

# QRSS Leadership Handbook

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**Pathways for excellence in representative school sport**

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



# Queensland Representative School Sport

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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

## Overview of QRSS

Operating under a governance structure, information and process changes have, and will continue to, occur in collaboration and consultation with all key stakeholders.

Queensland Representative School Sport (QRSS) will provide:

- equitable and inclusive participation opportunities,
- student-centric performance pathways,
- strengthened opportunities for student physical and emotional wellbeing, and
- support for staff and community volunteers to deliver a quality representative school sport program across Queensland.

## 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.

## Purpose of the Handbook

The QRSS Leadership Handbook provides Executives and members of each Committee:

- clarity of their roles and responsibilities,
- information regarding DoE policy and procedures and QRSS internal controls,
- an outline of expected processes and functions within the governance structure,
- informs members of their roles and responsibilities.

The information in this handbook is crucial for ensuring Queensland Representative School Sport program is conducted in an effective and efficient manner, fulfilling its obligations under the QRSS Governance Structure.

## Target Audience

- Queensland Representative School Sport – Board (QRSS-B)
- Queensland Representative School Sport – Management Committee (QRSS-MC)
- Queensland Representative School Sport – Central Office Sport Officers (QRSS-C)
- Queensland Representative School Sport – Sport Executives (QRSS-SE)
- Queensland Representative School Sport – Regional Committees (QRSS-RC)
- Queensland Representative School Sport – Regional School Sport Officers (QRSS-RSSO)
- Queensland Representative School Sport – Regional Sub-Committees (QRSS-RSC)
- Queensland Representative School Sport – District Committees (QRSS-DC)
- Queensland Representative School Sport – Implementation Working Group (QRSS-IWG)
- Queensland Representative School Sport – Student Advisory Group (QRSS-SAC)



## Queensland Representative School Sport

### 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>



## Queensland Representative School Sport

### Incident Management

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

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