

Northern Region School Sport

Operating Procedures

as at 31st January, 2021



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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 the Department of Education (DoE), 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 DoE 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)-Chair, two Department of Education Principals, one Catholic Education Office Principal, one Independent Schools Principal, one teacher 10-12yrs sector, one teacher 13-19yrs sector, one none Department of Education teacher, representative from 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 Management Group or DoE.
- 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 DoE.
- 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 DoE 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 DoE 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 Management Group or DoE.

- 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 the income and expenditure for the financial year just ended and 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 the Department of Education.

- 13.2 Any such amendment, rescission or addition by the Northern Region School Sport Board shall only be valid where at least 2 weeks' 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 the Department of Education.

- 14.2 If Northern Region School Sport Board ceases operation in accordance with Section 13.1, all remaining assets, after payment of all accounts, shall be transferred to the Queensland School Sport Management Group or as directed by the Department of Education.

Competition Procedures

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 the Department of Education, 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 10-12 years 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 an *Absentee Application for Exemption* form must be submitted 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. Students that unable to attend on the day of the trial must submit an *Absentee Application for Exemption* (Appendix 10) form to the Regional Sports Officer.
- 19.4 Prior to the regional trial an announcement will be made regarding non-competing students in the selection process.
- 19.5 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 DoE 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, with completion of *Variation to Team Travel Approval*, (Appendix 2.1) 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 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

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 each player in the regional team receives appropriate playing time and has the opportunity to play in their preferred position on sufficient occasions to allow selectors to be aware of their ability.
- 21.5 Fulfil "in loco parentis" responsibility to team members outside of championship competition hours. 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.
- 21.6 Be aware that while officiating with a regional sport team the same requirements and guidelines that apply as an employee of the Department of Education 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.
- 21.7 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
- 21.8 The issues of physical, emotional and psychological harm to students all need to be considered during your dealings with Regional Team Members.
- 21.9 Where possible, team officials should wear the team uniform to help team members and championship officials identify them. The official's team uniform must be worn for the official team photograph.
- 21.12 Team officials should keep their Regional School Sport Officer informed of any extraordinary situations.

Appendix 1 - Age Levels Policy

Age eligibility for 10-19 Years sport teams

SPORT	STATE CHAMPIONSHIPS	INTERSTATE EVENTS
Aquathlon (11-12yrs) – B&G	11 - 12 years –31 December	No Team
Aust. Football (13-14yrs) –boys	13 - 14 years - 31 December	13 - 15 years - 31 December
Aust. Football (13-14yrs) –girls	13 - 14 years - 31 December	13 - 15 years - 31 December
Aust. Football (10-12yrs) –boys	10 - 12 years – 31 December	10 – 12 years – 31 December
Aust. Football (10-12yrs) –girls	10 –12 years – 31 December	No Team
Baseball (14-18yrs) - boys	14 - 18 years –31 December	14 - 18 years –31 December
Baseball (12-14yrs) - boys	12 - 14 years –31 December	12 - 14 years –31 December
Basketball (16-18yrs) – B&G	16 - 18 years –31 December	16 - 18 years –31 December
Basketball (13-15yrs) – B&G	13 - 15 years - 31 December	No Team
Cricket (15-19yrs) –boys	15 - 19 years – 31 December	15 - 19 years – 31 December
Cricket (13-14yrs) –boys	13 –14 years – 1 September#	14 - 15 years – 1 September
Cricket (13-15yrs) – girls	13 - 15 years - 31 December	13 - 15 years - 31 December
Cricket (10-12yrs) – boys	10 - 12 years – 31 December	10 - 12 years – 31 December
Cricket (10-12yrs) – girls	10 - 12 years – 31 December	10 - 12 years – 31 December
Cross Country (10-19yrs) – B&G	10 - 19 years –31 December	10 - 19 years –31 December
Football (17-19yrs) – boys	17 – 19 years – 31 December	17 – 19 years – 31 December
Football (16-19yrs) - girls	16 – 19 years – 31 December	16 – 19 years – 31 December
Football (13-16yrs) – boys	13 – 16 years – 31 December	13 – 16 years – 31 December
Football (13-15yrs) – girls	13 - 15 years - 31 December	13 - 15 years - 31 December
Football (10-12yrs) – B&G	10 - 12 years – 31 December	10 - 12 years – 31 December
Golf (10-19yrs) – B&G	10 - 19 years –31 December	10 - 19 years –31 December
Hockey (13-19yrs) - boys	13 - 19 years – 31 December	13 – 16 years – 31 December 17 – 19 years – 31 December
Hockey (13-19yrs) - girls	13 - 19 years – 31 December	13 – 16 years – 31 December 17 – 19 years – 31 December
Hockey (10-12yrs) – B&G	10 - 12 years – 31 December	10 - 12 years – 31 December
Netball (16-19yrs) – girls	16 – 19 years – 31 December	16 – 19 years – 31 December
Netball (13-15yrs) – girls	13 - 15 years - 31 December	13 - 15 years - 31 December
Netball (10-12yrs) – B&G	10 - 12 years – 31 December	10 - 12 years – 31 December
Rugby League (16-18yrs) - boys	16 – 19 years – 31 December	16 – 19 years – 31 December
Rugby League (16-18yrs) - girls	16 – 19 years – 31 December	16 – 19 years – 31 December
Rugby League (14-15yrs) - boys	14 - 15 years - 31 December	14 - 15 years - 31 December
Rugby League (14-15yrs) - girls	14 - 15 years - 31 December	No Team
Rugby League (11-12yrs) – boys	11 - 12 years –31 December	11 - 12 years – 31 December
Rugby League (11-12yrs) – girls	11 - 12 years –31 December	No Team
Rugby League (10-11yrs) – B&G	10 - 11 years –31 December	No Team
Rugby Union (17-18yrs) – boys	17 – 18 years – 31 December	17 – 18 years – 31 December
Rugby Union (14-15yrs) – boys	14 – 15 years – 31 December	No Team
Rugby Union (11-12yrs) – boys	11 – 12 years – 31 December	No Team
Softball (13-19yrs) – girls	13 – 19 years – 31 December	13 – 19 years – 31 December

Softball (13-19yrs) – boys	13 – 19 years – 31 December	13 – 19 years – 31 December
Softball (10-12yrs) – B&G	10 – 12 years – 31 December	10 – 12 years – 31 December
Squash (10-19yrs) – B&G	10 – 19 years – 31 December	10 – 19 years – 31 December
Swimming (10-19yrs) – B&G	10 – 19 years – 31 December	10 – 19 years – 31 December
Tennis (13-19yrs) – B&G	13 – 19 years – 31 December	13 – 19 years – 31 December
Tennis (10-12yrs) – B&G	10 – 12 years – 31 December	10 – 12 years – 31 December
Touch (16-18yrs) – B&G	16 – 18 years – 31 December	16 – 18 years – 31 December
Touch (13-15yrs) – B&G	13 - 15 years - 31 December	13 - 15 years - 31 December
Touch (10-12yrs) – B&G	10 – 12 years – 31 December	10 – 12 years – 31 December
Track & Field (10-19yrs) – B&G	10 – 19 years – 31 December	10 – 19 years – 31 December
Triathlon (13-19yrs) – B&G	13 – 19 years – 31 December	13 – 19 years – 31 December
Volleyball (16-19yrs) – B&G	16 – 19 years – 31 December	16 – 19 years – 31 December
Volleyball (12-15yrs) – B&G	12 – 15 years – 31 December	12 – 15 years – 31 December
Water Polo (13-17yrs) – B&G	13 – 17 years – 31 December	13 – 17 years – 31 December

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)	
Cricket#	Team selected in December of one year to compete at the National Championship in the following year.

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

7. 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.
8. Permission to vary travel arrangements may be granted in exceptional circumstances. The *Variation to Team Travel Application* (Appendix 2.1) form must be submitted to the Northern School Sport office within 7 days of team selection. If a cancellation fee is incurred it will be added onto the student's levy.
 1. 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.
 2. 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 2.1 - Northern Region School Sport Variation to Team Travel Application



Student name: _____ Team: _____

(Age and Sport)

The preferred method of travel for Northern School Sport team members is as a single team group.

- Permission to vary these travel arrangements is only granted in **exceptional** circumstances
- This form must be completed and returned to admin@northernsport.eq.edu.au within 7 days of team selection.
- There may be a fee incurred for this variation to team travel.
- If variation is approved, you will be advised of the revised travel costs.

Details of Exceptional Circumstances

FORWARD TRAVEL

car bus train plane other

Name of company / airline, flight details etc. _____

Departing from _____ at _____ on (date) _____

Person responsible for my son/daughter during forward travel:

Surname _____ Name _____

Address _____ Telephone _____

My son/daughter will join the team at:

Venue _____ Date & Time _____

RETURN TRAVEL

car bus train plane other

Name of company / airline, flight details etc. _____

Departing from _____ at _____ on (date) _____

Person responsible for my son/daughter during return travel:

Surname _____ Name _____

Address _____ Telephone _____

I acknowledge that the team officials have no responsibility for my son/daughter during periods of independent travel. I am aware there may be a cost incurred in varying team travel arrangements.

Name of Parent / Caregiver _____

Signature of Parent / Caregiver _____

Date _____

NORTHERN SCHOOL SPORT ACTION:

APPROVED

NOT APPROVED

Reasons/Comments: _____

Name and Title of Authorising Officer _____

Signature of Authorising Officer _____

Date _____

Appendix 3 -

Northern Region School Sport 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.

Appendix 4 -

Northern Region School Sport Code of Conduct – Team Member



As a team member:

- Take responsibility for your own behaviour and performance.
- Compete by the competition conditions and rules.
- Follow all directions of team management/officials.
- Show respect and behave in a manner that respects the rights of all others (team members, opponents, officials, etc.) regardless of the medium of communication used, e.g. verbal, physical, digital media such as Twitter, Facebook, email and texts.
- Be a good sport. Encourage and support your team members.
- Wear the official team uniform at the times directed by team management/officials.
- Report in and out with team management/officials each day.
- As directed by team management/officials, stay in the designated team area and support other team members during times when not competing.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden.
- Ensure that you have telephone numbers of team managers at all times.

As a guest in accommodation / when in team accommodation:

- Check for any damage to premises on arrival and notify your team official.
- Be respectful of facilities and other guests at all times.
- Do not leave the accommodation area without permission from the team manager.
- Be aware of which teacher is on supervision duty.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, it is advisable to attend in pairs.
- Mixed sharing of rooms is not permitted, nor is entering the room of anyone from the opposite gender.

Breach of the Code by Team Members

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' expense. The Department, through Queensland School Sport (QSS), is responsible for imposing any longer term consequences. Furthermore, QSS 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.

Appendix 5

Northern Region School Sport Code of Conduct – Parents & Spectators



Parent's Code of Conduct

As a Parent or Guardian:

- Cooperate with the team officials to achieve the best outcomes for your child.
- Support team and event officials in maintaining a safe and respectful learning environment for all students.
- Maintain positive relationships with team officials regarding your child's learning, well-being and behaviour.
- Encourage participation by your child.
- Provide a model of good sportsmanship for your child.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Do not interfere with the conduct of any events.
- 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.
- Adhere to the Department of Education's policy of a smoke, alcohol and drug free environment.

Spectator's Code of Conduct

As a Spectator:

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play.
- 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.
- Adhere to the Department of Education's policy of a smoke, alcohol and drug free environment.

Breach of the Code by Parents and Spectators

Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. 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.

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state educational institution – Section 333 Wilful Disturbance, of the Education (General Provisions) Act 2006 (EGPA). Parents and spectators will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.

Appendix 6 – Introduction of New Teams/Sports

Appendix 6.1 – 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 6.2 – 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 7 - Photography Statement

Northern School Sport is mindful of the possibility of indecent photography of students participating at sporting events and:

- owes a duty of care to students participating in sporting events and has an obligation to comply with departmental policy concerning child protection matters.
- 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.
- 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 Northern 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 Northern 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 8 – 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 Northern 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 Northern 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.
- Sports which do not have appropriate scheduled re-hydration strategies (eg drinks breaks) should implement strategies for allowing fluid to be provided for participants during matches.
- 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 9 - Curriculum Activity Risk Management

These curriculum risk management processes are based on the requirements of *Managing Risks in School Curriculum Activities* – the DoE 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 *Risk Assessment Sports Convenor*. This needs to be completed in conjunction with the sport specific Curriculum Activity Risk Assessment (CARA), these can be downloaded from the Queensland School Sport website.
2. 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 the *Risk Assessment – Team Manager*.
3. These CARA's **MUST** be completed and approved at least **1 (one) week** prior to the activity. Send your completed CARA via email to – Northern Region School Sport – brook.wilson@qed.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.

Northern Region School Sport Absentee Application for Exemption



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

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

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

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

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

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

Grounds for Absence (circle one)	1. Medical condition on travel days and days of competition
	2. Absence due to competing at a higher level sport / other Northern Regions School Sport trial. Name of Competition: _____
	3. Absence due to competing with another QSS (State Team) or SSA (National Team) in a different sport. Name of Team: _____
	4. Bereavement or Compassionate reasons
Documentation Attached <small>(Note: Documentation must cover the days of the trial)</small>	1. Medical certificate to include the date when full participation can resume.
	2. In case of bereavement / compassionate reasons, a letter from the school Principal to support absence.

Student's Declaration 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.