Northern Region School Sport

Operating Procedures
Operating Procedures for the Management of Northern Region Representative School Sport

1. Aim of Northern Region School Sport

1.1 To promote the organisation and involvement in sport played within the region.
1.2 To provide, foster and develop sport within the affiliated schools of the Northern School Sport Region.
1.3 To provide educational opportunities to enable the realisation of individual sporting potential, good health and well-being within the Northern School Sport Region.
1.4 To liaise with Queensland School Sport (QSS), QSS Sport Specific committees and other Regional School Sport bodies.

2. Northern Region School Sport Structure and Functions

2.1 Northern Region consists of the following districts: 10-12 Years - Burdekin, Charters Towers, Herbert River, Townsville, Thuringowa and Whitsunday. 13-19 Years - Burdekin, Charters Towers, Herbert River, Townsville (Blue), Townsville (Gold) and Whitsunday.
2.2 In its role as a departmental committee, the operations of the Northern Region School Sport Board are subject to the policies, practices and directives of Education Queensland (EQ), through the Queensland School Sport Council.

Its functions are to:

2.3 Supervise, endorse and where relevant, approve or direct the activities of the Regional School Sport Management Committee.
2.4 Exercise the general control and management of the affairs, equipment and funds of the Northern Region School Sport Board.
2.5 Manage all funds held by Northern Region School Sport in accordance with current EQ financial procedures.
2.6 Establish an Executive Committee and other sub-committees consisting of members of the Northern Region School Sport Board and any persons co-opted as the Board sees fit to coordinate investigate and report on any activity or matter deemed necessary.
2.7 Distribute documents for the efficient conduct and administration of sport in state schools, state colleges and campuses, non-state schools, students undertaking home education and schools who provide services for students with a disability, all of which have affiliated with the Northern Region School Sport.
2.8 Compile a calendar of dates and venues as soon as possible at the end of each year for the following year.
3. Participation by Schools

3.1 State schools and colleges, and non-state schools may participate in the activities provided by Northern Region School Sport by paying an annual affiliation fee, thereby agreeing to fulfil those obligations required of member schools.

3.2 Obligations and conditions of affiliation will be provided to schools at the commencement of each school year.

3.3 The affiliation fee payable by participating schools shall be determined by the Northern Region School Sport Board.

4. School Affiliation Fee

4.1. Northern Region School Sport Board will collect an annual affiliation fee from each school based on the school’s enrolment.

4.2. These affiliation fees will be collected by District Committees of the Northern Region School Sport Region and forwarded to the Northern Region School Sport office no later than the end of Term 1 of that school year.

4.3. A school shall be considered non-financial if its affiliation fee is not paid by 30 April of that year and shall forfeit rights of membership until the fee is paid.

4.4. A school wishing to take part in Northern Region School Sport activities must first make application for affiliation to the appropriate school sport district. The allocation of a school to a district will be the responsibility of the Northern Region School Sport Board.

4.5. The allocation of a school to Northern Region School Sport Region will be the responsibility of Queensland School Sport Management Group.

5. Northern Region School Sport Board

Membership of the Northern Region School Sport Board shall be:

5.1. Voting members – Regional Director (or nominee), two representatives from the Northern Region School Sport 10-12 Years sector, two representatives from the Northern Region School Sport 13-19 Years sector, non-state school representative, disability sports representative, parent representative, community sport representative.

5.2. Non-voting member – The Regional School Sport Officer, who will act as the Executive Officer for the Board.

5.3. The Chair shall preside at all meetings of the Board. If the Chair is unable to attend any meeting, the Deputy Chair shall chair the meeting.

5.4. At every meeting of the Northern Region School Sport Board, a number equal to a majority of Board members shall constitute a quorum. A quorum held to be present at the opening of a meeting of the Board shall be deemed to be present for the whole of that meeting.

5.5. Issues arising at any meeting of the Board shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.

5.6. The Chair shall have a deliberative vote but no casting vote.

5.7. For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every Northern Region School Sport Board shall be subject to a motion of confirmation at the next meeting of the Board.
5.8. The Board shall have the power at any time to appoint a member to fill any casual vacancy caused by the resignation of a Board member until the next annual general meeting.
5.9. A vacancy caused by the resignation of any representative shall be filled by the relevant body.
5.10. The time, date and venue of the Board meetings shall be determined at the Northern Region School Sport Board or as directed by the Queensland School Sport Council or EQ.
5.11. The business to be transacted at a Board meeting shall be listed as an agenda to be distributed to all committee members prior to the date of the meeting.
5.12. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.

6. Northern Region School Sport Management Committee

Membership of the Northern Region School Sport Management Committee shall be:

6.1. Two voting representatives from each district school sport management committee, one being a sport coordinator and one being a Principal or his/her nominee and the Regional Sports Officer as Executive Officer and non-voting member.
6.2. A quorum for all meetings shall consist of a minimum of seven delegates.

Functions of Northern Region School Sport Management Committee are to:

6.3. Develop programs and activities to achieve the NRSS objectives.
6.4. Manage regional selection trials on behalf of the Board.
6.5. Manage state championships on behalf of the Board.
6.6. Offer students and teachers the opportunity to be involved in the representative school sport program.
6.7. Make recommendations to the Northern Region School Sport Board as requested by the Board.
6.8. Provide representatives to act as Board members.

7. Management Committee Meetings

7.1. The body will compile a calendar of dates and venues as soon as possible at the end of each year for the following year.
7.2. It shall be the responsibility of each affiliated district to notify the Executive Officer of the name and school of the district secretary and delegates by the Annual General Meeting.
7.3. The delegates of all districts shall be given a minimum of two week’s notice of any management meeting.
7.4. The standard meeting procedure shall be used at each meeting of the body.
7.5. Each meeting’s agenda shall provide for:
   - Minutes of previous meeting
   - Correspondence
   - Financial Report
   - Trial and Team Reports
   - General Business
7.6. A special management meeting may be called when requested by the Executive or any three of the districts.

7.7. Where no rule of this body exists the situation shall be governed by the applicable existing rule of Queensland School Sport (QSS). Where no such QSS rule exists a special management meeting shall be called to deal with the situation and to frame suitable rules.

Annual General Meeting of the Northern Region School Sport Management Committee:

7.8. The business to be transacted at the first meeting of each calendar year shall include:

7.9. The receiving of the Chair’s annual report.

7.10. Audited financial statements of the Northern Region School Sport Board for the preceding financial year.

7.11. The receiving of the Regional School Sport Officer’s report.

7.12. Affiliation fees and due date of payment shall be determined each year.

7.13. Recommendation of a budget for the next financial year.

General Meetings of the Northern Region School Sport Management Committee:

7.14. The time, date and venue of the Management Committee meetings shall be determined at the Northern Region School Sport Board.

7.15. The business to be transacted at a Management Committee meeting shall be listed as an agenda to be distributed to all committee members prior to the date of the meeting.

7.16. All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.

7.17. (In the case of a tied vote the Chair shall have a casting vote.)

7.18. Operate through an Executive which will comprise of the Chair and Deputy Chair elected by and from the voting members at the Annual General Meeting and the Executive Officer.

8. District Sport Committees

District Sport Committees will present:

8.1. A written report stating a period overview and financial statement.

8.2. Annual Financial Report generated at the Treasurer’s school.

8.3. District Handbook listing management procedures, policy information, and fixture / competition procedures.

8.4. Annual budget.

8.5. Annual General Meeting minutes.

9. Reporting

9.1 A copy of the NRSS annual report and annual financial statement including a statement of income and expenditure and assets and liabilities for the preceding financial year shall be provided to Queensland School Sport by the end of the school year.

10. Funds and Accounts

10.1. The funds of the Northern Region School Sport Board shall be managed at all times according to the financial procedures provided by DETE.
10.2. The funds of the Northern Region School Sport Board shall be deposited in a bank account in the name of the Northern Region School Sport Board in accordance with DETE Policy.

10.3. Proper books and accounts shall be kept and maintained either in electronic or printed form showing correctly the financial affairs of Northern Region School Sport.

10.4. The Regional School Sport Officer shall present at each Northern Region School Sport meeting a comprehensive financial statement for the period since the last meeting, including full details of the nature and purpose of all expenditure and a short statement of budget comparison.

10.5. All expenditure shall be in accordance with EQ policy and be approved or ratified at a Northern Region School Sport Board meeting.

10.6. Income and equipment shall be used solely in promotion of the aims of Northern Region School Sport and in the exercise of its powers and functions.

10.7. The body is responsible for the financing of its own administrative expenses. Students selected in regional representative teams are responsible for the cost of their own fares, uniforms and funding of travel and accommodation expenses of their appointed Northern coaches and managers acquired by setting a levy on an equal share basis.

11. Financial Year

11.1. The financial year of the Northern Region School Sport Board shall close on 31 December in each year, or on a date approved by Queensland School Sport Council or EQ.

11.2. As soon as practicable after the end of the financial year the Regional School Sport Officer shall prepare a statement containing the particulars of

11.3. The income and expenditure for the financial year just ended

11.4. The assets and liabilities of Northern Region School Sport

12. Awards

12.1. Service Awards recognising 10, 15 and 20 years will be made as appropriate

12.2. One regional service award winner will be identified each year.

13. Alterations to Management Procedures

13.1. These management procedures may be amended, rescinded or added to from time to time by a special resolution carried by 75% of members at a meeting of the Northern Region School Sport Board, or as directed by EQ.

13.2. Any such amendment, rescission or addition by the Northern Region School Sport Board shall only be valid where at least 14 days’ notice has been given to the members of the Northern Region School Sport Board.

14. Cessation of Operations

14.1. The Northern Region School Sport Board shall cease operations if 75% of all members of the Sport Board attending a meeting convened for that purpose vote in favour of a resolution to that effect, or as directed by EQ.
14.2. If Northern Region School Sport Board ceases operation in accordance with Section 15.1, all remaining assets, after payment of all accounts, shall be transferred to the Queensland School Sport Council or as directed by EQ.
15. Competition Procedures

15.1. Regional teams are only to compete at State Championships approved by Queensland School Sport.
15.2. All competitions and activities of Northern Region School Sport must be approved by EQ, through the Northern Region School Sport Board.
15.3. All correspondence between state bodies and team officials is to go through the Regional Sport office or the regional sport officer must receive a copy of all correspondence between state bodies and team officials.
15.4. Competition Procedures shall be detailed in the appendices of this document and shall include:
   - Competition structures, conditions and rules
   - Development programs and activities
   - Team selection procedures
   - Appointment of team selectors
   - Responsibilities for the conduct of state and national championships
   - Relevant Departmental Policies
15.5. Team sponsorship must be negotiated in consultation with the Regional Sport Officer with the Regional Sport Officer making the final decision.

16. Team Officials

Appointment of Officials

16.1. Advertising of Positions
16.2. Nominations for positions are invited through NRSS at least six (6) school weeks prior to the proposed close of the ballot and that the closing date for nominations, which shall be not fewer than three (3) weeks prior to the proposed close of the ballot, is clearly stated.
16.3. Nominees are instructed to forward their nomination, complete with principal's/supervisor's counter-signature to their Regional School Sport Officer.
16.4. For single gender teams at least one of the officials should be the same gender as the team and for mixed gender teams there should be at least one official of each gender, if possible.
16.5. If the positions of coach or manager cannot be filled in the first instance, the positions will be readvertised.
16.6. Where gender is an issue, the coach must be appointed first and the manager is then appointed to meet the needs of the team.
16.7. The appointments will be decided at the final Management Meeting of the calendar year. The candidates will be advised in writing of their success or otherwise within one (1) week following the meeting.
16.8. Coaches should hold at least a current Level 1 Coaching Accreditation in that particular sport.
16.9. Managers and trainers should possess at least a current senior first aid certificate (or equivalent).
16.10. Appointed Coaches and Managers must be registered teachers but in the absence of a suitable teacher nomination for the position of Coach, permanent school employees may
be appointed based on qualifications and experience in the particular sport as determined by a Northern Region School Sport meeting.

16.11. For teams of thirty (30) or more students, another official will be appointed for every fifteen (15) students or part thereof in excess of that number.

16.12. The executive officer of NRSSB is to forward to each regional coach and manager a letter of appointment acquainting him/her of certain procedures to be observed in assuming that position.

17. Introduction of New Sports

17.1. Following a decision made at a district meeting (by a majority of schools) the district’s delegates submit a “Notice of Motion” supported by their submission to the next Northern Regional Meeting. All district delegates must then conduct the relevant survey (Appendix 5), present it at their district meeting and be directed on whether to support the introduction of the new sport/team at the following Northern Regional Meeting.

17.2. If supported by a majority of districts the Northern School Sport Board will be advised that an invitational trial in the particular sport will be held out of school time the following year.

17.3. The Board will evaluate the new sport/team using the criteria set down and inform the regional body of its decision to introduce the sport or not.

18. Students

18.1. All selections in regional teams are made on year of birth. Refer Age Level Policy appendix 1.

18.2. In 12 years and under team sports students aged 10 years and 11 years may be selected but preference should be given to 12 year old students, if of equal ability.

18.3. To compete at regional level students must not turn 20 years of age or older in that year.

18.4. Students selected in Regional Teams must have competed at the Regional Trials unless absent through representative participation at a higher level in a QSS registered sport i.e. at a State Championship or representing the State. In cases where students are unable to attend on the day of the trial because of exceptional circumstances an appeal may be made to the Regional Sports Officer.

18.5. Students selected in Regional Teams are required to wear the standard available Regional uniform unless team sponsorship is gained to reduce the current uniform cost.

19. Selection Procedures

19.1. Each district participating at regional trials may nominate one teacher to act as selector. These nominated selectors will form a panel which will be chaired by the regional coach. Where a selection decision is deadlocked, the regional coach will have a casting vote.

Details of selection for Regional Teams should not be made known until an official announcement is made by the regional coach, manager or convenor at the conclusion of the trials.

19.2. Selectors should have a current list of player’s names/members for each district. Selectors must determine prior to the start of playing what the criteria are for selecting regional team members. The recommended numbers of students (starting side and reserves) must be selected along with an appropriate number of shadow players. Those
shadow players may/may not be announced at the discretion of the coach. Squads must not be named.
19.3. Students selected in regional teams must have competed at the regional trials unless absent through representative participation at a higher level in a registered QSS School Sport, ie at a State Championship or representing the State. If there are exceptional circumstances, approval must be sought from the Regional Sports Officer. Prior to the regional trial an announcement will be made regarding non-competing students in the selection process.
19.4. The aim of the team is to perform at its highest level of ability. Selection of students showing the highest degree of individual skills would be expected to produce the best possible team. The degree of active participation of each student at a State Championship will depend upon current form. This decision is at the discretion of the coach. Team officials should endeavour to allow each student reasonable participation using 50% of overall game time as an indicative minimum.

20. Team Officials

20.1. Officials must use the relevant student forms supplied by Queensland School Sport copies of which are available through the Regional Sport Officer.
20.2. Officials must be aware of the EQ Curriculum Activity Risk Assessment (CARA) relating to their particular sport.
20.3. Officials, team members and their parents must be aware of the Queensland School Sport Code of Behaviour which must be adhered to.
20.4. All appointed Coaches and Managers are eligible for expenses.
20.5. Coaches and Managers are expected to stay in the appointed accommodation.
20.6. The total school days allocated for any one sport at Regional and State level will be 4 days except in cases where travel warrants an extra day.
20.7. A maximum of two school days for team training is allowed. For that period at the host school students must come prepared with sufficient work to keep them occupied for the two days.
20.8. All appointed Coaches/Managers must have completed a Transfer of Duties Form and received approval before accompanying the team.
20.9. Teachers are appointed to positions by Northern Regional School Sport after submitting a nomination detailing qualifications and experience. The official nomination form must be signed by the Principal.
20.10. Accreditation and experience should be major criteria in the selection of Coaches.
20.11. Endeavours are made to organise or assist with Accreditation Courses for teachers and teachers are encouraged to attend such courses.
20.12. Officials and competitors must travel as a team. If there are exceptional circumstances approval must be sought from the Regional Sports Officer.
20.13. When officials are appointed the following must be considered:
20.14. Teams should be accompanied by at least one official of the same gender.
20.15. Allocation to teams is to be determined by the relevant constituent bodies ensuring all aspects of safety are considered in student/teacher ratio.
20.16. Officials must ensure all team members of are given equitable game time at championships.
21. Responsibilities of Officials - Duty of Supervision

21.1. At all times team officials must display exemplary conduct as a model for students. Where possible, team officials should wear the team uniform to help team members, billeting families and championship officials identify them. The official’s team uniform must be worn for the official team photograph.

21.2. The Duty of Care responsibilities to students is exercised through being at the championship venue at all times while team members are in attendance and should be supervised to a level that would satisfy a prudent parent / guardian.

Team officials must assist the regional team to perform to their optimum level of ability by:

21.3. Developing awareness of opposition team / players level of ability and perceived strengths and weaknesses relative to their own team / players through viewing all relevant matches.

21.4. Ensure all players in the regional team receives appropriate playing time and have the opportunity to play in their preferred position on sufficient occasions to allow selectors to be aware of their ability. All players should have at least 50% of overall playing time.

21.5. Adhere to the state championship organising committees arrangements with billeting families and do not attempt to negotiate alternative arrangements with billet families, either for management reasons or on behalf of the billeted student's parents, unless prior approval for such changes has been given by the organising committee.

21.6. Fulfil “in loco parentis” responsibility to team members outside of championship competition hours. Billeting is offered to students who are unable to make private accommodation arrangements for the financial and social benefit to the student and also to prevent staff having to be directly responsible for student supervision for 24 hours per day. However, having students in billet accommodation does not remove the regional official’s in loco parentis responsibility to team members and at least one team official must be able to respond immediately to requests from host families or to billeting issues raised by the championship organising committee at all times.

21.7. Please ensure that your conduct and participation in activities outside of competition hours does not diminish your ability to meet the requirements expected of a regional team official.

21.8. Be aware that while officiating with a regional sport team the same requirements and guidelines that apply as an employee of Education Queensland during interaction with students in a classroom or school based situation still apply in a sport context even if it is not in a school environment.

21.9. When talking to and otherwise interacting with members of the regional team, whether before, during or after a game, be mindful of the Code of Conduct and Student Protection Policy which can be located on the Northern Region School Sport website at www.northernsport.eq.edu.au

21.10. The issues of physical, emotional and psychological harm to students all need to be considered during your dealings with Regional Team Members.

21.11. On occasions managers and coaches may be required to accompany students on billet runs.

21.12. Where possible, team officials should wear the team uniform to help team members, billeting families and championship officials identify them. The official’s team uniform must be worn for the official team photograph.

21.13. Team officials should keep their Regional School Sport Officer informed of any extraordinary situations.
## Appendix 1 - Age Levels Policy

### Age eligibility for 13-19 Years sport teams

<table>
<thead>
<tr>
<th>SPORT</th>
<th>STATE CHAMPIONSHIPS</th>
<th>INTERSTATE EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Football</td>
<td>15 years and under – 31 December</td>
<td>15 years and under – 31 December</td>
</tr>
<tr>
<td>Baseball (Open)</td>
<td>18 years and under – 31 December</td>
<td>17 years and under – 1 June</td>
</tr>
<tr>
<td>Baseball (15 years)</td>
<td>15 Years and under – 31 December</td>
<td>15 Years and under – 31 December</td>
</tr>
<tr>
<td>Basketball (Open)</td>
<td>18 years and under – 31 December</td>
<td>18 years and under – 31 December</td>
</tr>
<tr>
<td>Basketball (15 years)</td>
<td>15 Years and under – 31 December</td>
<td>No Team</td>
</tr>
<tr>
<td>Cricket (15 years)#</td>
<td>14 Years and under – 1 September</td>
<td>15 Years and under – 1 September</td>
</tr>
<tr>
<td>Cricket (Open)</td>
<td>19 Years and under – 31 December</td>
<td>19 Years and under – 31 December</td>
</tr>
<tr>
<td>Cross Country</td>
<td>13 Years 14 Years 15 Years</td>
<td>16 Years 17 Years 18 Years – 19 Years</td>
</tr>
<tr>
<td></td>
<td>All at 31 December</td>
<td>All at 31 December</td>
</tr>
<tr>
<td>Golf</td>
<td>18 years and under At 31 December</td>
<td>18 years and under At 31 December</td>
</tr>
<tr>
<td>Hockey (Men’s Open)</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
</tr>
<tr>
<td>Hockey (Men’s 16 years)</td>
<td>16 Years and under At 31 December</td>
<td>16 Years and under At 31 December</td>
</tr>
<tr>
<td>Hockey (Women’s Open)</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
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<tr>
<td>Hockey (Women’s 16 years)</td>
<td>16 Years and under At 31 December</td>
<td>16 Years and under At 31 December</td>
</tr>
<tr>
<td>Netball (Open)</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
</tr>
<tr>
<td>Netball (15 Years)</td>
<td>15 Years and under At 31 December</td>
<td>15 Years and under At 31 December</td>
</tr>
<tr>
<td>Orienteering (Open)</td>
<td>12 – 15 Years 16 – 19 Years At 31 December</td>
<td>12 – 15 Years 16 – 19 Years At 31 December</td>
</tr>
<tr>
<td>Rugby League (Open)</td>
<td>18 years and under At 31 December</td>
<td>18 years and under At 31 December</td>
</tr>
<tr>
<td>Rugby League (15 Years)</td>
<td>15 Years and under At 31 December</td>
<td>15 Years and under At 31 December</td>
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<tr>
<td>Rugby Union (Open)</td>
<td>18 years and under At 31 December</td>
<td>18 years and under At 31 December</td>
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<tr>
<td>Rugby Union (15 Years)</td>
<td>15 Years and under At 31 December</td>
<td>15 Years and under At 31 December</td>
</tr>
<tr>
<td>Soccer (Men’s)</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
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<tr>
<td>Soccer (Women’s)</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
</tr>
<tr>
<td>Softball</td>
<td>19 Years and under At 31 December</td>
<td>17 Years and under At 30 June</td>
</tr>
<tr>
<td>Squash</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
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<tr>
<td>Surfing</td>
<td>18 years and under At 31 December</td>
<td>18 years and under At 31 December</td>
</tr>
<tr>
<td>Swimming</td>
<td>13 – 19 Years At 31 December</td>
<td>13 – 19 Years At 31 December</td>
</tr>
<tr>
<td>Tennis</td>
<td>19 Years and under At 31 December</td>
<td>19 Years and under At 31 December</td>
</tr>
<tr>
<td>Touch (18 Years)</td>
<td>19 Years and under At 31 December</td>
<td>18 years and under At 31 December</td>
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<tr>
<td>Touch (15 Years)</td>
<td>15 Years and under At 31 December</td>
<td>15 Years and under At 31 December</td>
</tr>
<tr>
<td>Track and Field</td>
<td>13 Years 14 Years 15 Years</td>
<td>16 Years 17 Years 18,19 Years</td>
</tr>
<tr>
<td></td>
<td>All at 31 December</td>
<td>No School Sport Event Conducted</td>
</tr>
<tr>
<td>Triathlon*</td>
<td>Under 14 (11,12,13) Under 16 (14,15) Under 19 (16,17,18) On 1 October of the year before</td>
<td>Under 14 Under 16 Under 19 Years On 1 October of the year before</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Activity</th>
<th>Age Group</th>
<th>Age as of</th>
<th>Age as of</th>
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<tbody>
<tr>
<td>Volleyball (Open)</td>
<td>19 Years and under</td>
<td>At 31 December</td>
<td>19 Years and under At 31 December</td>
</tr>
<tr>
<td>Volleyball (15 Years)</td>
<td>15 Years and under</td>
<td>At 31 December</td>
<td>15 Years and under At 31 December</td>
</tr>
<tr>
<td>Water Polo</td>
<td>17 Years and under</td>
<td>At 31 December</td>
<td>17 Years and under At 31 December</td>
</tr>
</tbody>
</table>

Notes:
Where an age is calculated at 31 December (e.g. 16 Years and under at 31 December), the age can be calculated as year of birth (i.e. born 1988 or later)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cricket#</td>
<td>Team selected in October of one year to compete at the National Championship in March of the following year.</td>
</tr>
<tr>
<td>Triathlon*</td>
<td>At State Championships athletes aged 11 years on 1 October of the previous year can only compete if they turn 12 between October 2 and December 31.</td>
</tr>
</tbody>
</table>

Appendix 2 - Travel Policy

Rationale
- The regional team is an extension of the school sports program to provide opportunities for gifted and talented students
- Identified students of NRSS affiliated schools are invited to join the Regional Team
- Students will be made aware of their obligations to the Regional Team as outlined in NRSS policies

Policy
- The preferred method of travel for Northern regional team members is as a single team group.
- All travel is to be coordinated through the Northern School Sport office.
- Variations to the group booking, for return flights only, must be received 30 days prior to departure.
- Variation to the policy outlined above will be considered on application, provided documentary evidence is presented explaining the extenuating circumstances. NRSSB reserves the right to approve or otherwise any applications for variation to the travel policy.
- That in situations whereby a non-teacher official is the only official for those students from a region, then the host region needs to be informed so that adequate Duty of Care can be arranged for those students.
- All student participation should be mapped to ensure equitable time on the field. All students must be given the opportunity to express dissatisfaction with the process.

Appendix 3 – Code of Conduct for team officials
- At all times team officials must display exemplary conduct as a model for students.
- When students are in the Team Officials’ care ensure they are supervised to a level that would satisfy a prudent parent/guardian.
• When students are being billeted, team officials are to be responsible for the supervision of team members. It is the responsibility of the team officials to exercise duty of care until the appropriate time negotiated with the respective billets.
• There is an expectation that team officials will be in attendance at the venue from the time the first students arrives until the last student has been released or at the request of the host region.
• If Team Officials are attending other functions or activities, at least one of the officials must at all times be available to attend to students in the case of an emergency. A phone contact is essential.
• Ensure billeters and students have team officials’ telephone contact number.
• When Team Officials are responsible for accommodation for students, e.g. Camp situation. Motels, etc., the following rules are to be adopted.
• Team officials are to supervise to such a level that a prudent parent would be completely satisfied, e.g. Dress, rowdy behaviour, mixed boy/girl activities.
• Sleeping arrangements should ensure that the girls are completely separate from the boys and that, where possible; Officials are to situate themselves between the two groups.
• Officials should ensure that all students are accounted for before retiring themselves.
• A supervision roster for team officials should be drawn up and adhered to.
• When travelling, Team Officials should be situated in seating so that they can supervise their team.
• When the state championships are conducted at split venues (e.g. Tennis) and regional teams have non teacher appointments as team management:

Appendix 4 - Code of Conduct for students, parents and spectators

This code of conduct sets out what is expected of students, parents and spectators in terms of participating in Queensland School Sport (QSS) events, and the range of consequences for not honouring the code.

Good sportsmanship
• As a representative of your school you must obey your school’s Behaviour Management Plan during and around fixtures, and while billeted.
• Be a good sport, play for enjoyment
• Compete according to the spirit and rules of the competition. Accept the Judge, Referee’s or Umpire’s decision.
• Control your behaviour and temper on and off the field – Do not criticise by word or gesture.
• Treat all team mates and opponents as you would prefer to be treated yourself.
• Work equally hard for yourself and your team - your team’s performance will benefit and so will your own.
• Be a good sport. Encourage and support your own team members.
• Co-operate with your coach and team mates. Show respect for your opponents and their skills.
• Be friendly to all participants.
• The use of alcohol, tobacco and non-prescribed drugs is not permitted. Illegal behaviour will be referred to the police.

As a billeted guest
• Stay with your assigned billeting family for the duration of the event.
• If there are problems with your billet consult with your team manager.
• Make your own bed, help wash your own clothes, help with household chores.
Be courteous

- Advise your billets when and where you will be. If delayed contact your host immediately.
- Social activities other than those organised by team managers or host centres are not permitted.
- Pay for phone calls - don’t borrow money.
- Respect the wishes and routine of your billeting family.
- Be responsible - you are representing your family, your school, your Region or your State.
- Bring a small gift for your billeting family or write a letter of thanks.
- Remember to say “Please” and “Thank you”.

As a guest in motels, colleges, dormitories, caravan parks, surf clubs etc.

- Check for any damage to premises on arrival and notify Team Manager.
- Keep your room tidy - make your bed, help with chores.
- Request the permission of the Team Manager before leaving the accommodation area.
- Be aware of which teacher is on supervision duty.
- Know where your team officials are staying.
- Always move in pairs where toilets/shower/laundry facilities are away from sleeping areas.
- Mixed gender sharing of rooms is not permitted.

Consequences for student breaches of this code

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents’ cost. The Regional School Sport Board (RSSB) is responsible for imposing longer term consequences such as suspension from representative sport for up to two years.

Furthermore, the RSSB may provide a report to your school and you may be subject to discipline in accordance with the Education (General Provisions) Act 2006 (EGPA).

Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.

Parents / Spectators Code of Behaviour

- Encourage participation by children.
- Provide a model of good sportsmanship for your child to copy.
- Demonstrate appropriate social behaviour – do not ridicule or yell at a child for making a mistake or losing a game. Provide positive comments that are motivational.
- Be courteous in your communication with players, team officials, game officials and sport administrators. Do not use fouls or offensive language or make threats of any kind.
- Let game officials conduct events without interference. If there is a disagreement, follow the appropriate and correct procedure in order to question the decision and teach children to do likewise. (Must go through the Manager).
- Encourage and support honest effort, skilled performance and team play with generous applause.
- Remember children play for their enjoyment not yours. Don’t let your behaviour detract from their enjoyment.
- Demonstrate respect for opposing players and their supporters. Without them there would be no game.
- Make new parents feel welcome.
- In accordance with School Sport Australia’s policy – don’t smoke or drink alcohol at school sporting venues.
- Recognise the value of volunteer coaches and officials, they give their time and resources to provide recreational activities for the children and deserve your support.
- Do not interfere with any billeting arrangements. Once requested, you must accept the billet allocated by the host centre.
- If you consider there are problems with your child’s billet consult with the team manager.

Consequences for parent / spectator breaches of this code

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

Parents and spectators will be afforded natural justice in respect of breaches of this code.

Parents and spectators should also note that where fixtures are held on State school premises, the offence provisions under the Education (General Provisions) Act 2006 (EGPA) apply and offenders’ actions may be referred to police for action.

Appendix 5 – Introduction of New Teams/Sports

Appendix 5.1 – Criteria

There are quantifiable numbers of students in the schools who:
- are actively participating on a regular basis in the sport within schools
- are actively participating in an inter-school competition
- have access to teachers/coaches who can teach them to be confident, skilled and responsible in the sport
- have confidence in the sport by being able to prioritise it for participation
- are able to display their talent or interest for the sport in the school.

There are quantifiable numbers of teachers in the schools who
- have demonstrated ability to teach and organise the sport
- are active in and out of school hours in the organisation of the sport
- provide leadership and organisational skills for the benefit of inter-school sports
- drive the convening of district and regional trials to a well-planned and organized level.

The sport
- achieves positive outcomes for the students
- operates in a well organised fashion at each level of sport organisation
- produces regional teams that are truly representative of greater activity of the sport within schools
- has supportive regional, district and community organisations, committees and convenors
- is achieving the key organisational goals
- is organised by a committee/convenor structure that communicates well with schools and districts.

Final endorsement will be made in the overall context of the demonstrated organisation, TRS considerations and outcomes of the sport.
Appendix 5.2 – Survey for Introduction of New Team/Sport

Sport:  ________________________________________________________________
District:  ________________________________________________________________

Student Participation
1. How many schools in your district include this sport in their program?  
2. How many students are involved?  
3. Is there an Inter school competition?  YES / NO  
4. How many schools participate?  
5. How many students are involved?  

Teacher Participation
1. How many teachers are involved in the sport at school level?  
2. How many teachers are involved in the sport at district level?  
3. How many of those teachers are accredited Level 1 Coaches in the sport?  
4. Is there a district organizing committee?  YES / NO  
5. Name the convenor and school of the committee.  ______________________________

Comments:  ____________________________________________________________  
_____________________________________________________________________
_____________________________________________________________________

Facilities
1. Do you have the facilities to convene a district trial?  YES / NO  
2. Do you have the facilities to convene a regional trial?  YES / NO  
3. Do you have the facilities to convene a State Championship?  YES / NO

Comments:  ____________________________________________________________  
_____________________________________________________________________
_____________________________________________________________________

Community
1. Is there a junior association in your district?  YES / NO  
2. Does the junior association support the school competition?  YES / NO  
3. What support is given?  ________________________________________________  
_____________________________________________________________________
_____________________________________________________________________
Appendix 6 - Photography Statement

Photography (for personal / family use) at Queensland School Sport Events

Statement of Intent

Queensland School Sport is mindful of the possibility of indecent photography of students participating at sporting events.

Queensland School Sport owes a duty of care to students participating in sporting events and has an obligation to comply with departmental policy concerning child protection matters.

Queensland School Sport recognises that it is a normal and appropriate expectation of parents / carers to be able to visually record the sporting achievements of their children. However this expectation must be balanced against legitimate concerns that may be raised about inappropriate photography of students.

Queensland School Sport also recognises that some venue managers/owners may not permit photography in their venue.

Statement of Practice

The taking of photographs (for personal / family use) is therefore permitted at Queensland School Sport events except where an event is held at a venue where venue management prohibits such photography.

Where a venue prohibits photography signage stating that photography is not permitted will be displayed to spectators on venue entry points.

Where a Queensland School Sport representative reasonably considers that a spectator is engaged in photography of an indecent nature or is engaging in photography contrary to the venue owner’s prohibition, if the spectator does not desist they will be asked to leave the event premises. Police may be called to assist where the event convenor considers it prudent.

The management of this policy is the responsibility of the event convenor in consultation with team officials and venue management.

Appendix 7 – Hydration Guidelines

The purpose of these guidelines is to ensure that students become aware of the benefits of proper hydration practises before, during and after physical activity.

It is essential therefore that all team officials of Queensland School Sport teams ensure that students are not placed at risk and are properly hydrated before participating in physical activity.

The following messages should be used to help convey the benefits of proper hydration:

- Thirst is a poor indicator of fluid need
- Hydrate before, during and after play

The following hydration procedures are suggested for all Queensland School Sport Officials to consider:

- Water is available at all venues at all times for team use. Other fluids which may be used include diluted sports drinks, diluted cordial and diluted fruit juices. Carbonated drinks should not be used.
The procedures to be followed for providing fluid to students during competition should be clearly identified at the pre-event meeting or in pre-event Bulletins.

Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.

Where possible, team management should actively promote the use of interchange rules as a tool to prevent dehydration.

Participating teams may designate their own water carriers. These may be adults but cannot be the team coach. This policy may vary depending on the specific sport.

No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.

All team members must have their own water bottle. Officials must ensure that water bottles are filled and accessible to players at all times during a game.

Appendix 8 - Curriculum Activity Risk Management

These curriculum risk management processes are based on the requirements of Managing Risks in School Curriculum Activities – the DETE Policy and Procedure Register that outlines our responsibilities for curriculum risk management.

All staff (existing, newly appointed or temporary) who have responsibilities for planning and/or delivering curriculum activities should understand this procedure and adhere to these processes.

1. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity. Event Convenors should complete the Curriculum Activities Risk Assessment form.

2. For all curriculum activities (regardless of assigned level of Risk) team coaches MUST complete and submit a Curriculum Activity Risk Assessment (CARA) appropriate to their sport. These can be downloaded from Queensland School Sport website. Team managers MUST submit a QSS Representative Sports Event Team Manager CARA template.

3. These CARA’s MUST be completed and approved 1 (one) week prior to the regional team’s assembly (training / competition). Send your completed CARA via email to – Northern Region School Sport – rob.armstrong@dete.qld.gov.au

4. Once approved:
   a. A copy of the approved CARA will be returned to the person who submitted it.
   b. A copy of the approved will be filed at the Regional School Sport Office:
   c. The details of the CARA will be entered in the School Curriculum Activity Register filed at the Regional School Sport Office.

5. Activities are to be conducted in accordance with the approved CARA, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the CARA.

6. Once the approved activity has been undertaken, the Monitor and Review section of the CARA is to be completed. Any significant issues should be brought to the attention of the person who approved the CARA.

Please contact your Principal or the Northern Region School Sport Officer if you would like any clarification on any of these processes or if you have any other issues relating to curriculum risk management.

Important links

- Curriculum Activity Risk Assessment (CARA) Guidelines
- Curriculum Activity Risk Assessment (CARA) Forms – Sport Specific
- Managing Risks in School Curriculum Activities
Appendix 9 – Billeting Policy

Rationale

- The Northern Region currently participates in State Championships endorsed by Queensland Primary and Queensland Secondary School Sport. A condition of participation is that each Region takes a turn in hosting the various State Championships in which they are involved, on a rotational basis. Regions are also required to assist in the hosting of National Championships when requested.
- The policy of Queensland School Sport Council and Northern School Sport Board is that wherever possible, students attending State Championships will be offered billets (ie accommodation with a host family), unless staying in privately arranged accommodation.

Policy

- Schools who indicate their wish to have access to Queensland School Sport State Championships via their affiliation to the Northern School Sport Board, must be prepared to assist with billeting when the Northern region hosts a State or National Championship.
- Schools failing to fulfil their billet commitment may be asked to show cause as to why they should not be disaffiliated.
- Designated schools will provide billets, regardless of whether the school participates in that particular sport, and must be prepared to provide billets on more than one occasion each year, if and when required.
- It is a condition of regional team selection that team members be prepared to accept a billet when the Northern region hosts their particular championship.
- It is a condition of regional team selection that team members be prepared to assist with the regional billeting program if called upon in the future.

Procedures

- Schools will be advised as early as possible (preferably at the end of each year) of their billeting commitments for the following year.
- Each school will be required to identify a person in the school willing to act as School Billet Officer.
- Schools should keep a register of students selected in district, regional, state and national sporting teams. These students should be approached first.
- Do not place the responsibility for finding billets on one staff member. A committee of 2-3 supported by the administration may be more effective and less stressful
- Do not rely on newsletters or announcements solely to identify families willing to accept a billet. A direct approach or telephone call is usually more effective.
- Make approaches to all students, not just those involved in sport.
- Communicate with the school's Parents & Citizens Association.
- Ensure that all proposed billeting families sign and return a statement that "I/We do not have a criminal history and undertake, to the best of my/our ability, to ensure the safety and well-being of any student temporarily in my/our care."
Appendix 10 – Regional Selection to State – Absent Competitor

Regional trial exemption policy

Students are considered eligible and may be considered for selection in a Northern Region team if they:

- Commit to full participation at the State Championships
- Participate in the regional trial.

Students who are absent at a sporting event at a higher level (e.g. State, National or International level may be considered for selection provided they present to the Regional Convenor prior to the trial commencing:

- A medical certificate which identifies the illness or injury together with an anticipated recovery date
- A record of prior achievement in that sport
- Trials documentation to verify school approval to trial (including the Principal Approval Form)

Medical consideration

- An application form requesting consideration for selection must be submitted prior to the commencement of the carnival, or in the case of an injury incurred during the carnival, be submitted before the selection meeting at the conclusion of the carnival.

- The application must contain a medical certificate or in the case of injury a note from a physiotherapist stating the nature of the injury / illness and an expected date of return to sport. A list of events with qualifying performances must be included with the application.

- The athlete will only be considered on performances that have been posted in the past 30 days at a meet sanctioned by Athletics Australia. Performances from district trials may also be used for this purpose. No other performances will be considered as this is demonstration of the athlete’s current fitness level and is also using information that can be validated. Provided meet timing is electronically generated and the track is of an artificial surface.

- The athlete will be considered for selection in their event if there is room available for selection in the south coast team and they have met the state qualifying standard. Where all qualifying positions have been filled by athletes who competed at the carnival the athlete applying for selection will only be considered if their performances are considerably better than the person they would be displacing (e.g. Better than 8th at state last year).

- This must be a unanimous decision from all selectors.
### Appendix 10.1 – Absent Competitor Application Form

This form is to be used for students who are unable to compete at the Northern regional trials.

<table>
<thead>
<tr>
<th>Event</th>
<th>Approved</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
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<tr>
<td>Venue</td>
<td></td>
<td></td>
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</tbody>
</table>

#### Student details

<table>
<thead>
<tr>
<th>Student name</th>
<th></th>
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<tbody>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>Age</td>
</tr>
</tbody>
</table>

#### Details / reason for application

- Absent at a championship or sporting event of a higher level (in a QSS sport)
- Medical consideration (see medical consideration criteria below- please state reason)

#### Results to be considered for selection

**Event: eg. 100m**

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Meet / trial / where:</td>
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<td>Place / time / distance</td>
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**Event: eg. 100m**

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<td>Place / time / distance</td>
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</tbody>
</table>

Signed

- convenor/sports coordinator
- district convenor

Selected

Signed by chair of selectors

Office use only

Selected

Not selected

Date

Date