

QRSS Team and Event Handbook

Pathways for excellence in representative school sport

*Inspiring world-class opportunities for sporting success,
engagement and wellbeing*





Supporting reconciliation

Acknowledgement of Country

The Department of Education acknowledges the Traditional Owners of the lands from across Queensland. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.

A better understanding and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.



Queensland Representative School Sport

The Queensland Representative School Sport staff are pleased to welcome you as a sport official at every level within our sporting framework. Thank you in advance for your time, commitment and decision to ensuring that students within Queensland schools are given an opportunity to represent their school, District, region and state on the national sporting stage.

This handbook has been designed to support all officials at every level of the Queensland Representative School Sport pathway across all 21 sports with a consistent process before, during and post trials/competitions. You will find this resource beneficial in ensuring that all processes, policies and tasks as a sport official are completed to ensure a smooth experience for everyone involved.

Operating under a new governance, information and processes will occur in collaboration and consultation with the Sport Executive of each sport. Communication with the selected team players, parents, schools, sport specific committee and the Queensland Representative School Sport staff is essential in maintaining a consistent approach for everyone. A list of unit staff contact details is provided on the [website](#).

The Reference section contains a list of vital links, DoE and Queensland Representative School Sport policy and procedures. It is your responsibility to fully understand DoE policy and procedures, in particular Code of Conduct policy, Student Protection policy and Risk Management procedures.

Once again, congratulations on your appointment and thank you for your time you are choosing to commit to supporting our students in their chosen sporting endeavours.

Queensland Representative School Sport contact details

Street address

30 Mary Street
BRISBANE QLD 4000

Postal address

Department of Education
PO Box 15033
CITY EAST QLD 4002

Questions and information

Phone – (07) 3634 1300

[Email](#) - For the most recent staff contacts for Queensland Representative School Sport please use this email This will be directed to the officer in charge at the time.

Kind regards,

Claire Cummins
Queensland Representative School Sport Director



OUR FOCUS

Pathways, People, Performance and Partners

OUR PURPOSE

The Queensland Representative School Sport program will:

- Enable safe, affordable and equitable representative school sport pathways with an unrelenting focus on engagement and wellbeing for students and staff
- Provide opportunities for students and staff to develop the values of leadership, resilience, teamwork and sportsmanship on and off the field
- Lead the delivery of contemporary District, Regional, state and national events and championships in a range of individual and team sports for Queensland school students
- Provide clear and consistent management and competition procedures to guide our events
- Foster community partnerships by leveraging skills and resources to complement and enhance our program.



Queensland Representative School Sport

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Queensland Representative School Sport

Key structure of Queensland Representative School Sport

QRSS –B	Board	<ul style="list-style-type: none"> Leads strategic development and administration of Queensland Representative School Sport
QRSS-MC	Management Committee	<ul style="list-style-type: none"> Lead the control and management of operational matters of the program Ensure all policies and procedures are followed Report and provide operational advice when necessary
QRSS –SO	Sports Officer	<ul style="list-style-type: none"> Liaise with state sporting organisations regarding National Championships Liaise with the sports executive regarding sport specific processes and policies Work with sports executives regarding competition handbooks and procedures for clear and consistent communication Liaise with officials regarding player levy, budgets etc for National Championships Liaise with Regional school sport officers regarding State Championship procedures and event organisation Lead the induction process for QRSS officials
QRSS – SE	Sports Executive	<ul style="list-style-type: none"> Liaise with QRSS regarding the organisation of State Championships and preparation for National Championships Lead the implementation of policies and processes with the sporting bodies Oversee the implementation of State Championships Liaise with sports committees (if required) about the organisation of State Championships Collaborate with sports specific officials - Queensland team selections and the process leading up to the National Championships
QRSS –RC	Regional committee including working with RSSO	<p>The QRSS – RC will work with the RSSO to:</p> <ul style="list-style-type: none"> Liaise with QRSS/Sports Executive regarding the policies and processes of State Championships Communicate the calendar with relevant Districts Lead the process of appointing officials for the Regional teams including the distribution of paperwork If hosting, communicate with the Convenor regarding the trial/event organisation and implementation of State Championships Host an Inservice for all officials of Regional sport teams
QRSS –DC	District committee	<ul style="list-style-type: none"> Communicate with schools in the relevant region about District trials Distribute any required paperwork (including the calendar) to schools in a timely manner Appoint District officials and distribute any required documentation for trials to be run efficiently Liaise with officials about trial information and team lists (pre to post) Host an Inservice for all District officials (if required)
Convenor	Including Technical director, Student Official's Manager	<ul style="list-style-type: none"> Liaise with the relevant person/team regarding the process, procedures and event organisation of a trial/championship Complete all relevant documents and submit to relevant person/team within the timeframe allocated to ensure a smooth running of a trial/event (pre and post) Communicate trial/event information with relevant officials Lead the organisation and running of the trial/event on the day



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		<ul style="list-style-type: none"> Attend any officials' meetings and complete any induction courses as required
Coach (sometimes selector as well)		<ul style="list-style-type: none"> Liaise with the relevant team regarding trial/event information Submit any required documentation in a timely manner to ensure timelines are met Select/Coach the team at the trial/event As a Coach you are to ensure equity and fairness for all who are participating in the trial/event Be transparent in your discussions and communicate clearly with all relevant stakeholders Attend any official's meetings and complete induction course as required Liaise with other officials including the Convenor, Selectors, Managers and Trainers regarding any concerns/player welfare/trial and event processes
Manager		<ul style="list-style-type: none"> Liaise with relevant person/s about the management of the team leading up to and including the trial/event Complete and submit all required documentation within the timeframes to ensure a smooth running of pre to post event organisation is achieved If required, liaise with relevant stakeholders regarding team levies and budgets, uniform orders and distribution of information Be a point of contact for any questions by sport officials and families with questions via email/phone Lead the distribution and return of student paperwork – file accordingly Work with the Coach regarding trainings, the running of the team at the event, meetings etc Attend any officials' meetings and complete induction course as required Liaise with other officials including the Convenor, Selectors, Managers and Trainers regarding any concerns/player welfare/trial and event processes
Trainer		<ul style="list-style-type: none"> Work with the Coach and Manager regarding player game time and welfare Be present at trainings and games as outlined by the Coach and Manager Complete induction course/documentation as required
Sports Co-ordinator	May be a director in some schools	<ul style="list-style-type: none"> Work with the District and Regional committees to ensure students have access to trials in the district Check the calendar regularly for updates/changes Complete required documentation and send to responsible officers Liaise with officials in the school to ensure required risk assessment forms are completed and submitted



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Queensland Representative School Sports

Sport Name	Age Group	
Aquathlon	11 – 12 Years Boys and Girls	12U National Championship
Australian Football	10 – 12 Years Boys and Girls	12U National Championship
	13 – 19 Years Boys and Girls	15U National Championship
Baseball	12 – 14 Years Boys and Girls	Merit team named
	14 – 18 Years Boys and Girls	18U National Championship
Basketball	10 – 12 Years Boys and Girls	12U National Championship
	13 – 15 Years Boys and Girls	Merit team named
	16 – 18 Years Boys and Girls	16U National Championship
Cricket	10 – 12 Years Boys and Girls	12U National Championship
	13 – 15 Years Boys and Girls	No Exchange has been established yet.
	16 – 19 Years Boys and Girls	Exchange
Cross Country Disability Advisory Committee	10 – 19 Years Boys and Girls	National Championship
Football	10 – 12 Years Boys and Girls	12U National Championship
	13 – 15 Years Boys and Girls	Merit team named
	16 – 18 Years Boys and Girls	16U National Championship – boys 18U National Championship – girls
Futsal	14 – 15 Years Boys and Girls	Merit team named
Golf	10 – 19 Years Boys and Girls	10-12 & 13-18yrs National Championship
Hockey	10 – 12 Years Boys and Girls	12U National Championship
	13 – 16 Years Boys and Girls	16U National Championship
	17 – 19 Years Boys and Girls	19U Merit team named
Netball	10 – 11 Years Boys and Girls	No team named - invitational
	10 – 12 Years Boys and Girls	12U National Championship
	13 – 15 Years Girls	15U National Championship
	16 – 19 Years Girls	Merit team named
Rugby League	10 – 11 Years Boys and Girls	No team named - invitational
	11 – 12 Years Girls	Merit team named
	11 – 12 Years Boys	12U National Championship
	14 – 15 Years Boys	15U National Championship
	14 – 15 Years Girls	16U National Championship
	16 – 18 Years Boys	18U National Championship
	16 – 18 Years Girls	18U National Championship
Rugby Union	11 – 12 Years Boys	Merit team names
	14 – 15 Years Boys	Merit team named
	17 – 18 Years Boys	18U National Championship
Rugby 7's	15 – 16 Years Girls	Merit team named
	17 – 18 Years Girls	No team named - invitational
Softball	10 – 12 Years Boys and Girls	12U National Championship
	13 – 19 Years Boys and Girls	17U National Championship
Squash	13 – 19 Year Boys and Girls	Exchange
Surfing	13 – 19 Years Boys and Girls	Exchange run by Surfing Australia
Swimming	10 – 19 Years Boys and Girls	National Championship
Tennis	10 – 12 Years Boys and Girls	12U National Championship
	13 – 19 Years Boys and Girls	18U National Championship
Touch Football	10 – 12 Years Boys and Girls	12U National Championship
	13 – 15 Years Boys and Girls	15U National Championship
	16 – 18 Years Boys and Girls	Exchange by Touch Football Australia
Track and Field	10 – 12 Years Boys and Girls	12U National Championship
	13 – 19 Years Boys and Girls	Team named by QA
Triathlon	13 – 19 Years Boys and Girls	19U National Championship
Volleyball	12 – 15 Years Boys and Girls	15U National Championship
	16 – 19 Years Boys and Girls	Merit team named
Water Polo	13 – 19 Years Boys and Girls	Exchange



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Officiating a team

If you are a QRSS official attending a School Sport Australia event, please see the **QRSS National Championships Handbook**. This information is applicable for District and Regional Officials.

<p>Pre event/trial</p>	<p>QRSS Staff Consent, Emergency Contact Details, Transfer of Duty form to be completed by the selected official at all levels of the representative pathway. This will be sent out by the QRSS-DC/QRSS-RC/QRSS-SO</p> <p>Manager to receive paperwork and information regarding trial from QRSS-DC/QRSS-RC</p> <p>Complete all risk assessment documentation</p> <p>Collect uniforms if required from appropriate committee for trials</p> <p>Prepare paperwork for students who are selected in the team</p> <p>Organise equipment/uniforms/information with Coach for the trial/event</p>	<p>submit to the QRSS District/Regional responsible officer</p> <p>8 weeks prior</p> <p>submit to QRSS District/Regional responsible officer 6 weeks prior</p> <p>1 week prior to competition</p> <p>1 week prior to competition</p> <p>1 week prior to competition</p>
<p>During the event/trial</p>	<p>Students are to submit any paperwork they have at the trial/event.</p> <p>Students to write down details for Manager at the end of the trial</p>	<p>On day of trial/event</p> <p>On day of trial/event</p>
<p>Post event/trial</p>	<p>Student forms due to appropriate QRSS responsible officer at QRSS-DC/QRSS-RC/QRSS-SO</p> <p>Return any equipment/uniforms etc to appropriate QRSS-DC/QRSS-RC/QRSS-SO responsible officer</p> <p>Complete team list (if required) and send to QRSS-DC/QRSS-RC/QRSS-SO responsible officer</p> <p>Complete any required TRS documentation and send to QRSS-DC/QRSS-RC/QRSS-SO responsible officer</p>	<p>1 day post</p> <p>1 day post</p> <p>1 day post</p>

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Risk Assessment Process

QRSS Risk Assessment Form (including the training camp) is required to be completed and forwarded to the QRSS for approval prior to any training and/or departure.

All officials are to complete the risk assessment process as a Convenor, Coach or Manager for each sport they are involved with at **every** level they are convening, managing or coaching. The following documents are to be used to complete the Risk Assessment documentation:

- **Risk Assessment Handbook** developed by QRSS
- Sport specific DoE CARA Guidelines for curriculum activities

Once approved:

- A copy of the completed **Risk Assessment Form** will be returned to the official who submitted it from the approver.
- A copy of the approved document will be filed at QRSS with details of the document entered in a **QRSS Risk Management Activity Register**.

Please send your completed Risk Assessment form electronically (email) to the relevant person below:

District	District Chair/delegate
Regional	Regional Committee responsible officer (eg. RSSO)
State	QRSS responsible Sports Officer
National	QRSS responsible Sports Officer

For high/extreme risk activities use the below table for approval process:

District	District Committee representative (QRSS - DC responsible officer*)
Regional	Regional Committee representative (QRSS – RC responsible officer*)
State	Sports Executive representative (QRSS – Sports Executive Officer)
National	QRSS – responsible Sports Officer

*Includes RSSO, Principal, Deputy Principal, Head of Department, Committee Chair

Concussion Management Guidelines

A player does not need to be knocked unconscious to have a concussion and a head knock does not necessarily mean there is a concussion. Recognising a suspected concussion at the time of injury is extremely important to ensure appropriate management and to prevent further injury. If you suspect a concussion, consult the sports medicine provider at the event. The Department of Education is committed to the ongoing education of the significance of concussion injuries and associated management and treatment with a focus on both the immediate and long-term safety and welfare of all students participating in the representative school sport program.

Queensland Representative School Sport, in collaboration with the [Child Health Research Centre](#), have developed the **concussion management guidelines** and related materials to treat and manage a suspected concussion injury during school activities and in representative school sport environments.

All officials will complete the [Sport Australia online training](#) modules. Please use the **concussion management guidelines** to be informed of the process to follow in the event of a suspected concussion occurs. This will form a part of the induction program and official will be required to submit the certificates of completion of the District, Regional or State QRSS responsible officer as outlined in the guidelines.



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Convening an Event

If you are a Convenor of a QRSS State Championships, please see the **QRSS State Championships Convenors handbook**.

* All tasks may not be necessary at all events.

Event Tasks	Specifics	Who will be responsible for this task?
Venue	Booking / Procurement	Host school/district/region/state
	Liaison	Host school/district/region/state
	Payment	Host school/district/region/state
Event transport (Team Officials)	Organise	Each participating school/district/region/state
	Book	Each participating school/district/region/state
	Payment	Each participating school/district/region/state
Event First aid	Booking / Procurement	Host school/district/region/state
	Liaison	Host school/district/region/state
	Payment	Host school/district/region/state
Key event officials (Convenor, Co-Convenor)	Source, list and designate their role	Host school/district/region/state in consultation with QRSS-SE/sub committee
	Transfer of duty	Host school/district/region/state
	Daily blue card processes. (for required staff)	Host school/district/region/state
	Organise running of trial/event	Host school/district/region/state
	Outfitting (QRSS key official's shirt/hat)	Host school/district/region/state
	Flight/accommodation bookings	Host school/district/region/state
	Ground transport (car hire) bookings (if required)	Host school/district/region/state
	Payments include allowances	Host school/district/region/state
Key event officials (referee educator, court supervisors, referee coordinator, referee/umpires/ technical officials)	Source/engage (including procurement if required)	Host school/district/region/state in consultation with QRSS-SE/sub committee
	List and designate their role	Host school/district/region/state in consultation with QRSS-SE/sub committee
	Approvals	Host region in consultation with QRSS-SE/sub committee
	Blue card checking (daily)	Host school/district/region/state
	Organise	Host school/district/region/state in consultation with QRSS - SE
	Outfitting	Host school/district/region/state
	Flight/accommodation bookings	Host school/district/region/state
	Payments include allowances	Host school/district/region/state
Event budget	Prepare	Host school/district/region/state
	Check, consult and endorse that meets requirements	QRSS-DC/QRSS-RC/QRSS-SE
	Payments and acquittal process	Host school/district/region/state
Event specifics	Judiciary appointment / role?	Host school/district/region/state in consultation with QRSS-SE/sub committee
	Covid-19 requirements (if required)	Host school/district/region/state
	Special requirements (videography)	QRSS-SE/sub committee in consultation with Host school/district/region/state
Risk assessments	Tracking	Host school/district/region/state
	Completion	Host school/district/region/state
	Storage	Host school/district/region/state
Event communication documents	Bulletins (prepare & send)	Host school/district/region/state
	Handbooks, venue maps	Host school/district/region/state



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Event Tasks	Specifics	Who will be responsible for this task?	
State availability forms - event forms - Executive nominations - Selector nominations - On-field official's category 1 - Student Official's category 2 Student Official's category 3	Other docs (prepare & send)	QRSS-DC/QRSS-RC/QRSS-SE	
	Source (including all procurement)	Host school/district/region/state	
	SOM appoint	QRSS-DC/QRSS-RC/QRSS-SE	
	Transfer of duty documentation	Host school/district/region/state	
	Daily blue card checking (where required)	Host school/district/region/state	
	Organise	Host school/district/region/state	
	Outfitting SO/SOM (QRSS key official's shirt/hat)	SOM in consultation with Host school/district/region/state	
	Flight and accommodation bookings	Host school/district/region/state	
	Payments include allowances	Host school/district/region/state	
	Source	QRSS-SO in consultation with QRSS-SE/sub committee	
	Appoint/ in-service	QRSS-SO in consultation with QRSS-SE/sub committee	
	Independent Selectors (if required)	Transfer of duty	Host school/district/region/state
		Flight/accommodation bookings	Host school/district/region/state
		Payments include allowances	Host school/district/region/state
Source and organise		Host school/district/region/state	
Event equipment (field of play, off-field)	Payment	Host school/district/region/state	
	Source and organise	QRSS-SO in consultation with Host school/District/region/state	
QRSS 1,2,3 medallions and trophies/awards (Event, officials)	Payment	QRSS-SO in consultation with Host school/District/region/state	
	Source and booking (including procurement)	Host school/district/region/state	
Event catering (key event official only – if required)	Collate information (dietary requirements) etc.	Host school/district/region/state	
	Distribute	Host school/district/region/state	
	Payment	Host school/district/region/state	
	Source and draft / Procurement	Host school/district/region/state	
Event programs	Organise (print, distribute)	Host school/district/region/state	
	Payment	Host school/district/region/state	
	Source / Procurement / Booking	Host school/district/region/state	
Team photos	Distribute	Host school/district/region/state	
	Payment	Each participating school/district/region/state	
	Draw source and print)	Host school/district/region/state	
Competition paperwork	Score cards (source and print)	Host school/district/region/state	
	Team cards (source and print)	Host school/district/region/state	
	Results table (source and sprint)	Host school/district/region/state	
	Venue booking	Host school/district/region/state	
Pre-event meeting	Agenda prep and chair meeting	Host region in consultation with QRSS-SE/sub committee	
	Payment	Host school/district/region/state	
	Run sheet	Host school/district/region/state	
Opening ceremony	Logistics and guest's organisation	Host school/district/region/state	
	Run sheet	Host school/district/region/state	
Closing ceremony	Logistics organisation	Host school/district/region/state	
	Trophies/medallions	Host school/district/region/state	
	Qld team announcement	QRSS-SO in consultation with QRSS appointed Coach	
	Qld team paperwork processing	QRSS-SO in consultation with QRSS appointed Manager	



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Team Selections

If you are a QRSS official attending a School Sport Australia event, please see the **QRSS National Championships Handbook**.

The following guidelines should form the framework of all Sports Executive selection policies. The major criteria for selection shall be the performance of the student at the State Championships. Areas considered shall include:

- the level of skills exhibited by the student
- the performance of the student as a member of a team
- the attitude and behaviour of the student on and off the field of competition
- the age of the student.

In all events, a player who due to:

- a medical condition on the days of competition
- competing at a higher level event in the same sport and same discipline
- competing with another QRSS (state team) or SSA (national team) in a different sport
- bereavement or compassionate reasons

cannot compete at the time of the State Championships may be considered for selection provided that:

- (a) the student was selected in the Team for that specific trial/championship
- (b) the **QRSS Absentee Application for Exemption Form** is completed and signed by:
 - the student's school principal and the Responsible officer at that level of trial/competition

All applications for exemption must be presented at the meeting for consideration.

Selection Panel

The team selection panel should consist of a minimum of 3 Selectors. One of whom should be the QRSS Coach (where one has been appointed). It is preferred that the selectors are agreed upon at the pre-trial/championship meeting. Selections are to be transparent and all games are to be viewed by at least one member of the selection panel. Selection meetings are to occur regularly throughout the trial/championship. A written record is to be kept of all competition games viewed.

Team Number

The number of team members and reserve/shadow team members to be selected shall be determined by the Sports Executive prior to the trial/championships and should be stated in the sport specific competition procedures. Team size should reflect the maximum team size permitted at the SSA/exchange event for which the team is selected.

Announcement of Team

The team must be announced at the conclusion of the trial/championships by the Coach/Chair of selectors or the chair of the Sports Executive. The names of reserve/shadow team members may be announced if deemed suitable by the Sports Executive.



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Consent information and process

As per previous years, students will receive a Student Information Pack including a consent form and student health information forms at every level, including district trials. This form must be completed annually.

The **student** will submit the student information pack to the following people:

- District Trial – District Convenor/Coach
- Regional trial – District Coach/manager
- State Championship – Regional Manager
- SSA Event/Exchange – State Manager

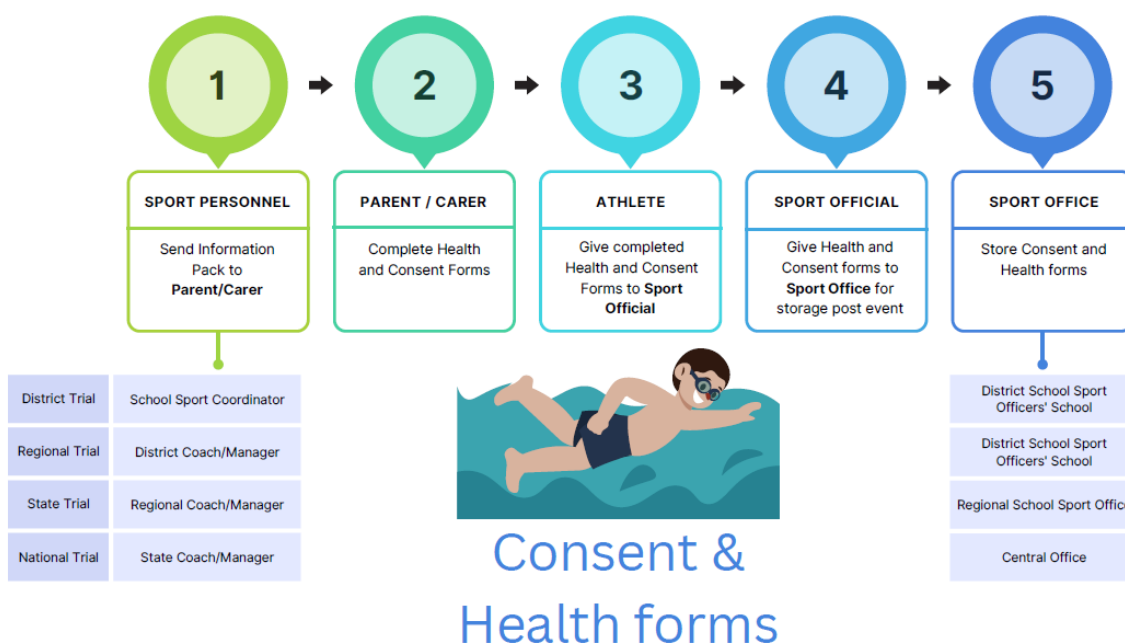
Team Officials will submit the consent form to:

- a. District Official – District Secretary
- b. Regional Official – Regional School Sport Office
- c. State Official – Queensland Representative School Sport Office

The **Team Manager** will submit the team list summary form prior to attending the trial/championship to the appropriate level/person.

Post trial/championship, the student information packs must be stored at the following locations:

- District trial and District Team – District Secretary’s School
- Regional Team – Regional Sport Office
- State Team – Central Office



Queensland Representative School Sport

Wellbeing

Interaction with Students

You must not communicate with students using a personal mobile phone, either verbally or by text message. You must discourage students from such communication with staff. Use of **work email only** is the preferred method or an approved 3rd party app.

- GameDay - https://qldqed.service-now.com/x_qwog8_osrr_catalogue.do?review=OSRR0001425
- Great Coach - https://qldqed.service-now.com/x_qwog8_osrr_catalogue.do?review=OSRR0001426
- MySideline - https://qldqed.service-now.com/x_qwog8_osrr_catalogue.do?review=OSRR0001427
- Rugby Xplorer - https://qldqed.service-now.com/x_qwog8_osrr_catalogue.do?review=OSRR0001428
- Smartabase by Fusion - https://qldqed.service-now.com/x_qwog8_osrr_catalogue.do?review=OSRR0001429

You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or **Transfer of Duty form**. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students. You must not use social media to contact or access current students enrolled in any school or institute.

If you use internet social networks in your personal time you must ensure that the content is appropriate and private, and that you restrict access to specific people who are not students.

Staff Wellbeing

Everyone has the right to be safe in the Queensland Representative School Sport program.

Aggressive behaviour is considered occupational violence. Occupational violence and aggression (OVA) is any action, incident or behaviour that departs from reasonable conduct in which a person is threatened, harmed or injured by another person during, or as a direct result of their work. This includes incidents of online abuse and cyber-bullying.

The department does not condone violence and aggression in any form. All forms of violence and aggression directed towards staff is not acceptable and will not be tolerated. The department is committed to ensuring that all workers and others engaging with our workplaces understand the department's stance towards occupational violence. The department's [occupational violence prevention procedure](#) outlines the minimum actions required by workplaces to prevent and manage OVA risks.

Reporting an incident of OVA

The MyHR Workplace Health and Safety (MyHR WHS) Incident reporting module was updated in October 2021 to enable staff to select 'occupational violence and aggression' from the drop-down classification options within the injury/illness tab. This helps with the proactive identification of both physical and psychosocial OVA incidents which may arise from student, parent, carer and other person behaviour. By reporting incidents of OVA in [MyHR WHS](#), employees can ensure their workplace, Regional office and the department is informed of the incident and can take steps to ensure that it does not happen again.

Refer to the [record an incident of occupational violence or aggression factsheet \(PDF, 343KB\)](#) that will be emailed completion of the online component.



Queensland Representative School Sport

Duty of Supervision

Team Officials – Duty of Supervision

- At all times Team Officials must display exemplary conduct as a model for students.
- When students are in the care of Team Officials ensure they are supervised to a level that would satisfy a prudent parent / guardian.
- It is the responsibility of the Team Officials to exercise duty of care until the appropriate time negotiated with the respective families / parents. There is an expectation that Team Officials will be responsible for the majority of the day.
- 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 students have Team Officials' telephone contact number.
- Team Officials are to supervise to such a level that a prudent parent would be completely satisfied
- Sleeping arrangements should ensure that the girls are completely separate from the boys, and that teachers where possible are to situate themselves between the two groups.
- Teachers 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.
- All areas of QRSS Codes of Conduct must be enforced, disseminated and explained by the Team Officials. Team Officials should read the Code of Conduct to the students outlining clearly what their expected behaviour would be and remind students that the Responsible Behaviour Plan for Students for their school remains in effect whilst part of the competition.
- In any cases of student misconduct, i.e. a breach of the code of conduct, Team Officials are to refer to the Procedures for the Investigation and Recording of Misconduct.
- All team management are to become familiar with the Student Protection Policy as contained in the Policy and Procedures Register SMS-PR-012: Student Protection, and report any concerns they may have about a student to the relevant school principal.
- All Team Officials must be aware of any students with specific needs e.g. asthma, anaphylaxis, allergies, disability, mental health difficulties etc., and implement appropriate management strategies.

Procedures for the Investigation & Recording of Misconduct

Queensland Team Officials should be aware of the duty of care, which is associated with the position and should adopt the following procedures in cases where the behaviour of a student team member contravenes the Code of Conduct and requires disciplinary action:

- Identify the breach of the Code of Conduct.
- Offending students and witnesses should be questioned immediately after the incident. Everyone should be questioned individually and not in a group situation.
- A written record of the incident should be made. Alleged offenders, witnesses and Team Officials should be requested to provide a written record.
- All records should be signed and dated by the contributor and countersigned by a team official. Information should include precise facts and detail without any emotional connotation.
- Team Officials should determine the appropriate disciplinary action. If in doubt, seek advice from other authorities to help determine appropriate responses.
- The students should be advised of the immediate disciplinary action to be taken and of the subsequent disciplinary action, which may result from the referral of the incident to QRSS Management Group.
- Complete a final report which includes the documentation gathered as detailed above, including the procedures taken and resultant action. Copies of this report must be forwarded to the executive officer, QRSS, and the secretary of the relevant sport specific committees. This information should also be sent to the parent and the principal of the school at which the student is enrolled so that appropriate action can be taken.
- QRSS-MG shall be responsible for any subsequent disciplinary action and not the officials or the sport executive from which they come. QRSS will inform the sports executive of any further action taken.



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Student Information

Consent

consent is obtained by using a QRSS specific **Consent Form** which will be contained in the student information pack. The sports office and yourselves, as officials, have responsibilities associated with obtaining and managing student and individual consent for the publishing of student names, images, and other personal information in programs, on the web, on social media sites, etc.

Program participants' names, images, and personal information can be used only with the individual's express or implied consent. To be valid, consent needs to be voluntary, informed, specific and current. It is our responsibility to ensure that every participant has given permission to disclose personal information (e.g. name) before their name can be published in a program, team photo, on the web, on social media, or other publicly accessible place.

This permission (either yes or no or restricted) is indicated on the **Team List Summary Form**. If an individual chooses **not** to give permission, this must be clearly stated on the **Consent Form**.

The **Team List Summary Form** must be submitted to the appropriate personal as outlined in this handbook along with the team list after the team selection and prior to the next level of trial/event to allow for the printing (if required) of the program. A **Team List Summary Form** will need to be forwarded to all relevant parties **if there is a change to a team** (e.g. replacement player) which places limitations on this personal information.

Staff are also required to complete a **Staff Consent Form** to be involved in the program.

Photography

The taking of photographs (for personal/family use) is permitted at school sport events except where an event is held at a venue where venue management prohibits such photography. This is communicated to Team Officials at the officials meeting prior to commencement of the event for distribution to teams.

QRSS is mindful of photography and videography of students participating at school sport 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
- recognises that some venue Managers/owners may not permit photography in their venue.

Statement of Practice

- The taking of photographs and video (for personal/family use) is permitted at QRSS 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 QRSS 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 (and 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.



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Medical Information

Team Managers are required to store student medical needs appropriately according to the [guidelines](#). They are to also know the procedures for administering medicines to each student based on their medical details / history. If a student has a medical condition which may affect their safety while participating in their sport, they require a medical clearance certificate to the Team Manager, which must be provided by the student in order to train and play.

- [Administration of medications in schools procedure](#)
- [Managing students' health support needs at school procedure](#)

* Chapters 5, 6 and 8 of the [Guidelines](#) and Appendices provide specific advice.

Accident/Injury

- While every care is taken to minimise accidents and injuries during participation in the representative school sport program, they still occur.
 - Officials must complete an accident report using the **MyHR WHS – Health and Safety Incident Data Collection form** as required/requested.
 - A copy of all completed injury/accident forms must be forwarded to both the student's school and the either District/Regional/State Sports Officer as soon as possible following the injury/accident occurrence.

Anaphylaxis/Allergies

Students affected by anaphylaxis must supply a personal school *Action Plan for Anaphylaxis* completed by a medical practitioner/doctor. Officials need to be familiar with the [Anaphylaxis Guidelines for Queensland State Schools](#).

Asthma

Team Officials need to be aware of, and refer to, the [Asthma Guidelines for Queensland Schools](#) when you become aware of a student who is diagnosed with, or affected by, exercise-induced asthma. Students diagnosed with asthma should supply an *Asthma Action Plan or Asthma Care* (as submitted on the medical details form by their parent/guardian). In the absence of a student's Asthma Plan, officials should follow the [national Asthma First Aid procedure](#).

Hydration

All officials should be aware of the below hydration recommendations and ensure that students are properly hydrated before, during and after participation in physical activity. Remember, thirst is a poor indicator of fluid need.

The following procedures are suggested for all Queensland Representative School Sport events:

- Host regions should ensure that water is available at all venues at all times and if necessary, water carriers should be provided during matches. 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 (e.g. drinks breaks) should implement strategies for allowing fluid to be provided to participants during matches.
- Scheduled breaks in matches should be used to actively promote the benefits of hydration.
- Where possible, officials should actively promote the use of interchange rules to prevent dehydration.
- Participating teams may designate their own water carriers. These may be adults but cannot be the Coach.
- No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.



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- Regional School Sport committees should ensure that all their teams are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

Sun Safety Strategies

We should all be guided by the Department of Education's [sun safety strategies](#). All officials should encourage school sport participants to:

- Maximise the use of available shade at outdoor activities
- Use a SPF 30+ broad spectrum water-based sunscreen on uncovered areas of the skin
- Purchase and wear the school/Regional/state bucket hat or cap to wear at the trial/event

COVID-19 Management

Queensland Representative School Sport trials at all levels will be run in accordance with [current government guidelines](#).

Gender equity

The following guidelines are to assist schools and team selectors to implement inclusive education in regards to gender equity in school sport.

For students 10 - 19 years of age, these guidelines should be followed:

- Team selection for school sport must be based on merit, using the criteria of skill level, performance, attitude and behaviour on and off the field of play and, where relevant to a particular sport, strength, stamina and physique.
- If there is no representative pathway for both genders in a particular sport, then either gender should have access to the representative pathway that is offered (i.e. it becomes a non-gender specific sport).
 - Female students may be selected in a male students' team on merit provided that this complies with the rules and guidelines followed by SSA and/or the State or National Sporting Organisation associated with that sport.
 - Likewise, male students may be selected in a female students' team on merit. This is provided care is taken to ensure this complies with the rules and guidelines followed by SSA and/or the State or National Sporting Organisation associated with that sport.

**Consideration should be given to the physical suitability and competence of each student to participate in the specific sporting activity. The safety and welfare of all students must be given priority. As outlined in the Anti-Discrimination Act 1991 (Queensland) s11, it is possible to restrict participation in sporting activity due to strength, stamina and physique issues.*



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Student Protection

Overview

- Harm can be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation.
- You must act – refer to the [Student Protection Procedure](#) for more information.
- The immediate safety of a student is the foremost consideration. In the case of an emergency or where there is a concern that a child could be at immediate risk of harm, consider what actions may be necessary to protect the child. This could include calling Child Safety or the QPS, or calling 000. Mandatory reporting obligations also apply.

Forming a suspicion

- A staff member at a representative school sport event becomes aware or reasonably suspects:
 - a student or child has been sexually abused or is likely to be sexually abused OR
 - a student or child has suffered, is suffering or is at risk of suffering significant harm* and may not have a parent able and willing to protect them from harm.
- Staff member and host representative school sports officer may consult the Queensland Child Protection Guide at <https://secure.communities.qld.gov.au/cpguide/engine.aspx>.
- QRSS responsible officer may consult with the Principal Advisor, Student Protection in the host region to determine if the reporting threshold has been reached.

Reporting your suspicion

- Staff member must complete an incident report using the appropriate proforma.
- In consultation with the QRSS responsible officer, the staff member must report suspicions of non sexual harm/abuse via incident form in the handbook .
- In consultation with the QRSS responsible officer, the staff member must report suspicions of all types of abuse or likely abuse immediately to the QPS by calling Policelink on 131 444 and emailing details of the report to oneschoolprogram@police.qld.gov.au . QRSS responsible officer to ensure this has occurred.
- Staff member must report suspicions of significant harm where there may not be a parent able and willing to protect the child by using the online reporting form on the Child Safety website at <https://secure.communities.qld.gov.au/cbir/home/ChildSafety>.
- QRSS responsible officer must contact the student's Regional Representative School Sports officer and principal.

After reporting

- QRSS responsible officer to continue to monitor and support the student while at the event.
- QRSS responsible officer to provide all documents and notes to the student's QRSS responsible officer (if applicable) for them to liaise with the student's School Principal for secure storage and follow up.
- QRSS responsible officer and staff members to collaborate with Child Safety, QPS and other agencies as per the *Student Protection Procedure*.
- Should staff require assistance, please see the following links and phone numbers:
 - Staff counselling services—**LifeWorks by Morneau Shepell**—phone: 1800 604 640
 - [Workplace health, safety and wellbeing](#)
 - [Staff Wellbeing contacts](#)
- QRSS responsible officer to contact the Team Officials Principal (if applicable).
- QRSS responsible officer to check in with reporting staff member in consultation with the School Principal (if applicable).
- If QRSS responsible officer requires support QRSS responsible officer to liaise with this person (if applicable).



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Incidents

A critical incident is any situation that impacts significantly on the welfare of staff and students or has the potential to interfere with their ability to function effectively. Such incidents may involve major damage or loss of assets, serious injuries / death resulting from an accident or serious injury / death resulting from equipment malfunction.

If members of teams attending a trial/event within the QRSS sport pathway are involved in such an incident, you must notify the District/Regional/state school sport officer as soon as possible. The officer will also contact the appropriate DoE personnel. After the immediate safety and wellbeing of team members is considered, the Team Manager, Coach and/or QRSS may need to develop a plan that will assist those involved in the immediate future and when they return to their schools.

Procedure for control of parent, spectator and officials' behaviour

Education Queensland is committed to taking all reasonable steps to ensure the safety of employees whilst they are performing their official duties and to providing a safe environment for staff, students and visitors.

The Education Act includes provisions that a principal or officer-in-charge may need to rely on, in situations involving wilful disturbance and trespassing. The pertinent section of the Act for school sporting events is likely to be Section 47(2) – Wilful Disturbance, which states:

- A person must not insult an officer of a State educational institution in the presence of hearing of a student of the institution, who is, at the time in question – In or about the institution; or Assembled with others for educational purposes at or in any place.
- Sport Executives and organising committees are asked to include the above policy statement in any appropriate documents (e.g. Convenors' Handbook, Team and Event Handbook) and to ensure that Convenors and other key officials are aware of the procedure to be followed. The procedures, however, should not be made available to the general public and for that reason should not be reproduced in programs, etc.

Where an adult other than a team official contravenes QRSS Code of Behaviour for Parents or Spectators the following course of action should be implemented:

- If the offending adult is associated with a particular team, the official in charge will familiarise the offender with the Codes of Behaviour and request compliance
- If contravention of the Codes of Behaviour continues, the Convenor will warn the offender that the game in progress will be stopped until such time as the offender modifies his/her behaviour accordingly
- As an absolute last resort, the Convenor will advise the offender that he/she has breached Section 47 of the Education (General Provisions) Act (Wilful Disturbance), and unless his/her behaviour is modified the police will be summoned. Only in extreme cases should this action be carried out
- The Convenor would be deemed officer-in-charge and would need to advise the appropriate personnel at each level of the QRSS pathway.
- Should the situation be of a serious nature, the officer-in-charge (or his delegate) should contact the police immediately

If police are called, they have the powers to direct the person/s to leave the venue and not return for a period of not more than 24 hours



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Code of Conduct

All Queensland Representative School Sport Team Officials need to become familiar with the following DOE and QSS policies and procedures in order to carry out your required duties as an official - <https://qed.qld.gov.au/working-with-us/induction/departement/induction-programs-and-resources/code-of-conduct>.

Code of Conduct – Team Officials

The *Public Sector Ethics Act 1994 (Qld)* (the Ethics Act) establishes four ethical principles which underpin public administration in Queensland and apply to all public service employees:

- integrity and impartiality
- promoting the public good
- commitment to the system of government
- accountability and transparency.

Each principle is supported by a set of values which describes the behaviour that will demonstrate that principle. All public service entities and employees must demonstrate, promote and comply with these principles and values in their work.

DoE Standard of Practice (February 2016) indicates:

- You must not communicate with students using a personal mobile phone, either verbally or by text message unless prior approval has been given by your Principal or supervisor. You must discourage students from such communication with staff. Use of a departmental mobile phone must be for official purposes only.
- You must ensure that you do not communicate with students from a private or personal email address. School or institute policies which allow for communication with students via departmental email should be for official purposes only.
- You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or supervisor. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students.
- You must not use internet social networks such as Facebook, My Space or YouTube to contact or access present students enrolled in any school or institute.
- If you use internet social networks in your personal time you must ensure that the content is appropriate and private, and that you restrict access to specific people who are not students.



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Student's Code of Conduct

- Take responsibility for your own behaviour and performance.
- Compete by the competition conditions and rules.
- Respect the judge's, referee's or umpire's decisions.
- Encourage and support your team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Respect the rights and worth of every person.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as Twitter, Facebook, email and texts.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden.
- Entering or remaining upon restricted licensed premises unless under the supervision of Team Officials or parents / guardians is strictly forbidden.
- Ensure you adequately prepare and recover for competition.
- Wear the official team uniform as directed by Team Officials.
- Check - in and check - out with Team Officials each day.
- Stay in the designated team area and support other team members during the event.
- Follow all directions of Team Officials.
- Ensure that you have telephone numbers of Team Managers at all times in case of emergency.

Parent and Community Code of Conduct

- 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, wellbeing and behaviour.
- Be courteous and constructive in your communication with players, Team Officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as Twitter, Facebook, email and texts.
- Let game officials conduct events without interference.
- Demonstrate respect for opposing players and their supporters.

*Refer to the [Department of Education Parent and Community Code of Conduct](#) for further information.



Queensland Representative School Sport

Appendix 1: References

Code of Conduct – Department of Education

- Code of Conduct for the Queensland public service - <https://alt-qed.qed.qld.gov.au/working-with-us/induction/department/induction-programs-and-resources/code-of-conduct>
- Code of Ethics for teacher in Queensland - https://cdn.qct.edu.au/pdf/CodeOfEthicsPoster20081215.pdf?_ga=2.234501214.1931870356.1667866273-367706655.1667866273
- Inclusive Education policy – <https://ppr.qed.qld.gov.au/attachment/inclusive-education-policy.pdf>
- Standards of Practice - <https://alt-qed.qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf>

Student Protection Policies and Forms

- Student protection - <https://ppr.qed.qld.gov.au/attachment/student-protection-procedure.pdf>
- Child and student protection policy - <https://ppr.qed.qld.gov.au/attachment/child-and-student-protection-policy.pdf>
- Information privacy and right to information - <https://ppr.qed.qld.gov.au/attachment/information-privacy-and-right-to-information-procedure.pdf>
- Child and youth risk management strategy - <https://ppr.qed.qld.gov.au/attachment/child-and-youth-risk-management-strategy.pdf>
- Supporting Student Health and Wellbeing Policy Statement (including Sun Safety): <https://education.qld.gov.au/student/Pages/supportingStudentsPolicyStatement.aspx>
- Working with children authority procedure - <https://ppr.qed.qld.gov.au/attachment/working-with-children-authority-procedure.pdf>
- Health, safety and wellbeing incident management - <https://ppr.qed.qld.gov.au/attachment/health-safety-and-wellbeing-incident-management-procedure.pdf>

Risk Management Policy

- Refer to the **Risk Assessment Handbook** provided by QRSS
- Risk Management Process - <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA>
- Curriculum Activity Risk Assessment (CARA) Guidelines - <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines>

Event and site

- Creating a COVID safe environment - <https://qed.qld.gov.au/covid19/covid-safe-for-education/creating-a-covid-safe-environment>
- Managing risks in school curriculum activities - <https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure>
- Sun safety in state schools - <https://ppr.qed.qld.gov.au/pp/sun-safety-in-state-schools-procedure>
- Chemical management - <https://ppr.qed.qld.gov.au/attachment/chemical-management-procedure.pdf>
- Managing First Aid in the Workplace - <https://ppr.qed.qld.gov.au/pp/managing-first-aid-in-the-workplace-procedure>

Student Health and Wellbeing

- Managing students' health support needs at school - <https://ppr.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure> and the [Health and Wellbeing Guidelines](#)
- Administration of medications in school - <https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure>
- Supporting students with asthma and / or at risk of anaphylaxis at school - <https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure>
- Managing contagious conditions - <https://ppr.qed.qld.gov.au/pp/management-of-contagious-conditions-procedure>
- Supporting students' mental health and wellbeing - <https://ppr.qed.qld.gov.au/pp/supporting-students-mental-health-and-wellbeing-procedure>
- Nutrition for Sport - [Smart Choices at Sporting events](#)

Student Discipline

- Student discipline - <https://ppr.qed.qld.gov.au/pp/student-discipline-procedure>
- Occupational violence prevention - <https://ppr.qed.qld.gov.au/attachment/occupational-violence-prevention-procedure.pdf>
- Hostile people on school premises, wilful disturbance and trespass - <https://ppr.qed.qld.gov.au/pp/hostile-people-on-school-premises-wilful-disturbance-and-trespass-procedure>

Incident Management

- <https://ppr.qed.qld.gov.au/attachment/health-safety-and-wellbeing-incident-management-procedure.pdf>
- <https://ppr.qed.qld.gov.au/attachment/dei-incident-management-procedure.pdf>

