager, **Angela Marsden** at [amarsden@northern.qld.edu.au](mailto:amarsden@northern.qld.edu.au) by **Friday 13 March 2023** to ensure your inclusion in the team.  
Please note: Forms have not received an email with these permissions. To **check** this, please email [amarsden@northern.qld.edu.au](mailto:amarsden@northern.qld.edu.au)

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

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

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

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### 2022/2023 Softball 13 - 19yrs - Checklist

Date	Event	Done
by Friday 18 <sup>th</sup> November	<ul style="list-style-type: none"> <li>▪ Email <a href="mailto:admin.northernregion@qed.qld.edu.au">admin.northernregion@qed.qld.edu.au</a></li> <li>▪ If you have not received an email with permission notes (check your junk folder)</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Email <a href="mailto:admin.northernregion@qed.qld.edu.au">admin.northernregion@qed.qld.edu.au</a></li> <li>▪ If your child wishes to <b>withdraw</b> from the team</li> </ul>	
By Wednesday 23 <sup>rd</sup> November	<ul style="list-style-type: none"> <li>▪ Email Karman Harthorn <a href="mailto:khart120@nrs.edu.au">khart120@nrs.edu.au</a></li> <li>▪ <b>FORM 1</b> Acceptance of invitation</li> <li>▪ <b>FORM 2</b> Authority and Consent</li> <li>▪ <b>FORM 3</b> Student Medical History and Consent</li> <li>▪ Project Consent – Consent for name in program and photo</li> </ul>	
By end of 2022 School Year	<ul style="list-style-type: none"> <li>▪ Receive email from Northern School Sport advising of final levy costs, as well instructions and access code to access Northern School Sport online shop.</li> </ul>	
by Friday 3 <sup>rd</sup> February 2023	<ul style="list-style-type: none"> <li>▪ Final day for payment of Northern Levy, as well as place order for Northern apparel</li> </ul>	
tba	<ul style="list-style-type: none"> <li>▪ collect Northern Apparel ordered at training session</li> </ul>	
Wednesday 1 <sup>st</sup> March 2023	<ul style="list-style-type: none"> <li>▪ Team departs for Brisbane</li> </ul>	

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

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	Cricket 15-19 years Girls State Championship Levy NORSC140	\$570.00 <small>Inc GST</small>
	Levy Due Date: 26 Feb 2025	0 - +
		Quantity In Cart: 0


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### 2. Compulsory Apparel

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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.

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	Shirt - Cricket NOR035	\$42.00 <small>Inc GST</small>
	Made to Order	0 - +
		Quantity In Cart: 0

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Shirt - Cricket Long Sleeve	\$42.00
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[Add selected to order](#)

# COLLECTION & DISTRIBUTION of PLAYERS GEAR

## MANAGER / COACH / TRAINER



**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](mailto:admin.northernregion@qed.qld.gov.au)

Please detail in table below.

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





# Course Overview

## *The Northern School Sport Journey*



Northern Trials



**Q**  
Est. 1920

State  
Championships





## 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



State Championships





# STOP 5 – The Journey Home After the State Championships

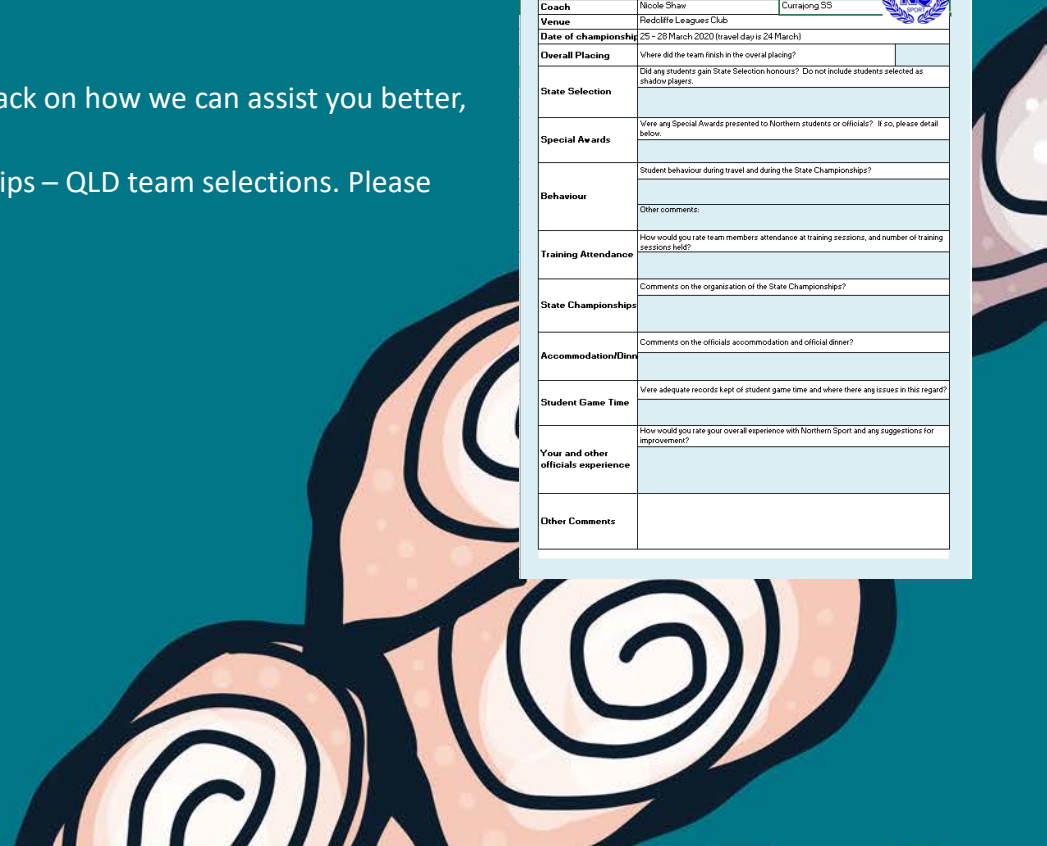
## MANAGER

- 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	
<b>Sport</b>	13 - 15 Years Girls Softball
<b>Manager</b>	John Roberts Southern Cross CC
<b>Coach</b>	Nicole Shaw Currupong SS
<b>Venue</b>	Redcliffe Leagues Club
<b>Date of championships</b>	25 - 28 March 2020 (travel days 24 March)
<b>Overall Placing</b>	Where did the team finish in the overall placing? Did any students gain State Selection honours? Do not include students selected as shadow players.
<b>State Selection</b>	
<b>Special Awards</b>	Were any Special Awards presented to Northern students or officials? If so, please detail below. Student behaviour during travel and during the State Championships?
<b>Behaviour</b>	Other comments:
<b>Training Attendance</b>	How would you rate team members attendance at training sessions, and number of training sessions held?
<b>State Championships</b>	Comments on the organization of the State Championships?
<b>Accommodation/Dinner</b>	Comments on the officials accommodation and official dinner?
<b>Student Game Time</b>	Were adequate records kept of student game time and where there any issues in this regard?
<b>Your and other officials experience</b>	How would you rate your overall experience with Northern Sport and any suggestions for improvement?
<b>Other Comments</b>	





# 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 Dav 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

Non-Allowable Expenses;

- Food for team BBQs
- Team Dinners
- Taxi fares
- Airport Parking – only in extreme circumstances

# Course Overview

## *The Northern School Sport Journey*



Northern Trials



State Championships





## STOP 6 – Home

*What else we got ??*



### Northern Supporter's Shirts

- Can be purchased along with other student apparel

# NORTHERN REGION SCHOOL SPORTS

Soft Shell Jacket



\* Available in Sizes XS – 5XL \* Water resistant \* Pockets

[www.emusportswear.com.au](http://www.emusportswear.com.au)

**EMU** **EV2**  
SPORTSWEAR

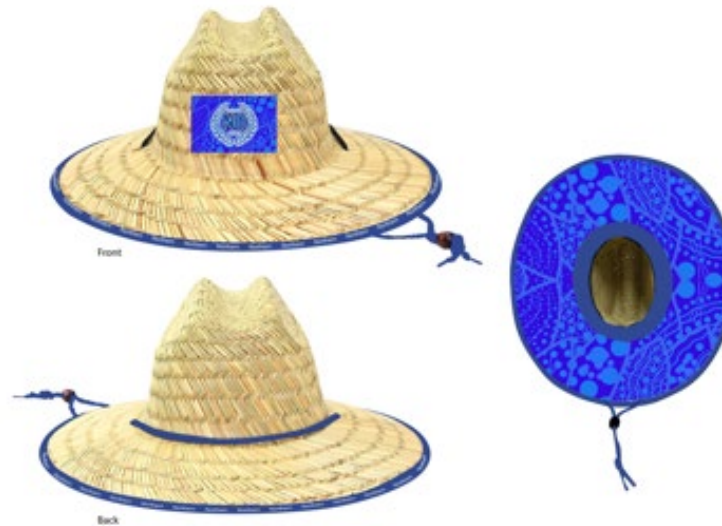
Cost	Code for Northern Shop	Orders close
\$85	NORTOPWCI	FEBRUARY 28 <sup>th</sup> 2025

\*Made to order \*Allow approx 5 weeks for delivery \*Second order will be placed in May

[rssshop.education.qld.gov.au/northern](http://rssshop.education.qld.gov.au/northern)



AH999 STRAW HAT W/TOGGLE



PLEASE NOTE: This is conceptual artwork only and may differ slightly to the actual finished product.

#OBSESSEDWITHSPORT

EV2SPORTSWEAR.COM.AU

For Northern Officials – *(free of charge)*

- Delivered to your school
- Given to you at Northern trial

*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**

[Kramer Is Drivin' The Bus](#)

