

QRSS Leadership Handbook

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) provides:

- 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:

- enables safe, affordable and equitable representative school sport pathways with an unrelenting focus on engagement and wellbeing for students and staff
- provides opportunities for students and staff to develop the values of leadership, resilience, teamwork and sportsmanship on and off the field
- leads the delivery of contemporary District, Regional, State and National events and championships in a range of individual and team sports for Queensland school students
- provides clear and consistent management and competition procedures to guide our events
- fosters 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 the 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 School 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

History of Queensland Representative School Sport

The Queensland State Primary Schools' Amateur Athletic Association

On April 9, 1920, a group of 51 individuals consisting of teachers and representatives of various sports organisations gathered at the Brisbane Friendly Societies' Rooms to form the Queensland Schools Amateur Athletic Association (QSPSAAA). The primary purpose of this association was to promote and encourage various sports, including swimming, cricket, football, tennis, lacrosse, basketball, cycling, and athletics in general.

At the subsequent meeting, the Constitution of the Association was adopted with some amendments, including a change in its title to QSPSAAA. The affiliation fee for schools and individual members was set at two shillings and sixpence per annum. Records indicate that 44 schools and 84 teachers affiliated in the first year.

One of the key responsibilities of the QSPSAAA was to form sporting organisations that would provide more sports competitions for primary school students. Over the years, several District Associations were affiliated, leading to an increase in organised school sporting events and providing a platform for identifying talented athletes for higher representative honours.

On February 19, 1973, the Queensland State Primary Schools Amateur Athletic Association officially became known as the Queensland State Primary Schools Sports Association. This change reflected the growing focus on sports in the primary schools and the importance of organised sports events in the development of young athletes.

The Queensland State Secondary Schools' Sports Association

The Queensland State Secondary Schools Sports Association (QSSSSA) was established on April 6, 1946, with the aim of providing a framework for inter-school competitions among secondary schools. At the time of its formation, the Association had a membership of only 8 schools, but this number gradually increased over the years.

In September 1946, the first Annual Athletics Carnival was held, followed by the first Annual Swimming Carnival in March 1947. That same year, the first affiliated sports sub-association was formed to cater to the needs of Rugby League in secondary schools. Over time, the number of sports offered to students continued to grow, and by the mid-1970s, the Association actively encouraged affiliation and grouped schools into district associations to promote local competitions and provide students in remote areas with the opportunity to participate in state championships.

In 1955, the QSSSSA began its interstate activities with a Rugby League series against New South Wales (NSW), followed by Cricket and Soccer series. By 1970, ten sports were involved in an annual series against NSW. Early Queensland teams were selected through trials, and state championships were initially limited to Swimming and Athletics. However, by 1973, the Cross Country, Rugby League, Softball, Netball, and Basketball associations had conducted state championships, and the formation of school sports district associations resulted in an increase in the number of state championships in different sports. Today, state championships are played on an inter-regional basis, and in 2019, 49 state championships were conducted in 21 sports.

In 1980, the affiliation policy of the QSSSSA was changed to allow non-state schools to join the Association, and over the following years, many non-state schools affiliated. Today, all state secondary schools have the opportunity to be affiliated and participate in competitions held throughout Queensland, including schools in remote areas such as Thursday Island and Mornington Island.



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The Queensland State Schools Sports Council

The Queensland State Schools Sports Council was established in 1965 with the objective of bringing together various stakeholders in school sports, including school sports associations, principals, and representatives from the Education Department. The council was formed to address the challenges faced in school sports, particularly the contentious issues arising from the large size of the primary and secondary sports associations.

The regionalisation of school sports programs started in the 1970s, and by 1988, twelve regions were established with a school sport officer assigned to each region to lead the representative school sports program.

In 1979, the constitutions of the parent bodies were altered to allow non-state school students to participate in the Department's school sports program and compete in State Championship level and represent the state.

One of the major initiatives of the Queensland State Schools Sports Council was the Pacific School Games, held in August 1982. These games, which served as a "Mini Commonwealth Games for School Students," involved over 2000 competitors and several hundred officials. The event was used by the Commonwealth Games Foundation as a trial run for their own event four weeks later.

Queensland Representative School Sport

The Queensland representative school sport program continues to provide opportunities for students to participate in various sporting activities and competitions. The program is managed by local school principals, teachers, and staff, with support from regional school sport officers who oversee the activities within each sport region, led by Queensland Representative School Sport.

Throughout the year, local and regional competitions are held to select representative teams for the Queensland Representative School Sport State Championships. These state championships provide opportunities for students to showcase their skills and compete at the highest level. The best performers are then selected to represent Queensland at inter-state, national, or international competitions.

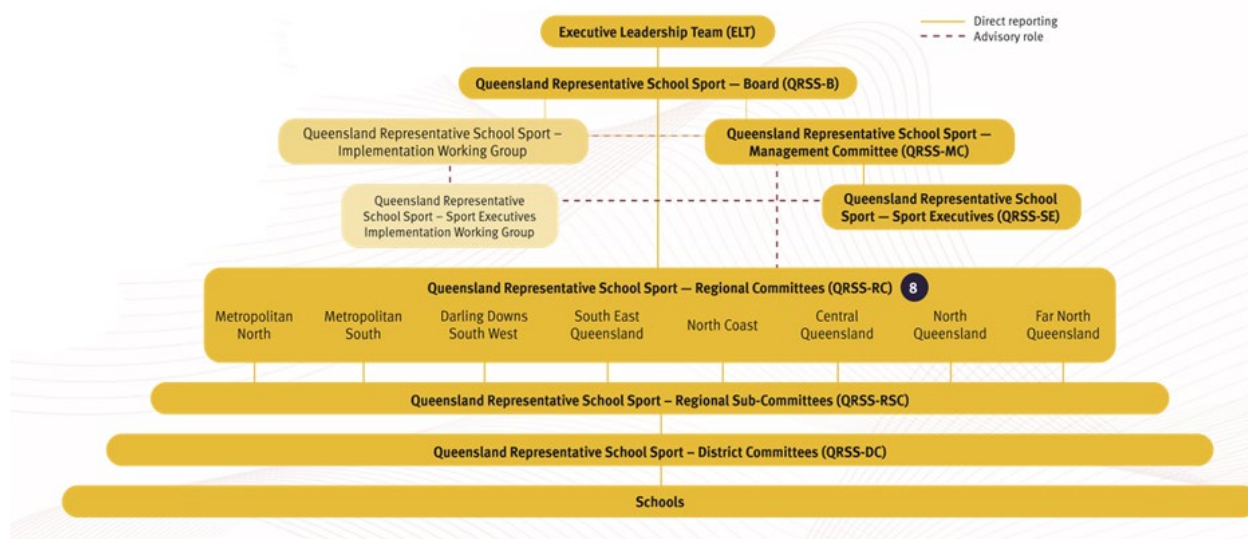
Sport participation plays a vital role in the development of young people and promotes the values of teamwork, sportsmanship, enjoyment, co-operation, fitness, and school spirit. These values have remained unchanged since the inception of the school sport program over a century ago and continue to be as relevant today as they were in the past.

School sport has a rich heritage and is an integral part of Australian culture. Despite facing challenges and weathering storms over the years, the program has remained strong and continues to provide opportunities for students to participate in a variety of sporting activities. The program is proud of its history and looks forward to a bright future, offering more opportunities for students across Queensland to engage in school sports.



Queensland Representative School Sport

QRSS Governance Structure and policies



Queensland Representative School Sport facilitates competitive pathways in 21 sports for students between the ages of 10–19 years. Students from affiliated schools across all sectors of education have the opportunity to compete at school, district, regional, state and national levels of competition. The Department of Education facilitates these events, school leaders and teachers plan and lead the different levels of competition across the state.

The representative school sport program is administered through decision-making entities across the Department of Education (DoE) and [educational regions](#) in Queensland. The [Queensland Representative School Sport governance model](#) was collaboratively developed and implemented in 2021. The governance model ensures the department can effectively manage, control and lead the strategic direction of representative school sport across the state.

Standard of practice

As per the standards of practice, the following conduct is expected:

- set the standard of ethical conduct by encouraging and promoting behaviour consistent with the Code and this Standard
- ensure employees are aware of the work performance and personal conduct expected of them, the values of the public service and of the department and what constitutes corrupt conduct under the Crime and Corruption Act 2001
- treat employees fairly, equitably, with consistency and respect
- ensure that all employees are made aware of their responsibilities under the Code and this Standard and any legislation, policies and procedures relevant to their duties
- ensure the department's policy and procedural requirements are met
- ensure that demands placed on employees are reasonable in the circumstances (e.g., employees have sufficient resources, assistance and/or skills to perform the work, given appropriate support)
- maintain open, honest and thorough communication with all employees
- ensure all employees understand the standards of conduct expected of them
- monitor their own performance as managers or supervisors to ensure their performance is making a positive contribution to the department and work environment
- ensure workloads are equitably distributed amongst team members.

Queensland Representative School Sport

Roles of QRSS Governance (Internal Structures)

All QRSS Governance play a crucial role in overseeing and guiding the operations of the Queensland Representative School Sport program. They are responsible for ensuring that the organisation's activities align with its and DoE's vision, focus, purpose, and policies. Each contributes to decision-making within the program, and are guided by the Decision Making Matrix.

Executive Leadership Team (Department of Education)

The ELT (Department of Education) is responsible for the delivery of a progressive, high performing education system realising the potential of every student.

Queensland Representative School Sport – Board (QRSS-B)

The QRSS-Board (QRSS-B) is the governing body that leads the strategic development and administration of the Queensland Representative School Sport (QRSS) program. The Board endorses, approves and directs all activities of Queensland Representative School Sport Committees.

Queensland Representative School Sport – Management Committee (QRSS-MC)

The QRSS-Management Committee (QRSS-MC) manages and implements the day-to-day operations of representative school sport competition across Queensland. The Management Committee endorses and, where required, approves, directs or advises the activities of Queensland Representative School Sport – Sport Executives (QRSS-SE).

Queensland Representative School Sport – Sport Executive (QRSS-SE)

Each QRSS-Sport Executive (QRSS-SE) provides, fosters and develops sport within state schools, non-state schools and other educational institutions affiliated with QRSS. Each Sport Executive exercises the general control and management of operational matters for their sport which forms part of the QRSS program. Each Sport Executive ensures inclusive and equitable opportunities and pathways that are accessible for all students at all levels of representative sport.

Queensland Representative School Sport – Regional Committees (QRSS-RC)

The QRSS-RC are the governing bodies that lead the strategic development and administration of the QRSS program within each region. The QRSS-RC endorse, approve, with reference to the Decision Making matrix, and direct all activities within the Sport Regions and District Committees.

Queensland Representative School Sport – Regional Sub-Committees (QRSS-RSC)

The QRSS-RSC are an advisory body that may be established to provide, foster and develop sport within a Sport Region. The QRSS-RSC provide direction to ensure alignment of the representative school sport program across districts within a Sport Region. QRSS-RSC are established at the discretion of Regional Committees.

Queensland Representative School Sport – District Committees (QRSS-DC)

The QRSS-DC provide, foster and develop sport within affiliated schools in each district. The QRSS-DC exercise the general control and management of operational matters of district events and progress district specific issues to the QRSS-RC as required.

Queensland Representative School Sport – Implementation Working Group (QRSS-IWG)

The QRSS-IWG leads the implementation of the QRSS Review agenda. The working group provides direction on the review recommendations and improvement initiatives and presents recommendations to the QRSS-B.

Queensland Representative School Sport – Student Advisory Committee (QRSS-SAC)

The QRSS SAC provides student perspective and input into Queensland Representative School Sport (QRSS). Their purpose is to influence the enactment of school sports across Queensland, driven by insights and perspectives from the student community. The group's responsibilities include:

- advising on the development and implementation of school sports initiatives
- fostering representative school sport innovative concepts
- expanding access to sporting opportunities for all Queensland students
- advocating for student interests within the state



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Guiding Principles

Guiding principles are fundamental beliefs, values, or philosophies that guide QRSS in its decision-making, actions, and overall behaviour. They provide a moral compass and a foundation for making transparent, consistent and ethical choices.

QRSS guiding principles are based on the following five principles:

- Performance-based outcomes
- Evidence-based
- Fit-for-purpose
- Trust and transparency
- Risk-based



Performance-based outcomes

Enable safe, affordable and equitable representative school sport pathways with an unrelenting focus on excellence, engagement and wellbeing for staff and students. Monitor the performance, efficiency and effectiveness of the 10-19 years program within Queensland Representative School Sport.



Evidence-based

Provide evidence based strategic direction and ensure alignment of all decision-making processes across the 10-19 years program and to the statewide QRSS program.



Fit-for-purpose

Promote inclusive and equitable opportunities and access for all students in the 10-19 years program at all levels of representative school sport, being responsive to community needs and departmental priorities.



Trust and transparency

Through clear and transparent governance arrangements, make impartial and ethical decisions across the 10-19 years representative school sport program that uphold human rights, promote confidence, demonstrate accountability, and withstand legal and public scrutiny.



Risk-based

Make decisions for the 10-19 years representative school sport program that balance opportunity and risk to achieve the strategic priorities and objectives for Queensland Representative School Sport.

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Terms of Reference (TOR) - Purpose of Executive/Committees

The Queensland Representative School Sport (QRSS) Executives/Committees are the governing bodies that lead the Queensland Representative School Sport program. The Terms of Reference clearly outline the roles and responsibilities and Executive/Committee membership at all levels of representative school sport governance. TOR's outline -

- Purpose
- Guiding Principles
- Responsibilities
- Membership
- Committee Operations
- Reporting & Referral relationships

The Terms of Reference (TOR)'s for each Executive/Committee can be accessed by the links in the Appendices.

Membership

Each Executive/Committee must have an appointed Chair, quorum of members and Secretariat

- Every Executive/Committee must appoint members as per the Terms of Reference.
- Members must follow a process to be appointed.

To be considered for membership on a Queensland Representative School Sport governance group, the following must be undertaken:

- Complete the Expression of Interest Form
- Attach Principal / Supervisor approval
- Attach Curriculum Vitae
- Attach Response to Key Capabilities

Panel Assessment

- Applications will be considered on a merit basis.
- Written response to Key Capabilities:
 - Knowledge of the department's agenda for representative school sport (Strategic Direction).
 - Proven ability to achieve results through leadership and alignment of Sub-Committees and working groups to deliver school sport initiatives.
 - Demonstrated ability to establish productive partnerships with internal and external stakeholders to strengthen sporting pathways for students.
 - Demonstrated personal drive and integrity to assess current representative school sport practices and implement and drive change.
 - Communicates with influence implementing highly developed interpersonal, consultation and negotiation skills.
- A selection panel will assess each application.

Vacancies

If the position of an appointed member or Chair becomes vacant, Queensland Representative School Sport Central Office must be advised. If within 12 months of a merit-based recruitment process for a QRSS position, the Queensland Representative School Sports Officer (QRSS-SO) and current Executive/Committee Chair may submit a recommended applicant to the QRSS - MC for an out of session endorsement.

In the event a suitable candidate cannot be determined Queensland Representative School Sport Central Office will commence an Expression of Interest process to identify a suitable candidate for endorsement by the QRSS – MC.

Queensland Representative School Sport

Term of Office

Appointments to a Queensland Representative School Sport Executive/Committee, including the chair will be for a period of three years and may hold their role for a period of 2 terms.

QRSS will enact decisions to re-appoint positions at the end of the tenure in consultation with the QRSS-B.

This will be reviewed and endorsed annually by the QRSS-B unless the member:

- relinquishes the position
- is unable to fulfil the requirements
- does not comply with the:
 - Standards of Practice
 - DoE code of conduct
 - MAST requirements
- does not adhere to proper procedures as required by their position and role
- does not fulfil their responsibilities or has exhibited behaviours that are not aligned to the values and objectives by QRSS.
- no longer meets the criteria required to fulfil the expectations of the role (eg. retired teachers/ leave entitlements/ no longer qualified).

Conduct

Subject to the Terms of Reference, the QRSS Sports Executive/Committee may conduct its business, including its meetings, in the way it considers appropriate. However, the QRSS Sports Executive/Committee may only make decisions about how it will carry out its functions if it does so at a meeting at which a quorum is present.

Complaints handing process

Complaints by staff, student and parents are taken seriously. Please refer to departmental policy to ensure that the complaint has been handled appropriately.

Please refer to the complaints [handling](#) and [management](#) policy for further information.

Dispute resolution

Committees must endeavour to work collaboratively, with their Sub-Committees, partners and Queensland Representative School Sport, in an open and collaborative manner.

If a dispute arises, the Chair should lead a process acting as a facilitator to resolve the dispute through mediation.

If the Chair is involved in the dispute, Queensland Representative School Sport Central Office team will lead the dispute resolution process.

If both QRSS and the Chair are involved in the dispute, a written request for mediation should be submitted to the QRSS – MC.

Queensland Representative School Sport

Reporting & Referral relationships

QRSS-B – Reporting and Referral relationships

The Queensland Representative School Sport Board through the Chair, prepares and submits the following to the Executive Leadership Team:

- Annual Implementation Plan, with a culminating Annual Report 12 months later.
- Annual Budget, with a culminating budget review 12 months later.
- All reports are endorsed by the ADG prior to submission to the ELT.

Regular reports to this Regional Committee include:

- QRSS – Regional Committee (QRSS-RC) and QRSS – Management Committee (MC) Action Plans are prepared and submitted, with a culminating Annual Report 12 months later.
- QRSS-RC and QRSS – MC budgets and other planned financial expenditure.

The Board is responsible for the two-year appointment of the Queensland representative on the School Sport Australia Board which oversees the national school sport competitions and School Sport Australia's participation in international events. The Queensland representative on the School Sport Australia Board will provide a report at each Board meeting. The Queensland representative on the National Representative School Sport Committee (NRSSC) will provide a report at the Board meeting.

QRSS-MC – Reporting and Referral relationships

The Queensland Representative School Sport Management Committee through the Chair, prepares and submits the following to the QRSS-Board:

- QRSS – MC Annual Implementation Plan, with a culminating Annual Report 12 months later.
- All reports are endorsed by the Chair prior to submission to the QRSS-Board.

Regular reports to this Management Committee include:

- QRSS – Sport Executive Action Plans are prepared and submitted, with a culminating Annual Report 12 months later.
- QRSS-SE budgets and other planned financial expenditure.

QRSS-SE – Reporting and Referral relationships

The Queensland Representative School Sport, Sport Executive through the Chair, prepares and submits the following to the QRSS – Management Committee:

- Sport Executive 3 year Action Plan and Budget, with an Annual Report every 12 months.
 - All reports are endorsed by the Sport Executive Chair prior to submission to the QRSS-MC

Regular reports to the Sport Executive from Sub-Committees/working groups include:

- Event budgets and other planned financial expenditure (if applicable).
- Annual participation, highlights and results information.

QRSS-RC – Reporting and Referral relationships

The Queensland Representative School Sport Regional Committee, through the Chair, prepares and submits an:

- Annual Implementation Plan in Term 1, with a culminating annual report in Term 4. Reports are endorsed by the Regional Director prior to submission to the QRSS-Board.
 - Annual Budget endorsed by the Regional Director in Term 2.
- Financial Reports, endorsed by the Regional Director in Term 3

Regular reports to this Regional Committee include:

- Annual Implementation Plans prepared and submitted by Sport Region/s in Term 1, with a culminating Annual Report in Term 4. Reports are endorsed by the chair prior to submission.
- Regional Budgets and other planned financial expenditure.
- Sport Region Financial Reports endorsed by the Sport Region Sub-Committee.
- QRSS-DC Annual Reports (one for each district).

Queensland Representative School Sport

QRSS-RSC – Reporting and Referral relationships

The Queensland Representative School Sport Regional Sub-Committee, through the Chair, prepares and submits an:

- Annual Action Plan, with a culminating Annual Report 12 months later. Reports are endorsed by the Chair prior to submission to the QRSS-RC.
- Annual Budget endorsed by the Chair prior to submission to the QRSS-RC.
- Financial Reports, endorsed by the Chair prior to submission to the QRSS-RC.

Regular reports to this QRSS [Insert Name] Regional Sub-Committee from Districts include:

- District Action Plans prepared and submitted by Districts, with a culminating Annual Report 12 months later. Reports are endorsed by the District Chair prior to submission.
- District Budgets and other planned financial expenditure endorsed by the District Chair.
- District Financial Reports endorsed by the District Chair.
- District Annual Reports endorsed by the District Chair.

QRSS-DC – Reporting and Referral relationships

- **To be confirmed**

QRSS-IWG – Reporting and Referral relationships

The Queensland Representative School Sport Implementation Working Group through the Chair, prepares and submits the following to the QRSS-B:

- Annual Implementation Plan, with a culminating Annual Report 12 months later.
- All reports are endorsed by the Chair prior to submission to the board.

Regular reports to this Working Group include:

- QRSS – IWG Action Plans are prepared and submitted, with a culminating Annual Report 12 months later.

QRSS-SAC – Reporting and Referral relationships

The Queensland Representative School Sport Student Advisory Committee is responsible for the communication of information and distribution within their school communities. The QRSS-SAC provides advice on the representative school sport pathway, national school sport competitions and School Sport Australia's participation in international events.

The QRSS-SAC will be represented at QRSS Board meetings and other governance groups to provide an update as required.

Queensland Representative School Sport

QRSS Decision Making Matrix

Purpose

This matrix is to be used in the decision-making process for all levels within the representative school sport program. The matrix outlines the decision-making authority along with associated responsibility, consultation and information sharing.

A – Accountable (for making a decision)	E – Enacting (a decision when made)	C – Consulted (to inform a decision)	I – Informed (of a decision)
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GOVERNANCE	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
	(Principal)	(Districts)	(District Committees)	(Sport Regions)	(Regional Committees)	(Sport Executive)	(Management Committee)	(Centre)	(Board)	(Department of Education)
QRSS governance operating model			C		C	C	C	E	C	A
QRSS Governance structures including terms of reference, responsibilities, and membership			C		C	C	C	E	C	A
QRSS Management Procedures			C		C	C	C	E	C	A
Sport Region boundaries			C		C		C	E	C	A
Reporting and evaluation framework								E	C	A
Risk registers										
QRSS program			C		C	C	C	E	C	A
Region Committee				E	A					
District Committee		E	A							
Sport Executive						E	A			

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STRATEGIC DIRECTION	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
QRSS strategic vision and program objectives			C		C	C	C	E	C	A
QRSS Operational Plan that communicates program purpose, vision and values, priorities and targets			C		C	C	C	E	C	A
QRSS Review Implementation Plan			C		C	C	C	E	C	A
Regional Committee Annual Implementation Plans				E	A					
Regional Sub-Committee Action Plans				E	A					
QRSS Management Committee Annual Improvement Plan							A	E		
Sport Executive Action Plans						E	A			
Introduction and termination of sports pathways (specific program level)		C	E	C	E	E	C	E	C	A

COLLABORATION & PARTNERSHIPS	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
Sponsorship Policy and Collaborative Agreement Guidelines					C	C		E	A	A
Partnerships (inc Sponsorship)										
QRSS specific								E		A
Sport specific						E		C		A
Region specific				E	A					
District specific		E	C		A					



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PEOPLE & CAPABILITY	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
Resources										
QRSS Team Official Induction		E		E				E		A
Professional learning requirements e.g. mandatory training, qualifications		E	A	E	A			E		A
QRSS Roles and responsibilities, Team officials, Event officials		E		E		C	C	E		A
Approval for staff to participate	A									
Approval for students to participate	A									
Human Resources										
Central Office								E		A
Regional School Sport - DoE Allocation										A
Regional School Sport - Additional				E	A					
District School Sport office			E		A					
TRS funding allocation								E	C	A
TRS funding usage and expenditure (at level)			E	E	A			E		A
Officials										
National Event Staffing						C		A		
State Championship staffing (KEO)				E		A		C		
State Team Officials recruitment and appointment processes						C	C	E		A
Regional Event Staffing				E	A					
Regional officials recruitment and appointment				E	A					
District Event Staffing		E	C		A					
District Team Officials recruitment & appointment processes		E	C		A					
Uniform requirements, design, ordering processes (State, Region, District)		E	A	E	A	C		E		A
Travel and Allowances approvals for staff				E	A			E		A

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SYSTEMS & DELIVERY	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
Systems Capability										
E-Commerce solution				E				E		A
SAP Platform				E				E		A
L & D Platform		E		E				E		A
Implementation and use of 3rd Party IT software – apps etc		E		E		E	C	E		A
QRSS Digital Platform		E	C	E	C	C	C	E		A
Policies and Procedures										
Development, implementation, revision and termination of all QRSS state-wide policies		E		E	C		C	E		A
QRSS Competition Procedures including eligibility, selection and participation requirements		E		E		C	C	E		A
Competition structures and models (Whole of Program)		E		E		E	C	E		A
Processes for the safe handling and storage of student and staff information		E	C	E	C		C	E		A
Student Protection processes		E	C	E	C		C	E		A
Risk Assessment processes		E		E		E	C	E		A
QRSS Program Apparel Design, Procurement, Sale etc		E		E		C	C	E		A
Calendars										
District development		E	A							
Regional development				E	A					
State Calendar				C		C		E		A
National event								E		



Queensland Representative School Sport

FINANCE	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
Statewide Alignment of Student Fees and Levies (Inclusions and Exclusions)								E	C	A
QRSS Budget										
Affiliation fees and levies								E	C	A
Strategic Investment								E	C	A
Income								E	C	A
Expenditure								E	C	A
QRSS Regional Committee Budget										
Affiliation fees and levies				E	A					
Strategic Investment				E	A					
Income				E	A					
Expenditure				E	A					
QRSS District Committee Budget										
Affiliation fees and levies		E	A							
Strategic Investment		E	A							
Income		E	A							
Expenditure		E	A							
QRSS Sport Executive Budget										
Fees and levies						E	A			
Strategic Investment						E	A			
Income						E	A			
Expenditure						E	A			

COMMUNICATION	School	QRSS-D	QRSS-DC	QRSS-SR	QRSS-RC	QRSS-SE	QRSS-MC	QRSS-C	QRSS-B	DoE
Forward facing platforms including social media capability (at level)			E		E			E		A
Websites										
QRSS								E		A
Region				E	A					
District		E	C		A					



Queensland Representative School Sport

Roles and Responsibilities – Executive/Committees

Chair

- Ensure the QRSS Executive/Committee activity is aligned with the strategic direction of the Department and QRSS
- Lead the development of the Annual Action Plan
- Lead the review of the Risk Register
- Set and confirm the meeting agenda in consultation with the relevant parties
- Operates effectively, and according to the agreed protocols
- Ensure all new members are appropriately inducted
- Facilitate the flow of meeting information
- Oversee the implementation of decisions or recommendations, ensuring they are clearly articulated and assigned to relevant parties
- Approve the draft meeting minutes and the decisions arising from each meeting
- Oversee direct line of reporting
- Refer reports and recommendations to the relevant departmental delegates for approval, as required

Member with Financial Accountability

- Prepare the Annual Budget in consultation with other members
- Keep records of all incoming and outgoing payments in accordance with DoE Policies
- Submission Acquittal of Annual Budget to QRSS-MC for endorsement
- Initiates or accepts Sponsorship compliant with DoE regulation

Secretariat

- Support the induction of new members
- Compile and distribute relevant data and information, and any supporting papers to ensure robust decision-making
- Assist the Chair in setting the meeting agenda in consultation with the relevant parties and distribute to relevant parties
- Support the Committee to fulfil its progress reporting and review obligations
- Monitor and track agreed meeting actions and implementation of decisions
- At the request of the Chair, prepare and coordinate reports and papers; and keep records in accordance with DoE's policies and procedures
- Submit approved meeting agendas and minutes to QRSS Officer for uploading to Content Manager.

Guests

- Provide input to meeting agenda items under invitation from the Chair

Meetings

Frequency of Meetings

Each Executive/Committee will meet twice each term, or, otherwise at the times and frequency determined by the Chair.

Time and Place of Meeting

The time, date and venue of any QRSS meeting will be determined at the previous meeting or as directed by the Chair.



Queensland Representative School Sport

Notice of Meeting and Attendance

- Each Executive/Committee through the Chair, must, where possible, give written notice of the time and place of a meeting of the Committee to each of the members at least 7 days before the day of the meeting.
- Attendance at the meeting may be in person or virtually, allowing its members to take part in its meetings, by telephone, web-conference or another form of communication that allows reasonably contemporaneous and continuous communication between the members taking part in the meeting.
- Other guests may be invited to attend the meeting at the discretion of the Chair.

Quorum

- A quorum must consist of at least 3 members or at least greater than 50% of the membership group. This must include Chair, Queensland Representative School Sport Officer and a minimum of an Executive member.
- If the quorum is not formed within 30 minutes of the scheduled starting time the Chair will reschedule the meeting.

Disclosure of Interest

This section applies to a member of a QRSS Executive/Committee (the interested member) if:

- the interested member has a direct or indirect financial / personal interest in an issue being considered, or about to be considered, and
- the interest could conflict with the proper performance of the interested member's duties when considering the issue.
- As soon as practicable after the relevant facts come to the interested member's knowledge, the interested member must disclose the nature of the interest to a meeting of the QRSS Executive/Committee.
- Unless the QRSS Executive/Committee otherwise directs, the interested member must not:
 - be present when the issue is being considered; or
 - take part in a decision about the issue.
- The interested member must not be present when the Sport Executive/Committee is considering whether to give a direction.
- If a member is not present due to their disclosure of an interest, and because of this absence the meetings is one person less than required to meet the quorum requirements, quorum is deemed to have been met.
- A disclosure of interest by a member of the quorum must be recorded in the meeting minutes.

Conduct at Meetings

- A question at a QRSS meeting, must be decided by a majority of the votes of the members present.
- Each member present has a vote on each decision to be made and, if the votes are equal, the Chair has a casting vote.
- A member present at a meeting who abstains from voting is neither a yes nor no vote.
- An invited Guest does not have the power to vote on any matter.
- Unless the members present decide otherwise, the order of business at a meeting is optional.



Queensland Representative School Sport

Agenda

All QRSS meetings must use the template provided. The Secretariat will be responsible for:

- Calling for agenda items to members 14 days (10 business days) prior to meeting.
 - Agenda and supporting documentation must be approved by the Chair prior to circulation.
 - Agenda and supporting documentation must go to members and guests 7 days (5 business days) prior to meeting.
- The names and positions of the members present.
- The names of any persons who are not members present.
- Only items on the agenda will be discussed.
- No late items will be approved by the Chair.
- If any agenda items are not discussed, they will be carried forward to the next meeting.

Proposed Order of Business:

- Welcome and apologies
- Confirmation of minutes of previous meeting
- Business arising from minutes of previous minutes
- Topics of discussion including other business
- Meeting finalisation/ review of actions to be taken
- Next meeting/ Meeting close

Minutes and Records:

All QRSS meetings must record particulars of all proceedings on the QRSS Meeting Minutes Template provided including:

- The names and positions of the members present
- The names of any persons who are not members present, and
- The names of any members voting against a resolution carried and any members abstaining from voting who wish to have their dissent or abstention recorded in the minutes.
- Minutes of a meeting are a summary of what occurs. The transcript of dialogue and video recording is not made available.
- The minutes of each meeting must be submitted for confirmation at the next meeting.
- A copy of the minutes must be distributed to all members as soon as possible after the meeting.
- Each QRSS Executive/Committee is a public authority for the purposes of the Public Records Act 2002 (Qld) and must deal with, including all documents created or acquired in the course of the QRSS Committee carrying out its functions, in accordance with that act and the Department of Education's policy document "General Retention and Disposal Schedule for Administrative Records".

Working Groups

Working groups will assume the responsibility of the operation element of the QRSS Program. The QRSS Executive/Committee is responsible for overseeing the working groups.

Working groups collaborate to achieve specific goals within the realm of the strategic action plan. The working group plans for the growth and development of the program. This may include, but is not limited to:

- Communicating regularly with the stakeholders regarding strategic planning and development of the sport
- Communicating with the regions and sport ambassadors about events and opportunities within the sport.
- This may involve working with various stakeholders such as state and national sporting organisations, to deliver information.



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- Promote the program and its events through effective communication strategies. This is to be confirmed through the stakeholders.
- Focussing on the pathway and development of staff and students.
- Communicate the rules and regulations of the sport. Ensure that competitions are fair, safe, and adhere to international standards if applicable.
- Fostering positive relationships with the community and engage in school programs. This could involve working with schools, local organisations, and community leaders to promote the sport.
- Stay informed about trends and innovations in the sports industry.

These roles and responsibilities can vary depending on the specific objectives and nature of the working group. Each member often brings a unique skill set to contribute to the overall success of the group's initiatives.

Sport Specific Working Group

Each Sport Executive may have working groups. They will oversee and, when necessary be a representative on the group. The working group will provide a brief report to be delivered at each meeting. When needed, a representative may attend the Executive meeting as a guest to present or give further clarity regarding their group.

People

- School support
- Regional sport ambassadors
- Partnerships

Pathways

- Age groups at State Events
- Post State Event pathway

Performance

- State Event organisation
- State Event Draw
- Selection Policy

Partners

- State Sporting Organisations
- Professional Development
- Sponsorship
- On field officials

Sponsorship

QRSS Executives/Committees can obtain sponsorship for sport specific operations in consultation with QRSS.

All sponsorships must meet the [Guidelines for Sponsorship determined by the Department of Education](#). All sponsorships must be registered with, and a copy of the contract must be sent to the QRSS-MC in order to avoid a "conflict of interest" between sponsors or Executives/Committees and school sport regions by the QRSS–SE.

Please contact QRSS for further information regarding sponsorship.

Executive/Committee reports

All Committees are required to submit an annual report. The reports are to be submitted their reportable Committee above them in the Governance structure. The reports are documents that provide detailed information and updates about the activities, decisions, and progress of Committees within QRSS.

These reports are essential for transparency, communication within the program. Annual Reports are due by the end of the school year.



Queensland Representative School Sport

Finance and budgets

A 3 year Action Plan and Annual Budget, outlining the Executive/Committees projected income and expenses must be developed and reviewed annually. These documents are to be developed according to the below Annual Work Plan timeframe.

Financial management processes for Representative School Sport Executives provide direction to contribute to the delivery of Queensland Representative School Sport program. Sport Executive funds are departmental resources belonging to the public and must be used for official purposes in achieving planned service delivery objectives. Staff who are responsible for Sport Executive funds are to comply with the [Appropriate and ethical use of public resources](#) policy and associated guidelines prior to expenditure of funds. The policy and guidelines outline principles and important considerations about the application of public resources and specify circumstances where expenses are not allowed.

Responsibilities

Sport Executive (SE)

- prepare and submit a three year Sport Executive Strategic Budget (SE budget) for approval
- identify the school of the Chair that has capacity to manage the ongoing expenditure of the sports funds throughout the executive tenure
- negotiate with the principal (if the Chair is not the Principal) to accept the management of the sports funds
- should the school of the Chair be unable to hold the Sport Executive funds, the Chair shall nominate another member of the Executive to facilitate the same process
- negotiate with the principal as to which school officer will assist with the monitoring and reporting on expenditure
- ensure that any additional external funding arrangements align with DoE Sponsorship Guidelines
- complete an annual SE budget and expenditure report for review, endorsement and approval.

School Officer

- assist the Sport Executive Member with the management and recording of expenditure of sports funds in accordance with SE directions.

Queensland Representative School Sport Finance Officer (QRSSFO)

- review annual SE budget and expenditure in consultation with the QRSS Manager.

Queensland Representative School Sport Officer (QRSSO)

- review and seek endorsement of SE Budget with QRSS Management Committee
- review and seek endorsement of annual SE budget expenditure report

QRSS (DoE)

- review and approve each Sport Executive strategic budget at the commencement of the Executive three-year tenure
- endorse the annual SE Budget expenditure summary report
- manage balance of SE Budget at the end of the three-year Sport Executive tenure

Stakeholders within the program will have access to the financial operating procedures.



Queensland Representative School Sport

Annual Work Plan

The purpose and scope of the work plan considers all responsibilities outlined in the Terms of Reference. It guides the focus and outcome for each meeting, assists with scheduling and supports performance assessment in annual reviews. *See sample below.*

Meeting	Key area of focus	Outcome seeking	Committee is	Sponsoring member/s
Standing agenda items				
	Acknowledgement of Country			
	Confirmation of previous minutes	Endorsement		Chair
	Business arising from previous meetings	Discussion		Chair
	Chair report	Note		Chair
	Sub-Committee Chair report (if applicable)	Note		Sub-Committee Chair
	General business	Discussion		All members
	Risk Management Register	Review, update, endorse		Chair
	Budget / finance update	Discussion		All members
January – June 20xx				
1	Review and endorse Terms of Reference considering membership	Review, update, endorse		Chair
1	Previous year annual Chair Report	Note / endorsement prior to progressing to QRSS parent entity		Chair
1	Previous year Sub-Committee Reports (if applicable)	Note / endorsement		Sub-Committee Chair
1	Updates – policies and procedures	Information sharing		QRSS
2	Review of Draft QRSS – RC business practices handbook	Feedback for implementation Semester 2		QRSS
2	Future year Annual Improvement Plan / Action Plan	Endorsement prior to progressing to QRSS parent entity		Chair
2	Future year Budget	Endorsement prior to progressing to QRSS parent entity		Chair
2	Review and endorsement of fees and levies	Endorsement prior to progressing to QRSS Board		Chair
2	Project updates	Information sharing		QRSS
July - December 20xx				
1	Previous financial year annual Finance Report	Endorsement		Chair
1	Future year Sub-Committee Action Plans (if applicable)	Endorsement		Sub-Committee Chair
1	Project updates	Information sharing		QRSS
2	Participation and general year in review reports	Note		As determined
2	Future year calendar and operational issues	Endorsement		All members
2	Review of current membership to identify length of tenure and vacancies	Review, update, endorse		Chair

Queensland Representative School Sport

QRSS Program Rules and Guidelines

Sports Offered

- Australian Football
- Cricket
- Golf
- Rugby League
- Squash
- Tennis
- Triathlon & Aquathlon
- Baseball
- Cross Country
- Hockey
- Rugby Union
- Surfing
- Touch Football
- Volleyball
- Basketball
- Football
- Netball
- Softball
- Swimming
- Track & Field
- Water Polo

Activity Risks and Insurance

The Department of Education does not have personal accident insurance cover for students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer/independent student. Some incidental medical costs may be covered by Medicare. If the parent/carer/independent student has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer/independent student. It is up to the parent/carer/independent student to decide the type/s and level of private insurance they wish to arrange to cover for their child/themselves (if an independent student). Please take this into consideration in deciding whether or not to allow your child/yourself (if an independent student) to participate in this activity.

Oath

At State and National Championships, players and student officials read an oath to ensure that the behavioural expectations of the Department and the values of the representative school sport program are upheld at all Championships. One or all of the oaths may be implemented at the Championships at the discretion of the host.

Player's Oath

As a **Regional/Queensland Representative School Sport** Athlete, we welcome you all to the **State/National (age/sport)** Championships. We would like to extend our congratulations and wish you the best of luck in your sporting pursuits. It is an honour to have you here and to compete alongside everyone.

During the Championships, it is our aim to perform at the highest level and showcase the best we can be. To achieve this, we must work together and uphold the values that represent our teams and the spirit of school sport. In doing so, through the duration of this event we promise to:

- Represent our teams with pride
- Cooperate with all officials
- Demonstrate sportsmanship through the display of integrity, equity and fair play and
- Respect and abide by the rules that govern these championships in the best traditions of representative school sport

By doing so, we can ensure that the Championships will be a positive and memorable experience for everyone involved. In conclusion, let us embrace this opportunity to demonstrate our skills and make memories that will last a lifetime. Above all, enjoy ourselves!



Queensland Representative School Sport

Student Official's Oath

As a Queensland Representative School Sport Student official, we would like to extend our congratulations and wish you the best of luck for the upcoming State/National Championships. It is an honour to have you here and to officiate alongside everyone.

During the Championships, it is our aim to perform at the highest level and showcase the best we can be. On behalf of the referees at the **event** we promise:

- To officiate with complete impartiality respecting and abiding by the sport specific rules
- To listen to our referee coaches and take the opportunity to learn and improve our skills

And, above all, enjoy ourselves!

Team Official's Oath

As a Queensland Representative School Sport Team Official's, it is an honour to be here to coach or manage a team at the **State/National Championships**.

During the Championships, it is our aim to officiate at the highest level and showcase the best we can be. On behalf of all Team Officials at the **event** we promise:

- To officiate with integrity within the guidelines of the Department of Education's Code of Conduct and abide by the sport specific rules
- To take the opportunity to learn and improve our skills as teachers and officials of the event.

And, above all, enjoy ourselves!

Team Officials Matrix

This provides an outline for the [appointment of Team Official positions](#) within the QRSS program. For further information please contact the relevant sport office.

Official	State school teacher (employed at a school)	Non-state school teacher (employed at a school)	Unattached teacher	State school teacher (on leave)	Non-teaching Department employee	Community volunteer	State / National sporting organisation employee
Mandatory Requirements*	Transfer of Duty QTC registration First Aid	Transfer of Duty QCT registration First Aid MAST	QTC registration First Aid MAST	Transfer of Duty QTC registration First Aid MAST	Transfer of Duty Blue Card First Aid	Blue Card First Aid MAST	Blue Card First Aid MAST
Direct Supervision of Students	✓	✓	✗	✓	○	✗	✗
QRSS - Coach	✓	✓	○	✓	○	○	○
QRSS - Team Manager	✓	✓ ^Q	✗	✓	✓	✗	✗
QRSS - Trainer	✓	✓	○	✓	✓	○	○
QRSS - Assistant Coach	✓	✓	○	✓	✓	○	○
QRSS - Convenor	✓	✓	○	✓	✓	○	○
QRSS - Co-Convenor	✓	✓	○	✓	✓	○	○
QRSS - Event Official	✓	✓	✓	✓	✓	✓	✓
QRSS - Technical Official	✓	✓	✓	✓	✓	✓	✓

*It is a requirement that all QRSS Team Officials complete all induction program requirements

Key

- ✓ Yes, with appropriate qualifications and approvals as outlined on the Transfer of Duty.
- Yes, with appropriate qualifications and accompanied by a registered teacher currently employed at a school.
- Q Queensland Managers must be DoE staff due to specific requirements for statewide and national collection, handling and storage of personal information. There has been no change to this requirement in 2024, and the safe handling and storage of personal information remains our highest priority.
- ✗ No

Storage

Each level of the Queensland Representative School Sport Program is responsible for the safe storage of all student and staff information. All documents must be stored as follows:

Event	Location
District trials, events and team forms	District Secretary base school
Regional trial event lists and team forms	Regional School Sport Office
State and national team forms	Central Office



Queensland Representative School Sport

Process to determine Key Event Officials and prepare budget for State Championships

1. The **Sport Executive**:
 - Determines the working group for the State Championship event, including any Key Event Official roles (See Appendix A: QRSS Events - Key Event Officials).
 - Communicates all information with the host Regional School Sport Officer (RSSO).
 - Determines any additional Key Event Officials to be funded by the budget and the Sport Executive (this will be endorsed in sport specific meeting minutes and liaised with the Host RSSO/QRSS-C prior to State Championships budget being developed).

2. The **Host Regional School Sport Officer**:
 - Liaises with the Sport Executive regarding Key Event Officials and roles required for State Championships.
 - Develops the budget for the State Championships including:
 - i. booking travel and accommodation of all Key Event Officials
 - ii. Key Event Official allowances
 - iii. TRS for Key Event Officials (calculated into the budget and offset on the income tab).
 - Distributes and receives the required documentation for Key Event Officials.
 - i. Transfer of Duty form
 - ii. Mandatory Training
 - iii. First Aid/CPR
 - iv. Blue card requirements.
 - Sends the budget to the Sport Executive for checking and Line Manager for approval. Once approved, the budget is sent to QRSS.Finance@ged.qld.gov.au
 - Process TRS for Key Event Officials.

3. **Queensland Representative School Sport** will:
 - Receive the budget from the host RSSO.

Key Event Official Roles

In the Queensland Representative School Sport (QRSS) program, there are several key event officials who play crucial roles in organising and overseeing various sports events. These officials ensure that events run efficiently, and that students have the opportunity to participate in a safe and fair environment. The specific roles and titles of these officials may vary based on the sport, however the below Key Event Officials can be included in the budget.

- | | | |
|----------------------------------|-----------------------------------|--------------------------------------|
| • Convenor | • Event Manager | • Referee/Umpire |
| • Tournament Director | • First Aid Official | • Data Manager |
| • Sport Executive member | • Referee/Umpire Director | • AUSLAN Interpreter |
| • Social Media Co-ordinator | • Announcer | • Technical Official |
| • Student Official Manager (SOM) | • Umpire Educators/Chief Referees | • Ground Manager/ Operations Manager |
| • Race Director/Meet Director | • Technical Judge/Scorer | |
- Independent selector/s as determined by the Sport Executive (eg. Qld coach/manager)
**any additional KEO's are funded by the Sport Executive*



Queensland Representative School Sport

QRSS Events - Key Event Officials

**An individual may hold multiple roles at State Championships.

Green = KEOs included in budget Blue = KEOs included in budget & determined on skillset considering geography Red = KEOs funded by Sport Executive

KEO's included in budget	Australian Football	Baseball	Basketball	Cricket	Football	Futsal	Hockey	Netball	Rugby League	Rugby Union	Rugby 7s	Softball	Touch Football	Volleyball	Water Polo	Cross Country	Golf	Squash	Surfing	Swimming	Tennis	Track and Field	Aquathlon/ Triathlon
Sport Executive	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Event Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tournament Director	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	✓1	-	-
Technical Official Judge/Scorer/Officer	-	✓0	✓1	✓1	-	-	X0	-	-	-	-	✓2	-	-	✓0	02	✓0	-	✓1	✓0	✓1	✓2	✓0
Data Manager			✓1																			✓2	
Referee/Umpires	S	✓0	SO	✓0	SO	SO	S	S	✓0	✓0	✓0	SO	SO	SO	SO	SO	✓0	✓0	SO	SO	✓0	SO	✓0
AUSLAN Interpreter	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	✓	-	-	-	✓	-	✓	✓
Independent Selector (Qld Coach/Manager if not a regional official)	✓1	-	✓2	✓1	-	-	-	✓1	✓2	✓2	✓1	✓1	✓1	✓1	✓1	-	-	✓1	✓1	-	-	-	-
Race Director/Meet Director	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	✓1	-	-	-	✓1	-	-	✓1
Umpire Educators/ Chief Referees	-	-	01	-	-	-	01	02	01	01	01	-	01	01	-	-	-	-	-	-	-	-	-
Convenor	✓2	✓1	✓1	✓1	✓2	✓1	✓1	✓1	✓2	✓2	✓2	✓1	✓1	✓1	✓1	✓2	✓1*	✓1	✓1	✓1	✓1*	✓2	✓2
Student Official Manager	✓1	✓0	✓1 (12 yrs)	-	✓0	✓0	✓1	✓1	✓0	✓0	✓0	✓1	✓0	-	✓0	-	✓0	-	✓1	✓1	✓0	✓1	✓1
Ground Manager/Operations Manager	✓1	-	-	-	-	-	-	-	-	✓1	✓1	-	✓1	-	-	✓1	✓1	-	✓1	✓1	-	✓5	✓2
Announcer	-	-	-	-	✓1	-	✓1	-	-	-	-	-	-	-	-	✓1	-	-	✓1	✓1	-	✓1	✓1
Social Media Co-ordinator	-	-	-	-	-	-	-	-	✓1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Independent Selector (other than Qld Coach/Manager)	✓2	-	✓2	✓1	-	-	-	✓1	✓2	✓2	✓1	✓1	✓1	-	✓1	-	-	✓1	✓1	-	-	-	-

✓ = yes S = students SO = students and SSO utilise PO = yes + SSO involved

Queensland Representative School Sport

Roles and Responsibilities – RSSO/Sport Executive for State Championships

	Role	Responsibilities
QRSS- Sports Officer (SO)	<p>Be a point of contact for the Sport Executive and Host RSSO regarding the organisation and logistics of the State Championships</p>	<p>QRSS will provide RSSO's and Sport Executives with the policies and requirements of the program in the QRSS Event Handbook.</p> <p>QRSS will assist with:</p> <ul style="list-style-type: none"> • Communication of information • Sourcing of student officials (if required) • Training for personnel to organise championships • Student official resourcing • Ordering medals for State Championships
Sport Executive	<p>This person will ensure they align to the QRSS Terms of Reference and act as a judiciary member for the organisation of the Championships.</p> <p>They will organise the State Championships and work with the Sport Executive to oversee the event.</p> <p>Some of their roles may include:</p> <ul style="list-style-type: none"> • Exercise the general control and management of operational matters of the Queensland Representative School Sport (QRSS) program specific to their sport ensuring all Department policies, procedures and directives are adhered to • Manage operational risks and issues, and escalate issues to the QRSS-MC or delegated authority as appropriate • Provide equitable and inclusive opportunities for students at all levels of representative school sport • Identify opportunities and develop partnerships that leverage expertise and strengthen pathways for students participating in their specific sport. 	<p>The Sport Executive:</p> <ul style="list-style-type: none"> • Determines the working group for the State Championship event, including any Key Event Official roles. • Complete the draw in consultation with the Sport Executive. • Communicates all information for the smooth running of the State Championships with the host Regional School Sport Officer (RSSO) and QRSS. This will include: <ul style="list-style-type: none"> ○ Referee/umpire processes ○ Competition procedures ○ State and national sporting organisation policies that align to the State Championships ○ Service awards and requirements for the medal ceremony • Develop the: <ul style="list-style-type: none"> ○ Pre and post championships agenda/minutes for State Championships ○ Chair Welcome and save on SharePoint • Communicates with the Host RSSO regarding Key Event Officials <p>Sport Executives are to communicate with all stakeholders in a clear and concise way to ensure a streamlined communication approach occurs within the program.</p> <p>If any other awards/medals other than those provided (placegetter medals/MVP medals) are required, the Sport Executive will fund these.</p>
Host RSSO Region	<p>The Host Region RSSO is responsible for the organisation and implementation of a regional trial and State Championships.</p> <p>They will:</p> <ul style="list-style-type: none"> • Communicate any information provided from QRSS to districts and regions. • Coordinates the organisation of the Championship schedule, venue logistics, and coordinating with teams, participants, and officials. • Oversee the running of the State Championships, ensuring the safety and well-being of all participants and spectators throughout the event. • Point of contact for all concerns and will handle any unexpected situation with the Sport Executive member in a timely and effective manner. • Collaborate with various stakeholders, such as teams, officials, sponsors, and venue 	<p>The Host RSSO will book (and inform regions, Sport Executive, Convenor, other personnel):</p> <ul style="list-style-type: none"> • Venue including pre and post championship meeting rooms/venue • Travel and Accommodation for KEO's <ul style="list-style-type: none"> ○ Key Event Official allowances. ○ TRS for Key Event Officials (calculated into the budget by the host RSSO). • First Aid • Communicate with Key Event Officials regarding required forms and induction processes • Photographer – book for all regions and SO's • Lunch packs for external KEO's + SO's • SOM requirements – polo shirt and/hats • Medals ordered through QRSS-C and distributed to regions • Program with printing company <p>The Host RSSO will:</p> <ul style="list-style-type: none"> • Develop the budget for the State Championships. • Send the budget to the Sport Executive for checking and Line Manager for approval. • Send the budget to QRSS for endorsement. • Acquit the budget for the State Championships. • Liaise with the Sport Executive regarding Key Event Officials and roles for State Championships. • Complete the required documentation including any risk assessment and concussion management requirements. • Develop/prepare: <ul style="list-style-type: none"> ○ Bulletins



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	<p>staff, to ensure all elements of the tournament come together successfully.</p>	<ul style="list-style-type: none"> ○ Program ○ Concussion documentation to be handed to regions ● Develop the program using the QRSS template. ● Develop scheduling of the event in consultation with the Sport Executive. ● Provide required documentation to officials, Sport Executive and other KEO's. ● Distribute and receive the required documentation for Key Event Officials.. <ul style="list-style-type: none"> ○ Transfer of Duty form ○ Mandatory Training ○ First Aid/CPR ○ Blue Card requirements. ● Liaise with the SOM regarding: <ul style="list-style-type: none"> ○ Transport/accommodation requirements ○ Number of student officials allocated to the event so the Host Region RSSO can organise/budget for: <ul style="list-style-type: none"> ▪ Catering ▪ Student official shirts and hats ▪ Medals/awards ▪ Photos ● Send QRSS-C the Team List Summary Form and any photos for social media throughout the Championships. ● Send QRSS-C the final program pre State Championships. ● Send QRSS-C the host region report post State Championships. ● Send the budget acquittal post State Championships to QRSS for processing. <p>Ensure that the Championship is conducted in accordance with Queensland Representative School Sport policies and the sport's competition procedures.</p>
<p>Convenor</p>	<p>This person will coordinate the day to day running of the event, coordinating various aspects such as scheduling, facilities, participants and logistics.</p> <p>They ensure the smooth execution of the event and handle any necessary arrangements in collaboration with the Host RSSO and/or Sport Executive member present at the Championships.</p> <p>Liaise with the host region regarding:</p> <ul style="list-style-type: none"> ● Key officials ● Specific day to day requirements of the event and sport ● Score card information ● Referee/umpire requirements ● Equipment needed 	<p>The convenor will:</p> <ul style="list-style-type: none"> ● Work with the Host Region RSSO and Sport Executive to determine the Working Group for the Championships. ● Be involved in the delivery and information presented at the pre championship and post championship meetings. ● Be the point of contact during the State Championship. ● Publicise and display draws, results and score sheets throughout the event each day. ● Communicate information daily regarding results, draw changes or finals. ● Complete a convenors report post championship and send to the Host Region RSSO. ● Ensure that rules are strictly observed. ● Supervise the progress of the Championships. ● Send QRSS social media photos/information at the end of each day. <p>In consultation with the Host RSSO/Sport Executive the convenor will:</p> <ul style="list-style-type: none"> ● Manage complaints in accordance with DoE complaints management procedures/guidelines. ● Continue to assess/manage risk in consultation. ● Enforce any decisions made to resolve disputes. ● Resolve disputes in consultation with the Sport Executive member. ● Implement policies, procedures, and rules of the Championships.
<p>SOM (appointed by QRSS/Sport Executive)</p>	<p>The role of a student official manager is to create a positive and supportive environment for student officials, ensuring they contribute effectively to the success of sports events while also gaining valuable experience and skills</p> <p>SOM will liaise with the QRSS + host region regarding the organisation and logistics of the State Championships.</p> <p>They will liaise with the CWG to appoint and organise the student referee/umpires and student key officials (if required) for the Championships.</p>	<p>A Student Official's Manager (SOM) will be appointed to:</p> <ul style="list-style-type: none"> ● Assist with allocation of games in consultation with the referee/umpire mentors. ● Have oversight of students during competition hours when regional managers are unable to directly supervise. ● Create schedules for student officials, assigning them to specific tasks or roles for different events, and coordinating their availability. ● Provide guidance and supervision to student officials during events, ensuring they perform their duties effectively and adhere to established protocols. ● Serve as a point of contact between student officials, convenors, and participants, relaying important information and updates as needed. ● Address any issues or challenges that arise during events, resolving conflicts, and making on-the-spot decisions to maintain the smooth flow of the event. ● Offer opportunities for student officials to enhance their skills, gain experience, and develop professionally within the realm of sports officiating including guidance and mentorship to student officials, helping them develop their skills and confidence in their roles. ● Assess the performance of student officials, providing feedback, and identifying areas for improvement in consultation with the Referee/umpire mentors. ● Co-ordinate logistics for student officials, including uniforms, equipment, and any necessary resources they might need to fulfill their roles. <p>The SOM will:</p> <ul style="list-style-type: none"> ● Order the SO polo shirts + hats through the supplier.



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		<ul style="list-style-type: none"> • Liaise with the Host RSSO regarding lunch packs and transport/accommodation requirements. • Liaise with the Sport Executive regarding awards presented at the Closing Ceremony. • Liaise with QRSS – C regarding student official photo and/excursion levy. • Send all forms to SO's and collate the information and send to the Host RSSO. • After the event, send the student forms to QRSS for storing.
Event Manager	<p>The role of an event manager for a sporting tournament is crucial in ensuring the successful planning, organisation, and execution of the tournament.</p> <p>This role involves a wide range of responsibilities and tasks to create a seamless and enjoyable experience for participants, spectators, sponsors, and other stakeholders.</p> <p>The role of an event manager for a sporting tournament is multifaceted, requiring strong organizational, communication, and problem-solving skills.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Planning and logistics - including selecting dates, venues, and scheduling matches or events. They coordinate logistics such as transportation, accommodations, equipment, and facilities to ensure everything is in place for a smooth event. • Preparing budgets in collaboration with QRSS including handling expenses, negotiating contracts, and manage revenue sources, including ticket sales, sponsorships, and merchandise. • Collaborating with various vendors, suppliers, and sponsors to secure necessary resources and services. • Promoting the championship/event to attract participants, spectators, and sponsors. They will oversee marketing strategies, advertising campaigns, and promotional efforts to generate interest and increase attendance. • Handling registration and communicating important information to participants, and ensures that teams or individuals have the required information and documents. • Overseeing all operational aspects, including setup, staffing, security, medical services, and addressing any unforeseen issues that may arise. • Working with security teams to implement crowd control measures, emergency response plans, and ensure that the venue is safe for everyone. • Managing media interactions, press releases, and interviews is essential for creating buzz around the tournament. The event manager may work with public relations professionals to ensure positive media coverage. • Coordinating technology and broadcasting services to ensure that matches or events are streamed live or recorded for later viewing. • Planning and execution of the tournament. This could include weather-related issues, concussion related injuries, technical difficulties, or unexpected schedule changes.
First Aid	<p>First aid plays a critical role in ensuring the safety and well-being of participants, officials, spectators, and staff during a sporting competition.</p> <p>Accidents, injuries, and medical emergencies can happen unexpectedly, and having a well-organised first aid system in place is essential for providing prompt and effective care.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Injury prevention and education. • Handling minor injuries such as cuts, bruises, strains, and sprains. • Providing basic wound care and first aid. • Providing immediate care while awaiting the arrival of professional medical responders. • Assessing the nature and severity of injuries or illnesses. • Providing basic medical interventions and initial care that can help prevent further harm and alleviate pain until more advanced medical help arrives. • Alerting emergency medical services (EMS) and coordinating with professional responders to ensure that the injured person receives appropriate care where required. • Maintaining accurate records of all medical incidents, treatments administered, and actions taken is crucial for post-event evaluation and continuous improvement of the first aid system. • Working closely with event organizers, officials, and security personnel to ensure a coordinated response to medical incidents without disrupting the flow of the competition, including concussion protocols.
Tournament Director	<p>The role of a tournament director or official is to oversee and manage various aspects of a Championships.</p> <p>This includes tasks such as organising the tournament schedule, venue logistics, and coordinating with teams, participants, and officials as well as ensuring that the Championships follows the established rules and regulations of the sport and in line with QRSS policies.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a comprehensive plan for the event, including selecting dates, venues, and competition formats. • Allocating resources effectively, managing expenses, securing funding sources, and ensuring that financial aspects of the event are well-controlled. • Overseeing participant registration, including managing registration platforms, communicating with participants, and ensuring accurate data collection. • Ensuring that the tournament is conducted in compliance with the relevant rules and regulations of the sport. They interpret and enforce rules consistently throughout the event. • Creating and managing the tournament schedule, ensuring that matches, events, and other activities are scheduled in a logical and efficient manner. • Ensuring that the necessary technology is in place and functioning correctly. • Effective communication with participants, officials, volunteers, sponsors, and other stakeholders is essential. • Ensures that appropriate health and safety measures are in place, including medical support, first aid stations, and emergency response plans. • Handling disputes, protests, or conflicts that may arise in accordance with DoE policy and procedures.
Technical Official	<p>Technical officials or judges play a vital role in maintaining fairness,</p>	<p>The roles of technical officials or judges vary based on the sport, but some common aspects of their responsibilities include:</p>



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Judge/Scorer/Officer	<p>consistency, and the proper execution of rules and regulations in a sporting competition. Their primary responsibility is to ensure that the competition is conducted in accordance with the established guidelines, resulting in a level playing field for all participants.</p>	<ul style="list-style-type: none"> • Interpreting and enforcing rules to ensure that all participants adhere to the same standards and that no unfair advantage is gained. • Reviewing the competition format, rules, and schedules before the event to ensure a clear understanding of their roles. • Inspecting equipment to ensure that it complies with safety standards and specific sport regulations. • Being responsible for initiating starts and ensuring accurate timing throughout the competition. They also monitor false starts or timing irregularities. • Evaluating the performance of participants based on predetermined criteria. They assign scores, assess penalties, and rank participants according to their performance. • Monitoring participants' behaviour to ensure that they adhere to sportsmanship principles and ethical conduct. They may intervene if they observe unsportsmanlike behaviour or violations of the code of conduct. • Making important decisions during the competition, such as resolving disputes, applying penalties, or determining the outcome of close calls. • Communicating with participants, coaches, and other officials to provide clarifications on rules, address concerns, and ensure that everyone is aware of the rules and procedures.
Data Manager	<p>The role of a data manager at a sporting event involves handling and organising various types of data to support the smooth operation of the event, enhance decision-making processes, and provide valuable insights to event organisers, participants, and spectators.</p> <p>Data managers play a crucial role in collecting, managing, analysing, and disseminating data related to the event.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Collecting and accurately entering data into relevant systems or databases. • Maintaining organised and secure databases or data systems that store information critical to the event. • Updating scores, times, rankings, and other relevant information in real time. • Analysing performance statistics, trends, and patterns to provide insights into the event. • Creating reports that summarise event data. • Communicating with various stakeholders, including event organizers, coaches, media personnel, and participants, to provide accurate and timely data upon request. • In sports that involve timing and scoring, ensure that accurate and up-to-date scores and timings are available to participants, spectators, and officials in real time. • Working with technology such as scoreboards, timing systems, and event management software to ensure that data is captured and displayed correctly.
Referee/Umpires	<p>Referees (also known as umpires in some sports) play a critical role in ensuring fair play, enforcing rules, and maintaining order during sporting competitions.</p> <p>Their primary responsibility is to impartially officiate matches or events, making decisions that uphold the integrity of the game and ensure a level playing field for all participants.</p>	<p>While specific roles may vary depending on the sport, the general responsibilities of referees/umpires at events/trials include:</p> <ul style="list-style-type: none"> • Enforcing the rules and regulations of the sport. They ensure that participants adhere to these rules to ensure fair and consistent competition. • Reviewing the rules and regulations before the event to ensure a thorough understanding. They may also inspect equipment and playing areas to ensure compliance with safety standards. • Having authority over the match or event and are responsible for maintaining control of the players, coaches, and spectators. They prevent unsportsmanlike behaviour, dissent, and disruptive actions. • Making on-the-spot decisions regarding fouls, violations, penalties, and other infractions that occur during the game. • Ensuring the safety of the participants. This includes addressing dangerous plays or unsportsmanlike conduct. • Ensuring that the timing of the match is accurate and that scores are recorded correctly. • Using specific signals or gestures to communicate their decisions to players, coaches, and spectators. • Assisting with disputes. • Completing match reports or documentation detailing the events of the game, including any incidents, penalties, or disciplinary actions. • Working as a team with other officials, such as assistant referees or line judges. • Remaining impartial and objective throughout the competition, ensuring that their decisions are not influenced by external factors or personal biases.
AUSLAN Interpreter	<p>An Auslan interpreter is responsible for facilitating communication between deaf or hard-of-hearing individuals who use Australian Sign Language (Auslan) and those who communicate using spoken language.</p> <p>The role of an Auslan interpreter is crucial in bridging the communication gap between deaf and hearing individuals, enabling effective and inclusive interaction in various aspects of life.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Conveying spoken language into Auslan and vice versa, enabling deaf or hard of hearing individuals to understand and participate in conversations, presentations, meetings, events, and other situations • Familiarising themselves with the subject matter of the conversation or event in advance to ensure they understand specialised terminology and context. • Seeking clarification if a message is unclear or ambiguous. • Ensuring students feel comfortable at events and in marshalling.



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<p>Independent Selector (Qld Coach/Manager if not a regional official)</p>	<p>This person is responsible for analysing, evaluating and selecting participants or teams to compete at the next level.</p> <p>They often assess athletes' performance, skills and abilities through a fair process. The goal is to ensure that the best participants are chosen to represent QRSS.</p> <p>This person is important in maintaining the integrity of the Championships and selection process and will liaise with the Sport Executive and selection panel.</p>	<p>For team events, their responsibilities will include:</p> <ul style="list-style-type: none"> • Watching games across the duration of the Championships. • Using the selection criteria sheet provided by the Sport Executive for feedback to athletes. • Chairing the selectors meeting. • Liaising with the Sport Executive throughout the Championships. • Other duties as required including those not aligned to team selections. <p>For individual events, their responsibilities will include:</p> <ul style="list-style-type: none"> • Liaising with the Sport Executive and key personnel throughout the Championships. • Using the qualifying standards to select the team. • Other duties as required including those not aligned to team selections.
<p>Race Director/Meet Director</p>	<p>The roles of a Race Director (also known as a Meet Director in some contexts) at a sporting competition, especially in the context of running events or track and field meets, are essential for the successful planning, organisation, and execution of the event.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Being responsible for the overall planning and organisation of the event. This includes selecting event dates, securing venues, and creating a detailed event schedule. • Ensuring that all necessary permits, permissions, and licenses are obtained from relevant authorities. They also ensure that the event adheres to local laws, regulations, and safety standards. • Developing the course layout, determines distances, and ensures that the course is clearly marked for participants. This includes arranging water stations and aid stations along the course. • Coordinating logistics such as transportation, accommodations, equipment rental, medical services, and volunteer recruitment. • Communicating important information to participants, including registration details, event logistics, start times, course maps, and safety guidelines. • Ensuring the safety of participants is a top priority. Race Directors work with medical professionals to establish emergency response plans, medical support, and security measures. • Overseeing timing and results services to ensure accurate recording and reporting of participants' finishing times. • Coordinating the start of the event, including organising wave starts, corrals, and ensuring that participants are properly lined up. • Managing the finish area is crucial for a smooth conclusion to the event.
<p>Umpire Educators/Chief Referees</p>	<p>This person is responsible for the supporting role of the student referee/umpires and other associated officiating roles at the Championships.</p> <p>They will ensure that the Championships align to the Sporting Organisation rules and oversee the officiating of the event, supporting and assisting where required.</p>	<p>Key responsibilities include:</p> <p>Umpire Educators:</p> <ul style="list-style-type: none"> • Organise and conduct workshops, seminars, and training sessions for officials at various levels. • Ensure that officials have a deep understanding of the rules and regulations of the sport. • Provide clarifications and explanations of complex rules and their applications. • Create and present realistic game scenarios that officials might encounter. • Provide constructive feedback and assessments to officials based on their performance. They identify areas for improvement and provide guidance for development. • May serve as mentors to officials, offering guidance, support, and advice on their officiating journeys. • May be involved in certifying officials at different levels of competence. They may also conduct evaluations to determine officials' readiness for specific assignments in collaboration with the SOM. <p>Chief Referees:</p> <ul style="list-style-type: none"> • Assign officials to specific matches or events based on their experience, skill level, and availability. • Oversee officials during matches, ensuring that they enforce rules consistently and maintain appropriate conduct. • Ensure that officials are briefed on event-specific rules, regulations, and logistical details. • Handle disputes or conflicts that arise during matches, ensuring that they are resolved fairly and according to established procedures. • Provide feedback to officials after matches, highlighting strengths and areas for improvement. They may also conduct formal evaluations. • May initiate disciplinary actions or provide additional training. • Communicate with event organisers, coaches, and participants to ensure that officiating matters are handled smoothly.
<p>Ground Manager/Operations Manager</p>	<p>The role of a Ground Manager or Operations Manager at a sporting event is to oversee the logistical and</p>	<p>Key responsibilities include:</p>



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	<p>operational aspects of the event, ensuring that all necessary resources, facilities, and services are in place for the smooth execution of the event.</p> <p>This role is crucial for creating a safe, efficient, and enjoyable experience for participants, spectators, officials, and other stakeholders.</p>	<ul style="list-style-type: none"> Ensuring that the event venue is properly prepared and set up before the event. This includes coordinating tasks such as layout design, signage placement, seating arrangements, and equipment installation. Coordinating the logistics of the event, including transportation, accommodation for participants and officials, and managing the flow of people and equipment to and from the venue. Overseeing the maintenance and management of event facilities. This includes ensuring that facilities are clean, safe, and compliant with safety regulations. Ensuring effective communication among event staff, officials, participants, spectators, and other stakeholders.
<p>Announcer</p>	<p>The role of an announcer at a sporting event is to engage and inform the audience, enhance the overall experience, and provide commentary, updates, and entertainment throughout the event.</p> <p>The announcer plays a key role in keeping participants, spectators, and viewers informed and excited about the action taking place.</p>	<p>The specific responsibilities of an announcer can vary depending on the sport and the nature of the event however key responsibilities include:</p> <ul style="list-style-type: none"> Introducing teams, athletes, and officials at the beginning of the event, providing background information and creating anticipation for the competition. Providing live commentary on the action, describing key plays, strategies, and significant moments as they unfold. Regularly providing score updates, time remaining in the match, and information about the current standings. Sharing relevant information about players or athletes, including their achievements, records, playing style, and background, to give the audience a deeper understanding of the competitors. Helping the audience understand the rules of the sport, clarifying any complex or unusual rules and explaining penalties or violations as they occur. Encouraging crowd participation. Acknowledging event sponsors and partners during breaks or downtime, helping to promote sponsors and maintain sponsor relationships. Coordinating with event organisers to play music, sound effects, and entertainment elements to enhance the overall atmosphere. Leading ceremonies, award presentations, and post-event celebrations, recognising participants' achievements and contributions.
<p>Social Media Co-ordinator</p>	<p>The role of a social media coordinator at sporting competitions involves managing and executing the social media strategy for the event. This role is crucial for engaging with participants, spectators, fans, and media through various social media platforms.</p>	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> Generating creative and engaging content such as text posts, photos, videos, graphics, and live streams related to the event. Managing various social media platforms (e.g., Facebook, Twitter, Instagram, TikTok) to ensure consistent branding, messaging, and engagement across different channels in line with government policies. Providing real-time updates on match results, scores, highlights, and behind-the-scenes content. Engaging with the online community by responding to comments, messages, and mentions helps create a sense of interaction and connection with the event. Encouraging online conversations and addresses inquiries. Developing compelling narratives through visuals and captions enhances the event's storytelling and makes it more relatable and shareable. Collaborating with event organisers, marketing teams, photographers, videographers, and media to ensure alignment of messaging and content.

Registration of New Sports or Divisions

Applications for the registration of new sports/age groups/genders must be lodged by QRSS-C/QRSS-SE for endorsement by the QRSS-MC and approval from the QRSS-B. Other Committees can develop a proposal for QRSS-C to take to the QRSS-MC for further consultation and endorsement.

QRSS-C may develop a proposal, in consultation with the QRSS-SE to implement new sports/age groups and genders to the program. QRSS-SE will be notified and further discussion regarding the implementation process will take place. QRSS-MC will be consulted of the application with the registration of new sports approved by DoE.

Such applications must contain the following:

- a statement of intent from the QRSS-C/QRSS-SE that they propose to promote the new sport/age/gender.
- a copy of the proposed competition procedures pertaining to the sport including the background, purpose and additions/changes proposed.
- information regarding existing competitions (school sport, state/national sporting organisations, previous and current participation data).
- When approved by the QRSS-MC, the QRSS-RC will be notified to inform districts and schools to promote the new sport/age group/gender in their communities. If a new Sport Executive is required



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to be formed, this will follow the registration of members to form an executive as previously mentioned.

- The QRSS–SE will work with districts and regions, including sport ambassadors to begin promoting and establishing the new sport/age group/gender.
- A review by the QRSS in consultation with QRSS-SE will take place at the end of the year, considering participation data, district trial information and current state/national sporting organisation participation reports.
- A report to the QRSS–MC will be developed by the QRSS–SE to outline the reasons for continued inclusion in the QRSS program.
- 50% regional representation is required for sport/age groups to remain in the program.

De-registration of Sports or Divisions

The QRSS-B reserves the right to de-register a QRSS sport under any or all of the following conditions:

- Deliberate breach of any of QRSS Policies, Procedures and Department Policies.
- The annual participation data report will be tabled at the end of year meeting. The relevant QRSS-SE will be informed that they are to work on the participation levels of the sport to remain in the program.
- 50% regional representation is required for sport/age groups to remain in the program.

Competition Procedures

- Each QRSS-SE will develop and review annually sport specific 10 – 19 years Competition Procedures. The competition procedures, dictate how the competition or sporting event is organised, conducted, and managed.
- Each QRSS-SE may choose to change or implement new rules throughout the year, subject to rule endorsement at a QRSS-MC meeting.
- QRSS-SE must submit reviewed Competition Procedures at the end of Term 3 for implementation the following year. These will then be made accessible on the QRSS website.

Eligibility to trial/participate

- To be eligible to participate in the QRSS program in any of the registered sports, a student must be enrolled at an approved affiliated school by the Department. This may include registration with Home Schooling or Distance Education.
- Students enrolled at a School of Distance Education can choose the region in which they reside or the region in which they are enrolled when attending trials. Students may only trial once for selection in any regional team, in any specific sport.
- Students who are registered for home education in accordance with the Education (General Provisions) Act 2006, and wish to trial for representative teams, must provide proof of registration to the regional school sport office of the region in which they reside.
- To be eligible to participate in any of the registered sports, a student must be a minimum of 10 years of age and not have attained the age of 20 years on 31 December in the year of competition. Age must be verified by the school principal. The student must also meet any age restrictions appropriate to specific sports.
- Students who have transferred from one region to another may be considered for selection by the former region within the calendar year, provided they have attended the regional trial & they have Principal approval
- Students may only trial once for selection in a yearly regional team.
- Principal approval is required for participation in trials/events.



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Access to students & Code of Conduct

Championship convenors, district, regional and Queensland officials should be aware of their duty of care, responsibilities and the protocols necessary when dealing with requests for access to students at state championships.

Officials and agents are to observe the following protocol, which must be adhered to in order to communicate with and gain access to any student:

- All students participating in these events are on a Department of Education excursion. The teacher management team has a duty of care to determine the program for students.
- No approval is to be granted for a request by a team official, school or school recruitment, club or player agent for access to any student/s during a state championship/invitational carnival.
- If any of these groups wish to distribute any promotional material for their school, club or organisation to students attending state championships or invitational carnivals, they are to make copies of the information available to the event convenor who will make a general announcement that the material may be collected from them at the conclusion of the event. No direct contact with students is approved.
- Team management must not, under any circumstances, provide student contact details to any other person (teaching staff, school/club agents) without parental consent. Team management cannot use their position to influence students' or parents' decisions as to which schools/clubs they/their child will attend. School/club agents may leave their contact details with team management for contact by parents of students after the conclusion of the state championship/invitational carnival.
- Schools wishing to forward information to students must do so through the school principal.

Team Officials Code of Conduct

All Queensland Representative School Sport Team Officials are to familiarise themselves with the following DOE and QRSS policies and procedures in order to carry out your required duties as an official - <https://ged.qld.gov.au/working-with-us/induction/department/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



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approval must be given for the publication of photographs of students.

- You must not use internet social networks such as Facebook, Instagram, YouTube or similar social media platforms 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.

Please refer to the following forms regarding student welfare:

- QRSS MyHR WHS Incident Report Form
- QRSS Breach of Code of Conduct Report Form

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 teammates, 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 Instagram, YouTube, 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 Instagram, YouTube, 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.



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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 personnel 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.

Information and Privacy Management including 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.

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 or current student health plan. If a student has a medical condition which may affect their safety while participating in their sport, they require a certificate providing medical clearance for them to



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participate in the specific sport. This is to be provided to the Team Manager, prior to them taking part in any training or competition.

- [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 either the District/Regional/State Sports Officer as soon as possible following the injury/accident occurrence.

Anaphylaxis/Allergies

Students affected by anaphylaxis must supply a current *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

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

- Water will be available at all venues at all times and if necessary, water carriers will be provided during matches.
- 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 will have appropriate scheduled re-hydration strategies (e.g. drinks breaks) and 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.
- According to sport specific competition procedures, participating teams may designate their own water carriers. These must be a team official only.
- No water carrier is to engage in the coaching of individuals or the team whilst on the field of play, unless at a drinks break.
- Every student must have their own individual water bottle. It should be clearly labelled for easy identification. During matches, these should be located immediately next to the playing area to enable players to access (at appropriate times) during matches.

Sun Safety Strategies

All participants will be encouraged 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
- [*Sun Safety Strategy for Schools](#)



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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.
- The Queensland Anti-Discrimination Act contains no exemption to support gender segregation of children under the age of 12 in sport. This means that children of any gender may participate in any sport they choose in the 10-12 years program.
- 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).
- Within the 13-19 years program, QRSS offers girls and boys trials/events which indicates that students will trial for the event they identify as.
- 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.

Pregnant students

Principals who are aware of a student pregnancy should ask the student to discuss their continued participation in sport with their treating medical professional. They should also obtain medical advice about any aspects of the sport where caution should be applied and on the most appropriate time in their pregnancy to stop playing sport.

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



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- 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/Line Manager, 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 student's Regional Representative School Sports 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 Official's Principal (if applicable).
- QRSS responsible officer to check in with reporting staff member in consultation with the School Principal (if applicable).

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, including the Line Manager. 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.



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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, QRSS 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/Host RSSO/QRSS - SE will warn the offender that the game in progress will be stopped until such time as the offender modifies their behaviour accordingly
- As an absolute last resort, the Convenor/Host RSSO/QRSS - SE 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 Host RSSO/QRSS – SE/QRSS - C 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 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

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.

You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal on the **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.



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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.

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 team member/official 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 – C.
- 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 Sport Executive and QRSS – RSSO and QRSS – C. 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 – SE/ QRSS – RSSO/ QRSS – C shall be responsible for any subsequent disciplinary action.

Concussion Management

All officials will complete the [Sport Australia online training](#) modules. This will form a part of the induction program and officials will be required to submit the certificates of completion of the District, Regional or State QRSS responsible officer as outlined in the guidelines. *In some instances, this will be a screenshot of the completed course.*

The Department of Education is committed to the immediate and long-term safety and welfare of all students participating in the representative school sport program.

The [Queensland Representative School Sport Concussion management procedure](#) provides the process to respond to and manage suspected concussion or concussion injuries to students when they are attending representative school sports activities and events. A student who has received a direct impact



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to the head or body that has caused the head to move rapidly will be removed from play for a minimum of 48 hours and should seek medical attention.

Managing a student's concussion requires the student, their parents/carers, school and QRSS staff to follow the medical advice provided by the student's doctor, which may include graduated return to learn/play advice. Medical clearance is required for the student to return to full play.

Refer to the [QRSS Concussion management procedure](#) for further advice.

Risk Assessment

A **QRSS Risk Assessment Form** (including the training camp) is required to be completed and forwarded to the responsible officer at that level of the pathway for approval prior to any training and/or departure.

All officials are required 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:

- **Risk Assessment Handbook** developed by QRSS
- Sport specific DoE CARA Guidelines for curriculum activities
- [QRSS Sport specific competition procedures](#)

Once approved:

- A copy of the completed **Risk Assessment Form** will be returned to the official who submitted it.
- A copy of the approved document will be filed at that level of the pathway 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 (eg. RSSO)
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	QRSS responsible Sports Officer/ Sports Executive representative (QRSS – Sports Executive or RSSO)
National	QRSS – responsible Sports Officer

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



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Consent information and process

Students will receive a Student Information Pack containing a consent form and student health information forms at every level, including district trials. These forms must be completed annually for each event/trial the student is participating in.

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

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

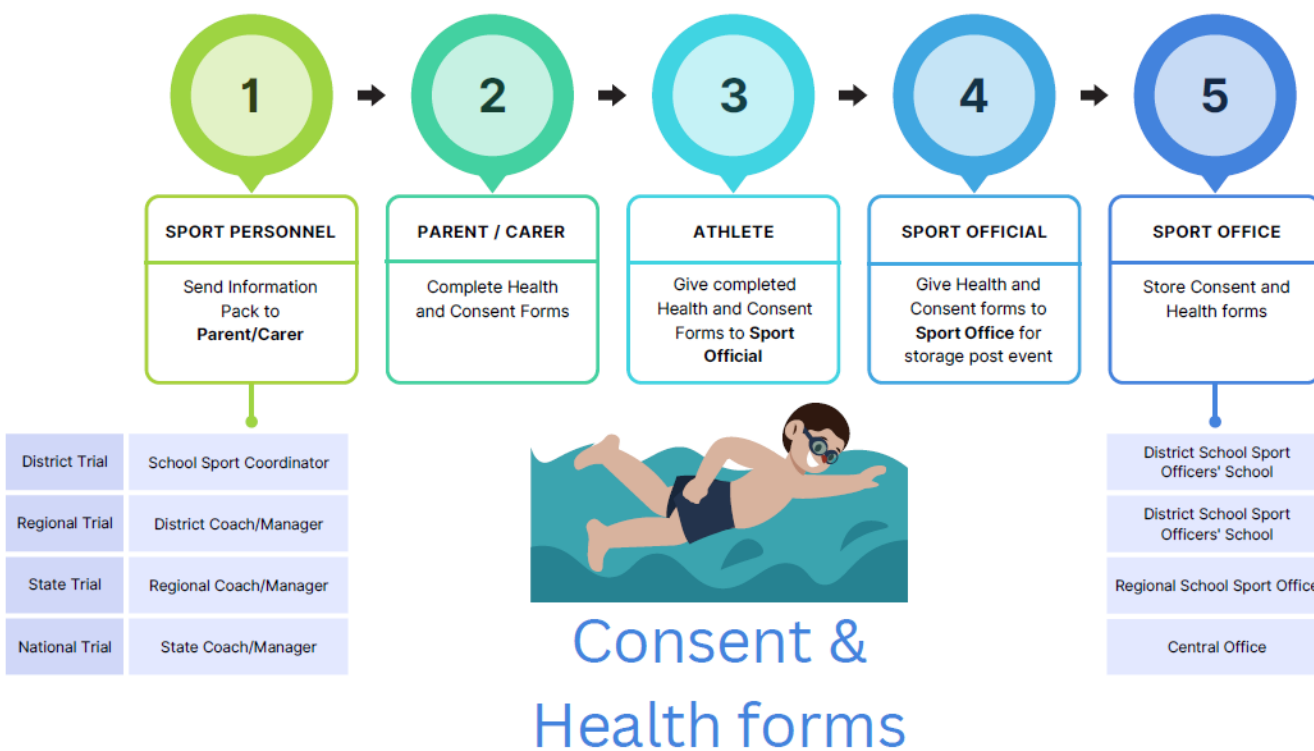
Team Officials will submit the consent form to:

- District Official – District Secretary
- Regional Official – Regional School Sport Office
- 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 School Sport Office
- State Team – Central Office



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Regional Sport Ambassadors Role

The regional sport ambassadors play a role in connecting the work of each QRSS-SE with their region.

The QRSS-SE:

- are to identify the regional sport ambassadors in their action plans.
- This is to then be communicated with QRSS-C and regions.
- Meetings will be schedule 1 sport ambassador meeting a semester, or where required.
- Liaise with regional sport ambassadors to ensure communication is streamlined and only information distributed is endorsed and approve by the QRSS-SE.

The role of the regional sport ambassadors is to:

- communicate with the Sport Executive regularly.
- establish a strong working relationship with the regions.
- be invited to form QRSS-SE sub Committees for any working groups, where required.
- attend meetings as outlined by the QRSS-SE (minutes are to be recorded by the QRSS-SE).

Travel and accommodation

The [Department of Education Domestic Travel policy](#) must be adhered and referred to at all times.

QRSS does not provide group transport or accommodation for students attending State Championships or School Sport Australia (SSA)/Interstate exchanges. Where the event is away from the home location, the parent/carer/independent student are responsible for:

- transport to and from the State Championships/ SSA/Interstate exchange
- accommodation for the duration of the State Championships/ SSA/Interstate exchange; and
- supervision of their child outside of event hours.

In the event a team requires group travel to attend a trial/event, they must seek endorsement from the responsible officer at that level of the pathway (District Chair, Regional Committee, Central Office or delegate).

There may be instances where events require group travel to and from State and National Championships. The QRSS-SE must apply, in writing to QRSS (QRSS.Governance@qed.qld.gov.au) regarding group travel and transport with specific details of the event.

Complaints Management

In the event of an issue developing which cannot be resolved at all levels of the pathway, the responsible officer at that trial/event will work with the district/host region/QRSS – SE/QRSS – C and where necessary the Regional Director. Please refer to departmental policy to ensure that the complaint has been handled appropriately. Please refer to the complaints [handling](#) and [management](#) policy for further information.

Judiciary/Protest Committees

At all QRSS events, the judiciary will only consist of:

- QRSS SE member/delegate
- Host Region RSSO/delegate
- Convenor
- Sporting Organisation, where required

**in some instances this may be a delegate*

In the event of one of the above members not in attendance, the Host Region will determine the final member at the pre-championship meeting.



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Finance

Every school who is affiliated with the QRSS program will pay the below affiliation fees:

- District
- Region
- Queensland

For home schooling and distance education, the current practices remain.

For State Championships, the host region in consultation with the QRSS-SE will collaboratively prepare a budget and submit to their Line Manager for approval and QRSS-C for endorsement, at least eight weeks prior to the championships. The host region will then distribute the levy information to participating regions.

For National Championships, the host state in consultation with the School Sport Australia National Sport Advisor will collaboratively prepare a budget and submit to the School Sport Australia board for endorsement at the finance meeting. The host state will then distribute the levy information to participating states.

For trials/events, the districts and regions will prepare the player levy based on the host levy and distribute to athletes and families in a timely manner. In some instances, a player levy may not be required to attend a trial/event. After the trials/events, the budget will be acquitted and sent to the responsible office for processing.

Induction

The below personnel are required to complete the mandatory induction training every year:

- All district, regional, state team officials
- Key Event officials
- RSSO's
- Sport Executive members
- Any community volunteers involved in the program
- QRSS-C Sport Officers

Districts and regions may require an additional induction for that level of the pathway.

Transfer of Duty

All team officials and Key Event Officials are required to submit a Transfer of Duty Form to the responsible officer at every level of the pathway. They are to ensure that all training and competition details are included on submission of the form.

This is mandatory and must include a Principal signature prior to any training/trial/event. A teacher must re-submit a form if they change schools or if the Principal deems necessary.

Where a community volunteer or unattached teacher is an official at an event, no transfer of duty is required. These officials are not paid TRS or allowed access to allowances for the event.

Absent Competitor policy

Students must complete the [QRSS Absentee Competitor Application form](#) and submit to the responsible office to approve and process. All trials/events must follow the approval process to ensure students are eligible for selection.



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Team Selection Procedures

All students trialling for a district, regional or Queensland team will be selected according to the QRSS-SE selection process for that sport. A selection panel will be appointed for trials/events. Parents can request feedback relevant to performance through the district, regional or Queensland offices.

Team training procedure

Team trainings may occur in preparation for trials/events. Team Officials at every level of the representative sport pathway will communicate the details with team members on selection. Training must be listed in the Transfer of Duty Form and Risk Assessment form and be signed by the principal.

Costs

All students may be required to pay a trial fee or levy to attend trials/events. This will be communicated with families on selection into the team by the school/Team Manager. If required, levies/fees must be paid prior to the trial/event to be eligible to participate.

Documents and Forms

For students attending a district trial, the current practices will remain. All students attending a district trial require principal approval. Districts can utilise the QRSS Team List Summary Form where required.

It is a requirement that the below forms are submitted to be eligible to participate/trial for students who have been successful in being selected in a district team or higher.

Once selected in a team, these forms will be returned to the Team Official responsible for the event. Forms are available on SharePoint for regions to access. Regions are responsible for distributing to districts. These forms are also available on the Queensland Representative School Sport [website](#).

These include:

- QRSS Student Consent Form
- QRSS Team Member Invitation and Acceptance Form including health information.

Uniforms

- Student attending district trials will wear their school uniform (or other approved uniform).
- District teams are to wear the allocated uniform or as approved by the QRSS-DC.
- Regional teams are to compete wearing their regional uniform as approved by their QRSS-RC.
- Queensland teams are to wear the compulsory travel and playing uniform at events, including travel and Championship experiences.
- Under garments - Students are allowed to wear undergarments according to the sport specific competition procedures, in alignment with the National Sporting organisations.
- Uniforms are to be considerate of age and gender.

Private Coaches

Queensland Representative School Sport acknowledges that for some students, support from private coaches is an important part of their preparation and performance.

- To ensure a safe and supportive sporting environment it has been determined that private coaches will not have access to students whilst they are in the field of play (competition area).
- Private coaches can continue to attend events and access students outside the field of play.
- The field of play is determined as the competition area only accessible by participating students, Team Officials and Event Officials.



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- The field of play will:
 - Be determined by each QRSS-SE and endorsed by the QRSS-MC prior to an event.
 - Vary depending on the specific requirements of each sport.
 - Enforced for the duration of the competition.
- Examples of specific sport fields of play include:
 - **Hockey** - field of play includes the Hockey fields, team coaching bench, meeting rooms, student toilets and change rooms.
 - **Swimming** - field of play includes the pool, student toilets and change rooms, marshalling areas and surrounding pool deck.

Playing time allocation at State and National Championships

Equitable court or field time must occur for students at all trials and events within the QRSS program. Prior to the start of any trial or event, the organisers and team officials must communicate the principles of equitable court or field time to all participants, coaches, and staff involved.

The equitable court or field time procedure aligns with the QRSS program's values of fairness, diversity, and inclusivity. Coaches and organisers should actively promote these values among participants, fostering a positive and respectful sports environment.

Unexpected situations, such as injuries, may require adjustments to the allocation of playing time.

QRSS Program Recognition and Awards

QRSS focusses on Pathways, People, Performance and Partners. As a leader in representative school sport education, QRSS promotes equity, wellbeing and excellence in a variety of settings.

We acknowledge that our programs are delivered by highly skilled, motivated volunteers who positively shape young people's lives. The opportunities provided would not be possible without the wholehearted support of caring principals, as well as the invaluable partnerships we've fostered with local community, state, and stakeholders. These partnerships not only leverage essential skills and resources but also serve to complement and elevate our programs to new heights. Together, we are creating a ripple effect of positive change, inspiring and nurturing the potential of the next generation.

The aim of recognition and awards is to identify and recognise students, teachers, principals, officials, schools, volunteers and invested stakeholder from all areas of Queensland who consistently support and deliver programs that provide pathways for excellence in representative school sport and allow students to achieve their best by inspiring world-class opportunities for sporting success, engagement and wellbeing.

Queensland Representative School Sport Program has implemented a range of strategies to recognise and reward the sporting efforts and achievements of students and teachers across all levels of the QRSS pathway. QRSS Recognition and Awards is a comprehensive and innovative way to celebrate different aspects of achievement and dedication entrenched in the QRSS Program.

All the award categories recognise the outstanding work that occurs week in week out across the Queensland Representative School Sport Program.

District & Regional Recognition and Awards

Districts and regions acknowledge and commemorate the priceless efforts of volunteers via established awards programs. These programs frequently feature award categories named in tribute to former officials or athletes who have been involved in the program. It's important to note that award categories may vary from one district or region to another. 2024 has seen the introduction of 4 awards that regions may nominate individuals to QRSS for recognition across the who program (information under QRSS Program Awards)



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QRSS-SE Recognition and Awards

Sports executive may present sport specific service awards for players/ student officials, officials and volunteers. These awards must be presented at the Pre or Post Championship Meeting for each respective age group at a State Championships. Sport Specific Life membership may also be awarded. Awards should be presented in the form of a certificate and accompanying citation for the specific award, unless the purchasing of such award fits within any finance direction of the DoE.

- **Service Awards - Officials** (5, 10, 15, 20 and 30 Years)
Minimum of (5, 10, 15, 20 or 30) years involvement Sport Specific as:
 - (a) An Executive Member of a QRSS-SE Committee; and/or
 - (b) A member of QRSS committee; and/or
 - (c) A State Team Official/National Convenor; and/or
 - (d) A District, Regional Team Official/Sport Ambassador/State Convenor.
- **Service Awards - Volunteer** (5, 10, 15, 20 and 30 Years)
Minimum of (5, 10, 15, 20 or 30) years involvement as a community volunteer as:
 - (a) referee/ umpire/ statistician/ scorer; and/or
 - (b) A team official; and/or
 - (c) A Convenor; and/or
- **Life membership**
Demonstrated respected leadership of colleagues within the service of Sport (specific) (must be validated in nomination). Demonstrated contribution and commitment to the QRSS program.
- **Player/ Student Official Awards** (as determined by QRSS-SE)
Sport Specific Player/ Student Official Awards must be endorsed by QRSS-SE and validated by meeting criteria as indicated in Sport Specific Competition Procedures. Awards may include:
 - (a) service awards
 - (b) MVP awards
 - (c) players' player awards
 - (d) sportsmanship awards

QRSS Sporting Showcase - Recognition and Awards

QRSS Sporting Showcase - Recognition and Awards recognises the outstanding achievements and contributions of officials and volunteers from within the 21 sports across the program.

Regions and QRSS-SE may nominate candidates whom have been recognised at level where they meet the criteria. Each region or QRSS-SE may nominate no more than 2 candidates for each award. All candidates' nominations will be assessed by a panel and the top 3 candidates will be shortlisted for the final award. The panel may make a determination if more than 1 candidate should be awarded a showcase award.

The QRSS Program Showcase awards are:

- **QRSS Program - Early career teacher award (metro and regional)** - Regions and QRSS-SE are invited to nominate early career teachers (5 years or less) who have shown outstanding commitment and involvement to sport. (1 metro and 1 regional recipient to be awarded).
- **QRSS Program - Contributions to Sport:** Contributing to the development, promotion, or growth of the sport through coaching, officiating, administration, or advocacy.
- **QRSS Sport Specific Service award** - Each of the 21 QRSS-SE can nominate two volunteers who have made outstanding contribution to representative sport.



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- **QRSS - Life Member Award** – Districts, Regions and QRSS-SE are invited to nominate teachers or volunteers who have shown outstanding commitment and involvement to sport within the QRSS Program. Nominations for life membership must include a written citation, and providing evidence of the nominee's leadership as demonstrated in the QRSS program. The award recipient will be considered based on innovation in sport, length of service to the QRSS Program, and/or their contribution as a role model to other teachers. For example, this may be how the candidate has led/initiated change in sport; establishing procedures/practices to grow or improve the sport; promotion of school sport at school, district, state or higher level; mentoring new officials in school sport at school, district, state or higher level.

QRSS Sporting Showcase - Recognition and Awards nomination pack will be distributed to regions and QRSS-SE committees early Term 1 with details around the criteria for nomination of candidates and timeframe for process for that year.

QRSS Program Awards Ceremony

The Queensland Representative School Sport Awards Ceremony will be a Presentation event or alternately will broadcast on the QRSS website by video that has been prerecorded. The awards ceremony will not require recipients to attend and awards will be posted to the awardee's school principal for presentation at school level.

District and Regional Trials

There are 84 districts and 12 regions in Queensland that are managed by District and Regional Committees. They align to QRSS program policies and processes as outlined in this document.

For all district and regional processes and policies please contact the students sport teacher/co-ordinator regarding the Queensland Representative School Sport pathway.

State Championship processes and policies

Calendar and participation

- QRSS will distribute a draft calendar to regions for consultation by the end of Term 2.
- QRSS will consult with key stakeholders to finalise the calendar by end of Term 3.
- QRSS will also consult with SSA regarding dates/venues that will impact the QRSS calendar.
- The host region is responsible for liaising with the QRSS-SE and the QRSS Officer assigned to the sport to determine suitable venues and requirements.
- QRSS will publish the calendar on the website at the start of each year.

Budgets

The host region will organise and book accommodation for Key Event Officials. This will be budgeted in the player levy. The host region will also organise all venue and competition requirements in consultation with the QRSS-SE. The budget will be inclusive, but not limited to those listed in the roles and responsibilities table.

Please refer to the Roles and responsibilities for Key Event Officials required at State Championships.

Blue Cards

- Volunteers and Community Event Officials are required to hold a Blue Card,
- Districts and regions will be required to collect the information from every official/private coach prior to the start of a trail/event.
- This is checked daily on attendance at the trial/event by the responsible officer at the event.
- This information is recorded and stored securely at that level of the pathway.



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Minimum Venue Standards

The host region venue must comply with venue standard requirements and:

- complete a procurement process (where required).
- have sufficient and suitable (e.g. cabin/motel style) accommodation within the host town/city to provide places for all visiting parents/supporters competitors/ student officials/team officials
- have access to appropriate transport to/from the host town/city
- have access/proximity to 24 hour medical services (e.g. hospital, ambulance, dentist, physio)

The playing venue must be a suitable standard and must comply with the sport specific minimum requirements. Consideration must also be given to factors such as:

- sufficient number of suitably sized change rooms present
- spectators must be adequately catered for with suitable viewing, toilet facilities, canteen etc.

Meetings

A pre-championship meeting, chaired by the host RSSO / Asst. RSSO, in conjunction with the QRSS-SE member in attendance shall be convened for the purpose of discussing the conduct of the championships. The convenor may also be involved in the hosting of the meeting.

Regional team lists are to be confirmed at the pre-championship meeting. No changes are to occur after the list is confirmed.

A post-championship meeting may be convened and from this meeting recommendations may be put forward for consideration by the QRSS-SE. If recommendations are endorsed by regional sport ambassadors in attendance, these must be submitted to the QRSS-MC for approval.

All regional officials must attend all meetings and official functions as organised by the championship convenor and/or the QRSS-SE. This may include any Professional development opportunities as organised by the QRSS-SE.

Additional Teams

QRSS seeks to provide a world class opportunity for all students in Queensland. The program consists of 12 regions and the following process will occur regarding participation at State Championships.

- Each region may nominate one team in each division.
- Students from non-participating regions will have access to the representative school sport program through a consultation process with their home region.
- The minimum number of regions represented shall be 50%.
- The maximum number of teams shall be equal to the number of regions (12). If sports want to increase the number of teams at a State Championships a proposal will be to be submitted to the QRSS-MC for endorsement by the QRSS-SE.

Where there is an odd number of teams or 12 regions do not compete, the below options will be followed:

Option 1

- The region not represented can seek support from other regions to fill a team and participate under that region. They must include all regions in communication to ensure transparency. Regions must have at least 50% of students from that region to be eligible. (Eg. North West can seek players from other regions who will compete as NW at the State Championships).

Option 2

- The host region will use the previous year's team rankings (final team placings) to determine the selection of this team. This means that the additional team comes from a specific region, based on the previous years' ranking.



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- Where the previous year's winners are unable to field a team, the region who placed second would be asked and so on.
- The region supplying the 12th team will be responsible for all expenses.

Option 3

- If a 12th team cannot be fielded, there will be no invitational team. The draw will be amended to cater for a reduced number of teams.

Duration and Draws

Duration of championships are to be scheduled to use no more than two school days for competition. Where this cannot occur, the Host Region will communicate with QRSS – C, in consultation with the QRSS-MC for approval and endorsement.

Such issues may include:

- availability of venues,
- number of games played per day etc

At each State Championship for team sports, the draw must ensure that all teams play on each day of the event.

At each State Championship a Queensland team may be selected and named (as a travelling or merit team). In some instances, a second Queensland team will be selected to compete at the National Championships.

The sport specific competition procedures outline the draws and round robin matches to be played for various formats.

Awards

A perpetual trophy/s recognising the overall Champion Region may be awarded at the Closing Ceremony. This may include Cup and Plate Champions for those sports that conduct a tiered draw structure at their State Championship.

The Top 3 places for both Individual and Team Sports shall be awarded Gold, Silver and Bronze State Championship Medallions at either the Closing Ceremony (Team Sports) or following the completion of each event (Individual Sports). Where individual events award trophies, the MVP medal can be used in place of the trophy.

Where a multiclass athlete requires a Guide (and this Guide is a student enrolled in an affiliated Queensland School) they shall also be awarded a medallion at the ceremony. A Student Official of the State Championships will be presented. Only those students registered via the SO program shall be recognised.

Where a Sport has within their Competition Procedures, clear criteria for determining an overall individual deserving recognition from a State Championship based on their performance at that event, Individual QRSS Medallions will be available. These should be for all age divisions and genders within that sport (as appropriate) and may also be accompanied by a Perpetual Trophy. These are for the overall State Championship event and not to be determined and awarded for each team or each game played during the event. An overall MVP of the State Championships will be awarded for both girls and boys divisions.

No other awards will be presented at the State Championships unless a perpetual trophy currently exists. Regional School Sport Offices (and their appointed Team Officials) may determine team awards for their respective teams eg. Met North 10-12 Boys Football Players Player, Wide Bay 13-19 Softball Coaches Award, Sunshine Coast 13-15 Years Netball Team MVP etc however these are not to be presented at State Championship official events/ceremonies or included in the SC Budget.



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Host Region Report

The host region report is to be produced within two calendar months of the completion of the championships. This report is to be forwarded to the QRSS-SE and QRSS. Refer to the *Host Region Report for QRSS* (available from QRSS) for the required template.

Loss or Damage of Equipment at State Championships

In the event of equipment being lost or damaged at a state championship, a formal request for the reimbursement of such equipment is to be made to QRSS-MC. All reasonable care must be taken to ensure that event equipment is secured and maintained for the duration of the event. Such reimbursement will be judged on a case-by-case basis.

Championship Presentation Event

QRSS endorses the inclusion of a Championship Presentation Event to be included for officials with the following protocols followed:

- A guest speaker must be present
- A professional develop/learning opportunity for staff must be included
- Regions must indicate attendance at the event prior to the budget being finalised.
- Regions and states will be invoiced per official in attendance.
- No alcohol is to be included.

Queensland Teams

For further Queensland team processes and policies, please email queenslandschoolsport@ged.qld.gov.au.

Please refer to the QRSS Queensland Teams Handbook provided to team officials and available on SharePoint, which outlines team selection information and processes to follow.

Additional teams

Sport Executives may request a second team be included in a national exchange. Requests must be submitted to QRSS-MC and outline benefits and reasons for inclusion in the program. QRSS Sport Officer responsible for Sport Executive or applicable Sport Executive Chair will present the request to QRSS-MC.

This must be done in the financial year prior to the event in to cater for budgeting and operational requirements for the inclusion of a second team. Additional teams to national exchanges will not be approved if the paper is not submitted in accordance with the specified timeframes. Any additional teams will be funded by the Sport Executive if, and when, approved.

School Sport Australia may invite additional teams to participate in National Championships. If the above timeframe cannot be adhered to, the Sport Executive and applicable QRSS Sport Officer will present the paper to QRSS' Director for approval after consideration of financial and operational requirements. The paper and resulting decision will be presented to QRSS-MC for noting.

Appointment of Team Officials

QRSS will advertise for Queensland Team Officials annually. This will be advertised through established communication channels, on the QRSS website, QRSS social media and distributed by email to all Executives, RSSO's, District Secretaries, current Officials and schools.

Applicants wishing to apply for a Queensland Team Official position will be asked to provide the following:

- Two (2) page sport specific resume including contact details for 2 referees.
- Maximum one (1) page written response addressing 4 key capabilities listed below.



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Key Capabilities

1. **Demonstrated** ability to work as part of a multi-disciplinary team.
2. **Demonstrated** experience in the particular role and sport in school sport and/or club sport at a district, regional and/or state level.
3. **Demonstrated** leadership in the management and/or coaching of students.
4. **Demonstrated** understanding of the Queensland Representative School Sport vision and the role of the Coach/Manager/Tour Manager/Trainer in improving the quality of sporting events and the student experience.

The following additional factors will be considered when selecting and appointing Queensland Team Officials:

- Level of qualifications
- Sport specific requirements
- Selection Panel ranking
- QRSS Management Committee endorsement

Selection Panels will be established to assess, score, rate and provide recommendations with supporting feedback to QRSS.

QRSS Sport Officers may review the recommendations and make changes from the recommendations to suit specific positions and limitations as outlined by the Team Officials Matrix.

QRSS-MS Chair will endorse the appointments.

Selection process and criteria

- The state team will be named at the State Championship where possible. The selection of the state team/s or merit team should take place in accordance with the QRSS-SE selection policy as adopted and approved by the QRSS-B.
- A panel of selectors will be appointed to ensure a transparent, fair and equitable selection process has occurred at the trial/event.
- The selection panel may consist of a minimum of 3 people, one of whom will be the Queensland coach.
- Independent selectors may be appointed by the QRSS-SE and communicated to the Host Region to ensure they are included in the budget.
- Panelists are to ensure they use the criteria provided (where required) and send a signed pdf copy (Chair of the selection panel) of the selection criteria/feedback to QRSS for storing.
- The names of reserve/shadow team members may be announced.



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Team selection processes

Each QRSS-SE have developed a Selectors Workbook to share with districts and regions. The purpose of this document is to ensure the process of selections is clear and transparent. Each player should have the opportunity to be assessed by a selection panel in order to be considered for the team.

All students must be advised of the selection criteria prior to the commencement of the selection process. QRSS Selectors Workbooks outline the criteria that is used to consider players for selection. This may include:

- Sport Specific Skills
- Attitude and Coachability
- Communication
- Problem solving
- Team work
- Competition and qualification standards may be used

Sport Specific Skills: Relevant to a position. Skills specific to a position as well as general skills. There are a limited number of spots available in each position. Players are selected to best fill team requirements in a position. Relevant attributes relating to the sport and position i.e.: power, running, strength, accuracy, agility, etc.

Attitude and Coachability: Positive, committed and focused players. The player pays attention, listens to the coach and apply instructions. As players develop, their roles on the team become more defined. Teams are selected to maximize the development of players into their roles.

Communication: Contributes to a positive team environment through the appropriate use of language towards teammates. Articulates direction on court or field of play when necessary.

Problem Solving: Initiation of change and demonstration of solutions relating to the following when relevant:

- Selecting or communicating to team member/s appropriate strategy.
- Selecting or communicating to team member/s appropriate strategy that affords in attack or defence.
- Initiating change in body position and or court position and or speed of play to improve success in defence and or success and accuracy of passing and or shot selection and or to deceive the opposition.
- Initiating change in offensive and or defensive situations to counter strengths in the opposition.
- Providing solutions to elicit change in team performance (e.g., communicating feedback or advice).

Team Work: Demonstration of leadership, fair play and cooperation.

Team Meeting

Team members should be provided with the appropriate paperwork either on the day of or within 2 days of selection. Students will complete a QR registration at the team meeting.

A team list must be sent to QRSS as soon as possible following the selection and announcement of the team.

School principals must be advised of students selected in the state team within one week of selection. Students will take the Principal Approval and Notification Form to the Principal for signing and return to the Team Manager.



Queensland Representative School Sport

QRSS State Team Levy

All costs associated with the operation of a state team shall be met by an equal levy by all student members of the team. Costs will be calculated using the Player Levy Calculation Form by QRSS.

Acceptance of position

In accepting an invitation for selection to a QRSS team at any level of the pathway, the student must ensure that prior commitments will not affect their availability and full participation in the championship/exchange programs. This applies from the time of team assembly to the conclusion of the event.

Full participation, for purposes of day-to-day activity, is defined as all competition and pre-competition activity the student is involved in as a team member or as an individual athlete or any activity as directed by team officials (e.g. excursion, opening and closing ceremonies, training sessions).

In accepting the position, students agree to adhere to the expectations of attending the National Championships/interstate exchange whole program of events. School Sport Australia provides a championship program that Queensland Representative School Sport will be involved in.

Team Sports

Being a member of the QRSS team requires students and staff to be in attendance at **all** components of the program. These include:

1. Opening Ceremony
2. Sport participation
3. Team events
4. Educational incursion / excursion
5. Closing Ceremony

Individual Events – Track and Field, Cross Country, Triathlon/Aquathlon and Swimming

Team Officials will collaborate with QRSS and work within SSA guidelines to determine the required Championship start and finish date based on the competition schedule to determine required attendance. Students must attend:

1. Opening Ceremony AND/OR Closing Ceremony
2. Sport participation
3. Team events
4. Educational incursion / excursion (compulsory for all individual events)

QRSS Teams uniform procedure

QRSS will follow DoE Procurement Process and Guidelines when required to select a Team Uniform Supplier. Suppliers will only be considered if they are able to supply all QRSS Uniform requirements.

- There will be a cohesive design across all sports.
- All orders will be online and posted directly to parents – no in store pick up by Managers
- Only approved QRSS logos will appear on uniforms.
- Only QRSS colour will be used.
- QRSS badges will be bulk ordered through the supplier for all SSA events – this will be included in the player levy.
- Students are only required to purchase one of each item of the compulsory uniform lists.
- Other items may be recommended for purchase & students may purchase any other optional item should they wish to do so.

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Team Managers will be provided the below information in the Team Information Bulletin for families.

The compulsory team official uniform pack for all 21 sports will only include: <i>*no uniform items can be switched in 2024</i>	<ul style="list-style-type: none"> • Travel polo shirt • Travel shorts • Softshell jacket • Hat/cap
The compulsory travel uniform pack for all 21 sports (including student officials) will only include: <i>*students are only required to purchase 1 item of each</i> <i>*if students are in more than one sport they are not required to purchase again</i>	<ul style="list-style-type: none"> • Training shirt • Travel polo shirt • Travel shorts • Softshell jacket • QRSS white socks • Water bottle • Backpack • Hat/cap
The compulsory competition uniform pack will include:	<ul style="list-style-type: none"> • Playing shirt/dress • Playing shorts/skirt • Sport specific uniform may include: <ul style="list-style-type: none"> ○ Swimming cap ○ Playing socks ○ Baggy cap ○ Formal wear
The recommended uniform pack may include:	<ul style="list-style-type: none"> • Additional travel and playing uniform items based on when and where you are travelling
The compulsory student official uniform pack includes:	<ul style="list-style-type: none"> • Officiating uniform (according to sport guidelines)
Non-compulsory travel uniform items may include:	<ul style="list-style-type: none"> • Track pants • Hoodie • Training shorts • Extra socks • QRSS travel bag

QRSS Team Training Procedure

Compulsory

- Up to a maximum of 3 days prior to leaving for National Championships including travel day.
- 1 day TRS funded by QRSS
- If required, 2 days funded by Sport Executive with their approval (not included in Player Levy).
- TRS cannot be included in the player levy.
- Venue hire/training expenses included in player levy.

Non compulsory

- No more than 3 weekends prior to National Championships.
- At team officials' expense unless Sport Executive funding approved through the 3 year action plan and approved strategic budget.
- Venue hire/training expenses not included in player levy.

All non-compulsory and compulsory trainings must be identified on the transfer of duty form, risk assessment form and team training schedule and will be endorsed by QRSS and the Sport Executive.

No trainings can be added after the training schedule and transfer of duty form have been submitted and approved.

Student referee/umpires must be involved in the training camp, where possible.



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Student Officials

Student officials are a valuable part of the QRSS program. A registration process will occur via Queensland Representative School Sport. This information will be sent to Sport Executives and regions.

- The QRSS – SE and region will appoint a Student Official Manager (SOM) for student officials at any trial/event where necessary.
- The SOM will appoint Student Officials and work with State Sporting Organisations regarding education and mentoring.
- The Host region is to consider student official catering, uniforms and photo bookings into the budget.
- For State Championships, Student Officials will be levied for the photograph only.
- For National Championships, Student Officials will be levied for the education excursion/photograph (where required).
- Flight subsidises are available for student officials. These are submitted via the family post State/National Championships. This is additional to government funding available.

Interstate Exchanges/Tours/High Performance events

- QRSS Sport Executives will communicate the proposal of an interstate exchange/event to the QRSS-MC in writing by the last meeting of the year.
- All international tours require QRSS-MC approval, using Department policies regarding international travel.
- The QRSS – SE is responsible for working with the other states/teams regarding the structure of the organisation, itinerary of the event. All details must be included in the application submitted to QRSS-MC for consideration.
- All travel and transport bookings for team officials will be booked through the Department.
- The event is to utilise no more than five school days.
- An educational incursion/excursion is to be included within the program of events.
- A reciprocal arrangement for hosting of the event is to be organised between competing teams.
- QRSS does not support overseas tours for 10-12 years, unless endorsed by QRSS-MC.

Alternative Procedures Enabling Participation at a School Sport Australia Competition

- School Sport Australia (SSA) conduct annual championships for its member bodies in 19 approved sports.
- Where a non-affiliated sport body provides a National Championship, an alternate procedure outlining criteria and responsibilities developed by the QRSS-SE must be met and endorsed by the QRSS-MC to enable Queensland's representation at the event.
- QRSS may also require additional commitments in accordance with advice received from the Department of Education.
- The QRSS – SE will communicate with QRSS the details and information about the event. The convenor/host of the event must prepare bulletins regularly and communicate with QRSS for further communication with QRSS Team Officials.
- All teams representing Queensland at any event will go through the same processes for:
 - team selection
 - team official appointments and processes
 - selector appointments
 - State Championship attendance/exemption policy
 - team selection
 - uniform processes
 - training policies
 - all team
 - processes and forms



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Current approved competitions include participation at:

- Australian Secondary School Rugby League National Championships
- Australian School Rugby Championships
- National Youth Touch Football Championships

Non QRSS Competition and Programs

QRSS Sport Executives can work in collaboration with State Sporting Organisations to offer state-wide competitions to schools that align to the strategic Action Plan. These are reviewed and endorsed by QRSS-C and QRSS-MC. It is at the discretion of the Principal if they choose to partake in these competitions/programs.

They are to liaise with sport ambassadors/regions to develop and implement strategies to increase participation.

- These events will not be part of the QRSS program and will not sit in the calendar.
- Where possible, matches should be played out of school time.
- These competitions will abide by all QRSS policies and procedures.

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Appendices

Terms of Reference:

- [Terms of Reference - Queensland Representative School Sport - Board \(QRSS-B\)](#)
- [Terms of Reference - Queensland Representative School Sport - Management Committee \(QRSS-MC\)](#)

Terms of Reference - Queensland Representative School Sport - Sport Executives (QRSS-SE)

- | | | |
|---------------------------------------|--------------------------------|---|
| • Australian Football | • Hockey | • Swimming |
| • Baseball | • Netball | • Tennis |
| • Basketball | • Rugby League | • Touch Football |
| • Cricket | • Rugby Union | • Track and Field |
| • Cross Country | • Softball | • Triathlon and Aquathlon |
| • Football | • Squash | • Volleyball |
| • Golf | • Surfing | • Water Polo |

Terms of Reference - Queensland Representative School Sport - Regional Committees (QRSS-RC)

- | | | |
|--|--------------------------------|---|
| • Central Queensland | • Metropolitan | • North Queensland |
| • Darling Downs South West | • North Coast | • South East Queensland |
| • Far North Queensland | | |

Terms of Reference - Implementation Working Group (QRSS-IWG)

- [Terms of Reference - Queensland Representative School Sport - Implementation Working Group \(QRSS-IWG\)](#)

Terms of Reference – Student Advisory Committee (QRSS-SAC)

To be finalised

Resources

- All resources and templates can be accessed on the Queensland Representative School Sport SharePoint site that is shared at the start of each year. These are made available for all Team Officials, Regional School Sport Officers and Sport Executives.
- Some documents are available on the Queensland Representative School Sport [website](#).

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)



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- <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>

