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R&D TEAM OFFICIALS HANDBOOK

2021

ROMA & DISTRICT SCHOOL SPORT ASSOCIATION

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APPOINTMENT OF TEAM OFFICIALS

1. Appointment of Team Officials

- 1.1 A minimum of one official, which must be a registered teacher, will accompany each district team to regional championships.
- 1.2 Any registered teacher or non-teaching staff member of District schools is eligible to apply for a position of R&D Team Official.
- 1.3 All applicants are expected to have suitable qualifications or/and experience in the sport they will be supporting.
- 1.4 Appointment of district officials will be decided at the last meeting of the year, in order to complete calendar of events for following year.
- 1.5 Positions will be shared among the District schools to avoid extensive TRS expenses.
- 1.6 All schools in Roma District will be required to organise at least one district trial or provide the TRS day to fund another school instead.
- 1.7 A team official will be taking the team to regional championships and acting as a R&D team manager.
- 1.8 TRS cost will be covered by R&DSSA if the team official needs to be replaced at school.

COMPETITION STRUCTURES

2. Competition structures

- 2.1 Trials will be conducted at times and venues approved by R&DSSA
- 2.2 Ages of selected students will be decided by year of birth and will reflect SWSS age groups for the particular sport being played.
- 2.3 It is the responsibility of student's school to ensure that the student is participating in the correct age group and is eligible for the competition.
- 2.4 Students participating in R&D Trials must attend affiliated school. SDE students must be affiliated with R&DSSA and pay affiliation fees.
- 2.5 It is the school's responsibility to ensure that students attending R&D trials are aware of the Education Queensland Code of Behaviour.
- 2.6 Transport to and from the trials is the responsibility of each participating school.

TEAM SELECTION PROCEDURES

3. Team Selection Procedures

- 3.1 Students must attend R&D Trials to be considered for selection with exemption of
 - Medical condition on the day of the trial with attached medical certificate
 - Competing at a higher level
 - Attending a school event
 - Bereavement or compassionate reasons supported with letter from the principal
 - The proof of results and skill level in the sport must accompany all above reasons
 - Written application needs to be submitted prior commencement if the trials
- 3.2 School nominations will be accepted any to sports where district trials are not held.
- 3.3 Students on disciplinary absence are not eligible to participate in district trials.
- 3.4 Team selection criteria will be based on students' performance at the R&D Trials which will include:
 - The level of skill
 - Performance as a member of the team
 - The attainment of qualifying times and distances
 - The attitude and behaviour during trials
- 3.5 The R&D Team will be announced at the end of the trials
- 3.6 Shadow players will be selected but will not be announced as the members of the team
- 3.7 Schools will be notified about students selected to the R&D team and dates of further competition
- 3.8 Late withdrawals
 - Information regarding date, venue and cost involved in regional trials must be included in District Selection Letter provided to parents and students.
 - At the district trials, students must confirm their availability for regional trials.
 - If students withdraw from the district team without a valid reason, the school principal needs to be informed and such student might be excluded from future district teams.

TEAM OFFICIALS DUTIES

4. Team Officials Duties

There are four major tasks to be performed prior to district trials. The quality of preparation undertaken will determine the standard of the trials and commitment from the plyers and parents. Those tasks are:

- Setting the trials date and venue
- Preparing the information bulletin
- Preparing selection documentation and arranging sample uniform pack for sizing
- Planning the training program

4.1 Prior to the District Trials

4.1.1 *Date and venue*

Proposed date and venue needs to be communicated to the secretary and approved by the RDSSA.

4.1.2 *The Information Bulletin*

The Bulletin should include all information parents and students need to know prior to the trials. See Form 2.0 – R&D Trial Bulletin. If you have any concerns, contact R&D Secretary who is responsible for assisting team officials. Completed bulletin needs to be emailed to RDSS secretary for distribution to affiliated schools at least two weeks prior to the trials. The information provided to schools will include:

- R&D Bulletin. See Form 2.0
- R&D Nomination Form. See Form 3.0
- R&D Permission Form. See Form 4.0

4.1.3 *Risk assessment*

The risk assessment needs to be completed and approved by official's principal as soon as the nominations are received from affiliated schools.

4.1.4 *Sample uniform kit and playing jerseys*

The sample uniform kit and playing jerseys are stored at the school of R&DSS Secretary. The team official needs to make arrangements through R&DSS secretary to collect and return all uniforms.

4.1.5 *Information pack for selected students*

The information pack for selected students must include:

- District selection letter. For template see Form 5.0
- SWSS Regional Permission Form. See form 6.0
- Apparel Order Form. See Form 7.0

4.1.6 *Staff and equipment needed for the trials*

Team officials must plan and organise all necessary equipment (first aid kit, ice, laptop, printer, sport equipment) and personnel (first aid officer, referee)

TEAM OFFICIALS DUTIES

4.2 At the District Trials

4.2.1 *Permission Forms*

Team officials must make sure that all forms are completed and any medical information which might be of importance is communicated to personnel involved in trials.

4.2.2 *Communication with students and parents*

Team officials need to inform students and parents about the team selection process and format of the trial. At the end of district trials all paperwork and relevant information including date, time, mode of travel, cost is communicated to students and parents to avoid late withdrawals from the district team. Team officials need to select shadows and record contact details in event they will need to join the team.

4.2.3 *R&D Uniforms*

Team officials need to explain uniform ordering process, display uniform samples and encourage students to try them before ordering. The uniforms must be ordered using R&D Apparel Order Form. See Form 7.0

4.2.4 *Training*

Team training schedule should be considerate of the travelling and other commitments of team members. Team officials need to communicate proposed dates to students and parents and adjust accordingly to ensure that all team members feel valued within the team structure.

4.3 After the District Trials

- 4.3.1 Team officials need to make sure that all team members return forms and forms are appropriately completed.
- 4.3.2 Team nominations must be sent to the SWSS manager in timely manner
- 4.3.3 Team information needs to be sent to R&DSS secretary
- 4.3.4 Return the sample uniform kit and collect playing jerseys
- 4.3.5 Organise all necessary equipment to be taken to regional trials
- 4.3.6 Collect team members' forms and keep them at hand.
- 4.3.7 After regional trials inform R&DSS secretary about the outcomes
- 4.3.8 Wash and return playing uniforms.

CODE OF CONDUCT – TEAM OFFICIALS

5. Code of Conduct – Team Officials

Code of Conduct

- You are bound by the Department’s Code of Conduct.
- Provide a safe and supportive sporting and learning environment.
- Initiate and maintain constructive communication and relationships with students and parents / carers.
- Promote the skills of responsible self-management.
- Communicate high expectations for individual achievement and behaviour.
- Ensure consistency and fairness in implementing the school sport behaviour codes.
- Ensure that your behaviour at all times, whether at or away from the playing venue, does not bring the name of “School Sport” into disrepute.
- Avoid over-playing the talented players. All players need and deserve equitable time.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Compliment participants on their efforts.
- Condemn unsporting behaviours.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Refrain from criticism of or reaction to the umpires / referee’s judgment and decision.
- Maintain a standard of dress appropriate to the presentation of the team.
- Refrain from over-zealous coaching from the side-line.
- Refrain from smoking and consuming alcohol at any time while in the direct supervision of students.

DET Standard of Practice – see Code of Conduct link in References.

- 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.
- You must ensure that you do not communicate with students from a private or personal email address. School or institute policies which allow for communication with students via departmental email should be for official purposes only.
- You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or supervisor. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students.
- You must not use internet social networks such as Facebook, My Space or YouTube to contact or access present students enrolled in any school or institute.

CODE OF CONDUCT – TEAM OFFICIALS

6. Duty of Supervision

- At all times team officials must display exemplary conduct as a model for students.
- When students are in the care of team officials ensure they are supervised to a level that would satisfy a prudent parent / guardian.
- It is the responsibility of the team officials to exercise duty of care until the appropriate time negotiated with the respective families / parents.
- If team officials are attending other functions, at least one of the officials must at all times be available to attend to students in the case of an emergency. A phone contact is essential.
- When travelling, team officials should be situated in seating so that they can supervise their team.
- Team officials should outline to the students clearly what their expected behaviour would be and remind students that the Responsible Behaviour Plan for Students for their school remains in effect whilst part of the competition.
- In any cases of student misconduct, i.e. a breach of the code of conduct, team officials are to refer to the Recording of Misconduct.
- All team management are to become familiar with the Student Protection Policy and report any concerns they may have about a student to the relevant school principal.
- All team officials must be aware of any students with specific needs e.g. asthma, anaphylaxis, allergies, disability, mental health difficulties etc., and implement appropriate management strategies.

7. Procedures for Recording Misconduct

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

- Identify the breach of the Code of Conduct.
- Offending students and witnesses should be questioned immediately after the incident. Everyone should be questioned individually and not in a group situation.
- A written record of the incident should be made. Alleged offenders, witnesses and team officials should be requested to provide a written record.
- 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.
- Complete a 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 R&DSS Executive and the secretary. 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.

REFERENCES

8. References

- 8.1 Queensland School Sport <https://queenslandsschoolsport.education.qld.gov.au/>
- 8.2 Code of Conduct – Department of Education and Training
<http://education.qld.gov.au/corporate/codeofconduct/index.html>
- 8.3 Student Protection
<http://ppr.det.qld.gov.au/education/community/Procedure%20Attachments/Student%20Protection/student-protection.pdf>
- 8.4 Privacy <http://ppr.det.qld.gov.au/pif/policies/Documents/Information%20Security%20Policy.pdf>
- 8.5 Infection Control
[http://ppr.det.qld.gov.au/corp/hr/workplace/Procedure%20Attachments/Infection%20Control/Infection%20Control%20\(v2.2\)%20Final.pdf](http://ppr.det.qld.gov.au/corp/hr/workplace/Procedure%20Attachments/Infection%20Control/Infection%20Control%20(v2.2)%20Final.pdf)
- 8.6 Management of Contagious Conditions
<http://ppr.det.qld.gov.au/education/community/Procedure%20Attachments/Management%20of%20Prescribed%20Contagious%20Conditions/management-of-contagious-conditions-procedure.pdf>
- 8.7 Administration of Medications at Schools
<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Administration%20of%20Medications%20in%20Schools/administration-of-medications-in-schools.pdf>
- 8.8 First Aid
<http://ppr.det.qld.gov.au/corp/hr/workplace/Procedure%20Attachments/First%20Aid/Managing-first-aid-in-the-workplace.pdf>
- 8.9 Risk Management Policy <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines>
<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/managing-risks-in-school-curriculum-activities.pdf>
<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/School%20Excursions/school-excursions-and-international-school-study-tours.pdf>
- 8.10 Queensland School Sport Australia website
<https://queenslandsschoolsport.education.qld.gov.au/>
- 8.11 Charleville Officials Handbook <https://southwestschoolsport.eq.edu.au/district-sport/charleville-district>

ATTACHMENTS

9. Attachments

- 9.1 Document #1 - Team Officials check list
- 9.2 Document #2 - Blank R&D Bulletin
- 9.3 Document #3 - Blank R&D Nomination Form
- 9.4 Document #4 - R&D Trial Permission Form
- 9.5 Document #5 - Blank R&D Selection Letter
- 9.6 Document #6 - SWSS Regional Permission Form
- 9.7 Document #7 - R&D Apparel Order Form
- 9.8 Document #8 - Absent Competitors Form
- 9.9 Document #9 - CARA Generic Template
- 9.10 Document #10 - Health and Safety Incident Form
- 9.11 Document #11 - Mouthguard Consent Form
- 9.12 Document #12 - Players Code of Conduct

COMPANY INFORMATION

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