



# **Policies & Procedures**

# **Manual**

**Adopted: November 2017**

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# **Management**

# **Procedures**

**Adopted: November 2017**

## 1. Name

- 1.1. The name will be “*Central District Sport*”, hereafter known as CDS.

## 2. Aims

- 2.1. To provide, foster and develop sport within the state schools, non-state schools and other educational institutions affiliated with “*Central District Sport*”, hereafter known as CDS.

## 3. Powers and Functions

- 3.1. In its role as a departmental committee, the operations of CDS are subject to the policies, practices and directives of Education Queensland, through Queensland School Sport, Queensland School Sport Council and Metropolitan North School Sport.
- 3.2. To exercise the general control and management of the administration of the affairs, equipment and funds of CDS.
- 3.3. To subscribe to, become a member of and co-operate with any other organization, whether incorporated or not, whose objects are similar to those of CDS.
- 3.4. To establish sub-committees consisting of members of CDS to coordinate, investigate and report on any activity or matter it deems necessary.
- 3.5. To distribute documents for the efficient conduct and administration of sport in state schools, non-state schools and other educational institutions affiliated with CDS.
- 3.6. To manage all funds held by CDS in accordance with the Financial Procedures provided by Education Queensland.

## 4. Membership

- 4.1. Any teacher, who has a current registration with the Queensland Management of Teacher Registration, is eligible to attend, as a non-voting participant, meetings of the **Central District Sport**.
- 4.2. Membership of the CDS shall be:
  - 4.2.1. Voting members
    - 4.2.1.1. An Executive consisting of Chair, Deputy Chair, Executive Officer and Treasurer.
    - 4.2.1.2. One representative from each of the state schools, non-state schools and other educational institutions.
  - 4.2.2. Non-Voting Members:
    - 4.2.2.1. Any other person in attendance who is not acting as a state school, non-state school and other institution representative.
    - 4.2.2.2. Regional School Sport Officer

#### 4.3. Changing District

- A Should a school wish to change to a different district application in writing must be made to the committee of the district the school wishes to leave for approval.
- B The district must then notify the Regional Sport Group of the change; and
- C The Group must notify the district the school wishes to join in writing. The change can only be made when the district the school wishes to join sends a written agreement to the Regional Sport Group.
- D Should the change involve a move to a new region, the two District executives must agree in writing as well and agreement be sought from Queensland School Sport Council before a change is made.

### 5. Vacancies

- 5.1. The CDS shall have the power at any time to appoint any member of the CDS to fill any casual vacancy until the next annual general meeting.

### 6. Functions of Sub-Committees

- 6.1. The District shall in its operations conform to these management procedures and any further conditions imposed on it by the Management.
- 6.2. A District shall coordinate, investigate and report on any activity or matter considered necessary by the Executive.
- 6.3. District members may attend all CDS meetings to report on their activities and to assist the Executive with the implementation of projects assigned to them.

### 7. General Meetings

- 7.1. The time, date and venue of any CDS meeting shall be determined at the previous meeting of the CDS. In the absence of any such decision, the time, date and venue of any meeting shall be determined by the Chair or as directed by Education Queensland, Queensland School Sport, Queensland School Sport Council or Metropolitan North School Sport
- 7.2. All members of CDS shall have access to all meetings, whether by proxy or teleconference facilities (when available).
- 7.3. Teleconference access (when available) to all meetings, given reasonable notice of such request for access, shall be made available on a user pays basis.

- 7.4. A special meeting of the CDS shall be convened by the Secretary upon the requisition in writing by not less than one-third of the members of the CDS or as directed by Education Queensland, Queensland School Sport , Queensland School Sport Council or Metropolitan North School Sport
  - 7.4.1. Any such requisition shall clearly state the reasons why a special meeting is being convened and the nature of the business to be transacted.
- 7.5. The business to be transacted at a CDS meeting shall be listed as an agenda to be distributed to all committee members at least 14 days prior to the date of the meeting.
- 7.6. All matters of significance require a notice of motion.
- 7.7. The Chair shall preside at all meetings of the CDS. If unable to attend any meeting, the Chair may nominate another member of the Management to chair the meeting.
- 7.8. If the Chair does not nominate another member to chair the meeting, the members present may choose one of their numbers to chair the meeting.
- 7.9. At every meeting of the CDS, seven (7) members shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.
- 7.10. If within half an hour from the time appointed for the commencement of a CDS meeting a quorum is not available, the meeting may be adjourned to a time and place as determined by the Chair.
  - 7.10.1. Alternatively, the members present may reconvene to discuss the agenda and make recommendations. Such recommendations must be formally endorsed as in 8.13, or at the next CDS meeting.
- 7.11. Issues arising at any meeting of the CDS shall be decided by a majority of votes. In the case of a tied vote, the motion shall be lost.
- 7.12. Persons eligible to vote shall be entitled to one (1) vote only. A person may vote in person, by proxy or by teleconference facility (when available). The appointment of a proxy shall be in writing.  
**The Executive shall be entitled to one vote only.**
- 7.13. A resolution in writing, signed by a majority of all members of CDS shall be as valid as if it had been passed at a duly convened and held meeting of the CDS.
- 7.14. The Executive Officer shall enter full and accurate minutes of all questions, matters, resolutions and other proceedings of every CDS meeting and annual general meeting in a book to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every CDS meeting and annual general meeting shall be signed by the Chair of the next meeting following a resolution verifying their accuracy.

## **8. Annual General Meeting**

- 8.1. The Annual General Meeting of CDS shall be held at a date, time and venue where all voting members have an opportunity to vote either in person, by proxy or by teleconference facility (when available).
- 8.2. The Executive Officer shall convene all annual general meetings of CDS by giving at least twenty-eight (28) days notice of such meeting to the members of the CDS.
- 8.3. At any Annual General Meeting the number of members required to constitute a quorum shall be equal to a majority of voting members in accordance with 4.2.1. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.
- 8.4. The Chair shall preside at all Annual General Meetings, if the Chair is unable to be present then action may be taken as outlined in section 8.7 & 8.8 of this policy.
- 8.5. All issues arising at an Annual General Meeting shall be decided by a majority of votes.
  - 8.5.1. In the case of a tied vote, the motion shall be lost.**
- 8.6. Persons eligible to vote shall be entitled to one vote only. A person may vote in person, by proxy or by teleconference (when available). The appointment of a proxy shall be in writing.
- 8.7. Teleconference access (when available) to all meetings, given reasonable notice of such request for access, shall be made available on a user pays basis.
- 8.8. The business to be transacted at every Annual General Meeting shall be:
  - 8.8.1. The receiving of the CDS annual report, including but not limited to:
    - 8.8.1.1. A statement of income and expenditure and,
    - 8.8.1.2. A statement of assets and liabilities for the preceding financial year.
  - 8.8.2. The election of the Chair, Deputy Chair and delegates of the Executive committee.
  - 8.8.3. The confirmation of representatives.
  - 8.8.4. The Chair and Executive Officer are automatic delegates to the Met North Management Group
- 8.9. At the Annual General Meeting of the CDS, all the members of the Executive Committee shall retire from office, but shall eligible for re-election.
- 8.10. The election of the Chair, Deputy Chair and delegates shall take place, using the standard preferential voting system, in the following manner:

8.10.1. Any two members of the CDS may nominate any other member to serve as the Chair, Deputy Chair and representatives.

8.11. The host school is on a 2 year rotation and will fill the executive positions

<b>Year</b>	<b>School</b>
2021 - 2022	Aspley State High School
2023 - 2024	Craigslea State High School
2025 - 2026	Earnshaw State College
2027 - 2028	Aviation High (Hendra SHS)
2029 - 2030	Kedron State High School
2031 - 2032	Bracken Ridge State High School (Nashville SHS)
2033 - 2034	Sandgate District State High School
2019 - 2020	Wavell State High School

<b>District Carnival</b>	<b>School</b>
Swimming	Aspley, Bracken Ridge & Earnshaw
Cross Country	Craigslea & Kedron
Athletics	Aviation, Sandgate & Wavell

## **9. Reporting**

9.1. A copy of the CDS annual report/activity statement and annual financial statement including a statement of income and expenditure, assets and liabilities for the preceding financial year shall be provided to Met North School Sport by the end of the school year.



## **10. Funds and Accounts**

- 10.1. The funds of CDS shall be managed at all times according to the Financial Procedures provided by Education Queensland and held at the school of the treasurer.
- 10.2. An annual budget should be presented at the last management committee meeting of the financial year.

## **11. Financial Year**

- 11.1. The financial year of the CDS shall close on 30 September in each year.
- 11.2. Hand over to the a new Executive School should take place at the last meeting of that year.

## **12. Alterations**

- 12.1. These Management Procedures may be amended, rescinded or added to from time to time by a special resolution carried by 75% of members at a meeting of the CDS, or as directed by Education Queensland.
- 12.2. Any such amendment, rescission or addition by the Management shall only be valid where at least 28 days notice has be given to the members of the CDS, and that such amendment, rescision or addition has been approved by Education Queensland.

## **13. Cessation of Operations**

- 13.1. CDS shall cease operations if:
  - 13.1.1. 75% of all members of the CDS attending a meeting convened for that purpose vote in favour of a resolution to that effect,
  - 13.1.2. Or as directed by Education Queensland, through Queensland School Sport and the Queensland School Sport Council or through the Metropolitan North School Sport Board of Management.
- 13.2. If CDS ceases operations in accordance with section 15.1, all remaining assets, after payment of all accounts, shall be transferred to Metropolitan North School Sport Board until directed by EQ.



# **Competition**

# **Procedures**

These competition procedures represent decisions of policy by CDS and are binding on all District Sub Committees.

## **1. Competitions, Committees and Affiliation**

### **1.1. Approval of Competitions.**

- 1.1.1. District committees shall seek approval, through CDS, for all competitions conducted under their auspices. It shall be the responsibility of each district committee to furnish this information to CDS prior to the final CDS meeting each year.
- 1.1.2. No sport committee shall take up a matter with the Executive Director or with any other senior departmental officer without having first presented the matter to the executive of CDS.

### **1.2. Sport Committees.**

- 1.2.1. Approved sport committees are

#### **Team Sports**

Basketball (Boys and Girls)	Football (Boys and Girls)
Netball (Girls)	Rugby League (Boys)
Softball (Girls)	Touch Football (Boys and Girls)
Volleyball (Boys and Girls)	

#### **Individual Entry Sports**

Swimming	Cross Country
Track and Field	

### **1.3. District Service Fee.**

- 1.3.1. CDS will collect an annual district service fee from each school located in CDS, based on the schools' enrolment (as per the new school year 'Day Eight' enrolments). The enrolments being years *seven (7) to twelve (12)*. The fee will be determined by CDS and subject to annual review.
- 1.3.2. These *district service* fees forwarded to CDS no later than March 31 of that year.
- 1.3.3. A school's failure to pay its MN affiliation fee renders its students ineligible to participate in any events conducted under the auspices of CDS, Metropolitan North School Sport and Queensland School Sport.

## 2. Team Selection Procedures

### 2.1. Student Eligibility.

- 2.1.1. To be eligible for selection in a CDS team a student must be enrolled at an approved school that is currently affiliated with *Metropolitan North School Sport*.
- 2.1.2. Participants at a regional championship must be of a minimum age of 12 years in the year of competition and of the maximum age as stipulated in the rules of the Australian Schools Sports Council.
- 2.1.3. Ages are to be calculated according to year to birth. As outlined in the CDS-Met North Age Policy.
- 2.1.4. Age groups offered in Secondary School inter-school competition are at the discretion of the school Principal.
- 2.1.5. Where Home Schoolers chose not to be part of the Distance Education program, there is no obligation to include them in school sport programs.

### 2.2. Criteria

- 2.2.1. The selection of district teams should take place in accord with the sport committee's selection policy as adopted and approved by CDS.
- 2.2.2. A student must participate at a district trial/carnival/championship to be considered for selection.
- 2.2.3. The major criteria for selection shall be the performance of the student at the district trial/carnival/championship. Areas considered shall include:
  - 2.2.3.1. The level of skills exhibited by the student
  - 2.2.3.2. The performance of the student as a member of a team or group
  - 2.2.3.3. The attitude and behaviour of the student on and off the field of competition.
  - 2.2.3.4. The age of the student.
  - 2.2.3.5. **A player who is ill or injured at the time of the District Trials may be considered for selection provided that a medical certificate is supplied.**
  - 2.2.3.6. **A player who is representing Queensland or another sport at a higher level competition at the time of the District Championships/Trials may be considered for selection.**

**2.3. Team Size**

- 2.3.1. The team coach/manager in consultation with the CDS executive prior to the district trial/carnival/championship shall determine the number of players to be selected.

**2.4. Selection Panel**

- 2.4.1. The district coach shall determine the number of selectors

## 2.5. Procedures

### **DISTRICT TEAM SELECTION PROCESSES (EXCEPT SWIMMING, CROSS COUNTRY, TRACK AND FIELD)**

Convenor will

- a. Nominate a date for selection trials/games and follow up with dates for training. Selection trials should be held at least 4 weeks before Regional competition.
- b. Check for ground/location availability. Trial (playing area) venue should be as similar to in size as the regional playing venue.
- c. Check with secretary or treasurer to find out if any Central District schools are not affiliated. Students from non-affiliated schools are not permitted to trial or be selected for a Central District team.
- d. Inform all **affiliated** schools in Central District of selection trial date/s number students to be selected and venue of the trial.
- e. Complete a CARA for the specific sport and have it signed by the convenor's school principal. Copy to be sent to District Officer prior to event for distribution to all schools and is available on the day for viewing.
- f. Email and/or fax to schools through *district secretary*
  - dates of trials and expected costs per student of playing in a district team (levy plus shirt/equipment hire –if applicable)
  - regional venue and dates of regional competition.Students are to bring to the trial the following completed
  - *District & Regional Trial Permission / Consent Form*
  - *QSS Project Consent Form*
  - *9.0d Parent Consent for Sharing of Information for (Sport Specific)*
- g. Conduct trial – select squad.
  - a) **Students will compete at the District trial.**
  - b) **A player who is ill or injured at the time of the District Championships/Trials may be considered for selection provided that a medical certificate is supplied.**
  - c) **A player who is representing Queensland or another sport at a higher level competition at the time of the District Championships/Trials may be considered for selection.**

h. **Selection of Team /Team Squad members**

All students selected in a district team should be given equal playing time as is possible to ensure that they can exhibit as much as possible their skills to regional selectors. There may be some exceptions to this recommendation, eg goalkeepers in hockey and football.

i. Team – select up to **the maximum numbers** as designated by the regional competition convenor

or

the numbers (if less than that designated by regional convenor) required to play on the field plus sufficient substitutes/reserves to cover for rest and injuries.

eg Football – max district team is 14 (11 on field + 3 on bench),

recommended minimum team selection 13 (11 + 2)

(Clarification – district teams have limited game time, particularly at a one day regional carnivals. To have too many substitutes/interchange players may disadvantage them and the district team and compromise their ability to exhibit their skills to regional selectors)

j. **Shadow Players** – a list of shadow players should be kept, but not named.

k. **Withdrawing a team member from the district team squad**

**Withdrawal** because of

- poor discipline
- not turning up for training
- recommendation from the student's school
- any other reason not covered above
- Central District Sport executive is to be informed
- Central executive will contact the student's school and caregivers and inform them of the recommendation.

**The care giver** will be informed by personal contact

or

when personal contact is not possible, regular mail.

l. **Conclusion of trial**

Hand out

- a) information sheet eg training dates and venue, regional venue, expected team levy, district playing uniform requirements, \*district team levy
- b) *District team levy is to be paid to manager's school, if no manager then to the coach's school.* Central will invoice the school for the levy. District coach SHOULD NOT COLLECT any money

Competition Policy

- m. Advise schools via portal or email to DSO of who has made the district team.
- n. After completion of regional carnival provide the district secretary with a list of schools from which the players came and how much the team *manager's* school is to be invoiced.
- o. Complete report and send to district secretary.



## **DISTRICT TEAM SELECTION PROCESSES FOR SWIMMING, CROSS COUNTRY, TRACK AND FIELD**

- 1) Students will compete at the District carnivals/championships.
  - 1.2 A *person* who is ill or injured at the time of the District carnivals/championships may be considered for selection provided that a medical certificate is supplied.
  - 1.3 A player who is representing Queensland or another sport at a higher level competition at the time of the District carnivals/championships may be considered for selection.
- 2) Team number – less than or to **the maximum number** per age group as designated by the regional competition convenor
- 3) School team managers will be responsible for their students' personal information on the day of the carnivals/championships.
- 4) Complete a CARA for the specific sport and have it signed by the District Chair – Principal of host school. Copy to be sent to District Officer prior to event for distribution to all schools and is available on the day for viewing.
- 5) At the conclusion of each event/carnival/championship Manager/s hand out
  - Information sheet eg. regional venue, regional date, team levy.
  - *Students to be given the Project Consent Form 2015, to be filled out and returned to manager prior to competing at regional trial*
- 6) After completion of regional championship provide the Central District Officer with a list of schools from which the players came. Complete report and send to district officer.
- 7) Students will be responsible for their personal training. This may be done in conjunction with their school or at prearranged training sessions.

### **2.5.1. Costs**

- 2.5.1.1. All costs associated with the operation of a district team shall, unless available from donation, sponsorship or fund-raising, be met by an equal levy on all student members of the team.

### **3. Team Officials**

#### **3.1. Appointment of Officials.**

##### 3.1.1. Advertising of Positions.

3.1.1.1. The secretary of the CDS shall ensure that:

Nominations for positions are invited through CDS at least four (4) school weeks prior to the AGM. Nominees are instructed to forward their nomination, with the understanding that their principal is aware of their application.

3.1.2. Lists of candidates reach those entitled to vote in adequate time to allow perusal before voting. If a vote is required, this will occur at the AGM.

3.1.3. If the position of a coach cannot be filled at the time of the AGM, the position will be readvertised and executive will confirm any further appointments.

3.1.4. Appointed non-education personnel will be entitled to costs (on invoice) providing it does not exceed the TRS cost of a teacher.

#### **Method of Appointment.**

3.1.5. If a vote is required, this will occur at the AGM.

3.1.6. If the position of a coach cannot be filled at the time of the AGM, the position will be readvertised and executive will confirm any further appointments.

3.1.7. The secretary will confirm the appointments.

#### **3.2. Qualifications of Coaches/Managers/Selectors.**

3.2.1. CDS shall determine and advertise with invitations for nominations, the accreditations it considers appropriate for persons nominating for official positions, provided that:

3.2.1.1. Coaches *are* required to hold at least a current Level 1 Coaching Accreditation in that particular sport or have experience at conducting that sport at a school level.

3.2.1.2. Coaches / Managers possess at least a current senior first aid certificate (or equivalent).

3.2.2. Coaches and managers must be teachers registered with the Queensland College of Teachers.

3.2.2.1. In the event a suitable registered teacher does not apply, a suitably qualified official from the community may be appointed with the Executive's approval.

**3.3. Student/Official Ratios.**

- 3.3.1. For teams of thirty (30) or more students, another official who may be a teacher employed by CDS is to be appointed for every fifteen (15) students or part thereof in excess of that number.

**3.4. Letter of Appointment.**

- 3.4.1. The executive officer of CDS is to forward to each district coach / manager a letter of appointment acquainting him/her of certain procedures to be observed in assuming that position.

**3.5. Responsibilities of Officials.**

- 3.5.1. At all times team officials must display exemplary conduct as a model for students.
- 3.5.2. When students are in the Team Officials' care ensure they are supervised to a level that would satisfy a prudent parent/guardian.
- 3.5.3. There is an expectation that team officials will be in attendance at the venue from the time the first students arrives until the last student has been released or at the request of the host centre.
- 3.5.4. If Team Officials are attending other functions or activities, at least one of the officials must at all times be available to attend to students in the case of an emergency. A phone contact is essential.

3.6. All areas of CDS Code of *Conduct* must be enforced, disseminated and explained by the team officials. Team officials should read the Code of *Conduct* to the students outlining clearly what their expected behaviour would be.

3.7. In any cases of student misconduct, i.e. a breach of the code of *Conduct*, team officials are to refer to the Guidelines for the Investigation and Recording of Misconduct.

## **4. CENTRAL DISTRICT TEAM SELECTION POLICY**

### **PREAMBLE**

Interschool sport, played on Tuesday for Junior and Wednesday for Senior, is the avenue in which students have the opportunity to play team sports. The school team is an avenue in which students of varying skill levels play a team game.

District sport representation should be seen as a precursor to being selected for a regional team which in turn gives an opportunity for a student to be selected in a Queensland team.

Being available for regional selection is not a requirement of playing at district level.

### **Rationale**

It is the responsibility of CDS to identify and select students, team officials and district convenors in order to facilitate this districts involvement in the representative sport program. It is the aim of each district team to perform at its highest level of ability.

### **STUDENT BEHAVIOUR**

Schools should refrain from sending to trials students with behaviour management problems.

e.g. If schools won't send them on an excursion don't send them to the trial.

### **PERSONELLE**

All trials should be recognised by Central District Sport and be conducted by a registered teacher or teachers. A registered teacher will accompany the district team to the regional trial.

### **SELECTORS**

Selections will be finalised by the district team coach and can be done in conjunction with

- supporting teachers
- coaches from clubs
- non Education Queensland personnel with acknowledged sport experience

### **DISTRICT TEAM SELECTION**

Schools will be responsible for nominating students to attend district trials.

It should be recognised that students trialling for district teams require a high skill level and that will preclude a number of children playing in their school teams.

*Schools may nominate the maximum number selected in the district team.*

*E.g. For Netball that is 10, no extra nominations will be accepted.*

*Please also send a staff member to help supervise if you are sending 10 or more students.*

### **DISTRICT TRIALS**

It should be recognised that a district trial is part of the school day. If conducted after school hours, it will be counted as an extension of the school day.

## 5. CRITERIA GUIDELINES FOR STUDENTS TO BE NOMINATED FOR DISTRICT TRIALS

### School Sport

- Very good at what ever sport they can play – these are the students who are usually naturally gifted or work hard to develop sporting skills and would do well at any sport they are involved in.

And/or playing Club Sport (if trialling for a sport not played at their school)

- playing the highest division within their club
- selected in representative squad / development squads

Students should not be nominated because they want to trial.

Schools should nominate students who can meet the above criteria and who's school think could put themselves into a regional team.

Schools are requested to make nominations using the SELECTION CRITERIA GUIDELINES *and forms attached to the trial notice and sent to district manager's by required date forms and send to the relevant district coach (by fax or email).*

The major criteria for selection for the district team shall be the performance of the student at the district trials. Areas considered shall include:

- The level of skills exhibited by the student;
- The performance of the student as a member of a team/group; and
- The attitude and behaviour of the student on and off the field

STUDENTS PARTICIPATING IN A TRIAL WILL NEED TO BRING WITH THEM A COMPLETED SET OF FORMS

- *District & Regional Trial Permission / Consent Form*
- *Project Consent Form*

### Rationale

It is the responsibility of CDS to identify and select students, team officials and district convenors in order to facilitate this districts involvement in the representative sport program. It is the aim of each district team to perform at its' highest level of ability.

# ***CDS Adult Behaviour Policy***

## *Procedures for Control of Adult Behaviour Hostile People at School Sporting Events*

Education (General Provisions) Act: The 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 education institution in the presence or 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.

CDS is committed to ensuring that all staff, students and officials at sanctioned CDS events and competitions may compete in a safe environment. The Department of Education Queensland has provided for this under section LL-14 (DOEM). The following procedures are to be adopted by all organising bodies affiliated with PRDSS.

### Before the Championships/Trials

- Team Officials distribute the Codes of Behaviour for Parents and Spectators with the student's Code of Behaviour and other information distributed to students upon selection in a school sport representative team.
- Parents are required to sign a Consent Form, which acknowledges their responsibilities in regard to Codes of Behaviour for Parents and Spectators, as well as for Team Members.
- The Championship Convenor/host body includes the Codes of Behaviour for Parents and Spectators in the Championship Program.
- All District Sports Officers, as senior officers in charge of hosting school sport events, should be aware of Section 47 of the Education (General Provisions) Act 1989 and the Police Powers and Responsibilities Act 2000, and if deemed necessary, make the championship convenor aware of the same.

### At the Championships/Trials

- Where an adult other than a team official contravenes the 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 manager of that team will familiarise the offender with the Codes of Behaviour and request compliance.
- If the offending adult is not associated with a particular team, the championship convenor will familiarise the offender with the Codes of Behaviour and request compliance.

- If contravention of the Codes of Behaviour continues, the championship convenor will warn the offender that the game in progress will be stopped until such time as the offender modifies his/her behaviour accordingly.
- As an absolute last resort, the championship convenor will advise the offender that he/she has breached Section 47 of the Education (General Provisions) Act (Wilful Disturbance), and unless his/her behaviour is modified the police will be summoned. *Only in extreme cases should this action be carried out.*
- The host District School Sport Officer, or his/her delegate, is deemed Officer-in-charge for the duration of any championships/trials.
- Should the situation be of a serious nature, the Officer-in-charge (or his delegate) should contact the police immediately.

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

#### After the Championships/Trials

- Where an adult other than a team official has contravened the Code of Behaviour for Parents or Spectators at a State Championship, the following course of action should be implemented:
- The Chair of the School Sport Board, whose team the offending adult was associated with, should write a letter to the offending adult outlining the breach of the Code of Behaviour for Parents and Spectators and the consequences of such action in relation to Section 47 (2) of the Education (General Provisions) Act 1989 – Wilful Disturbance.

A sample letter is provided for a situation involving wilful disturbance at a school sport event.

Regional School Sport Boards should seek advice and approval for their actions from their District Director and, if necessary, from the Legal Advisory Unit.

Once approved, the letter should be sent to the offending adult and a copy sent to the school principal, if the offending adult was a parent of a student from that school.

The staff member/team official who was insulted/abused should be informed of the action taken, but would **NOT** receive a copy of the letter.

## Sample Letter - Wilful Disturbance

Dear Sir / Madam,

I am writing to you, following the disturbance at the Queensland Secondary Schools \_\_\_\_\_ State Championships held at \_\_\_\_\_, to outline conditions that will determine your future attendance at school sporting events.

I am not prepared to allow any further harassment of a Metropolitan North Region Team Official. Education Queensland is committed to ensuring staff and students are safeguarded from hostile, aggressive or threatening behaviour. Accordingly, acting under the authority of the Education (General Provisions) Act 2006, I advise that any recurrence of this type of behaviour by you at future school sporting events conducted by, or participated in, by representatives of the Metropolitan North School Sport Board will result in the police being contacted and asked to remove you from the premises and the Education Queensland Legal and Administrative Law Branch will be asked to instigate proceedings with the appropriate authorities with a view to charges being laid against you under section 333 of the Education (General Provisions) Act 2006 which states –

“Wilful disturbance”

333 (1) A person must not wilfully disturb the good order or management of a State educational institution.

(2) A person must not insult a staff member of a State educational institution in the presence or 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.

Insult includes abuse.

Maximum penalty – 20 penalty units.

A copy of this letter has been forwarded to the principal of your child’s school.

Yours faithfully,

Chair

Central District Sport



# CDS Sun-Safe Policy

Background:

CDS supports all Education Queensland policies and directives in regards to sun-safe strategies within schools. As sport is an integral part of the holistic education of a student, CDS has adopted the following Education Queensland policy.

The IPPR module HLS-PR-013: Developing a Sun Safe Strategy governs all CDS carnivals and meets.

## **Interschool Sport – Hot weather/ Wet Weather policy**

The official times for interschool sport on Tuesday and Wednesday will be  
1.30pm – 2.30pm

**In the event of inclement weather preventing sport being played, schools will be notified by 9:00am or earlier.**

As a guideline for cancellation because of hot weather, forecast temperatures up to 40°C will be used as the yardstick to cancel sport. It should be noted that while Central is/will be responsible for cancelling Interschool sport for the district, schools should also determine as to whether sport in the hot temperatures should proceed and cancel their teams' participation if they have concerns about health and safety.

# CDS Hydration Policy

## Introduction

CDS programs provide both sporting and educational opportunities for students. The purpose of these guidelines is to ensure that students become aware of the benefits of proper hydration practices before, during and after physical activity. It is essential therefore that all team officials at CDS events ensure that students are not placed at risk and are properly hydrated before participating in physical activity.

## Key Messages

The following messages should be used to help convey the benefits of proper hydration.

- THIRST IS A POOR INDICATOR OF FLUID NEED
- HYDRATE BEFORE, DURING AND AFTER PLAY

## Procedures

The following procedures are for all CDS events:

- Schools should ensure that water is available at all venues at all times and if necessary, water carriers should be provided during matches. Other fluids that may be used include diluted sports drinks, diluted cordial and diluted fruit juices. Carbonated drinks should not be used.
- The procedures to be followed for providing fluid to students during competition should be clearly identified at the pre-event meeting or in pre-event Bulletins.
- Sports that do not have appropriate scheduled re-hydration strategies (e.g. drinks breaks) should implement strategies for allowing fluid to be provided to participants during matches.
- Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.
- Where possible, team officials should actively promote the use of interchange rules as a tool to prevent dehydration.
- Participating teams may designate their own water carriers. These may be adults but cannot be the team coach.
- No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.
- School team officials should ensure that all their players are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

# **CDS Withdrawal Policy**

**(when a student withdraws from the team)**

## Rationale:

- The district team is an extension of the school sports program to provide opportunities for gifted and talented students
- All students of CDS schools are invited to join the District Team
- Students will be made aware of their obligations to the District Team as outlined in CDS policies
- Areas such as financial commitments involved for district, region & state levies, uniform, carnival dates etc are to be made known to schools as early as possible.
- Students are not allowed to withdraw from a regional team unless there are very special circumstances, e.g. Injury, Illness or Personal Family Circumstances, which have occurred since the team was selected.
- If students withdraw late, the district secretary will write to the Principal of the student's school and request information showing reasonable cause as to the withdrawal, otherwise the student may be considered to be ineligible for selection in future district teams. The period of restriction will be decided by the CDS or its delegate.
- Where students withdraw late for reasons not acceptable to CDS, they will be invoiced privately for their percentage of team expenses. This policy has been introduced due to students withdrawing without ample time to invite shadow team members and teams travelling short to Regional Championships.
- In this instance, as with late withdrawal, the team member may be considered ineligible for selection in future district and/or regional team

## CDS INTERSCHOOL SPORT

Central District Sport will organise senior and junior interschool sport competitions for schools that are to Central District Sport.

### **Agreed interschool competitions**

Summer – touch, softball/T ball, Basketball, AFL, Volleyball, Handball

Winter – netball, football, rugby league, Australian Rules, Basketball, Volleyball

Non agreed competitions – schools that wish to play a sport not listed in the agreed list may wish to play

- outside the district (cross district)
- start a new competition

### **Cross District –**

- schools will be to Central
- schools will be subject to the rules and conditions of the host district or convenors

### **New Competition (Guidelines)**

- Schools will be to Central
- At least two (preferably four) schools with four teams per age group participating
- Venue/s is/are available – should not be using venues used by agreed sports
- Personnel with suitable refereeing/umpiring skills are available

### **Convenors**

Will be responsible for organising

- draws
- venues

Keeping schools informed of

- current playing rules
- health and safety issues

**Health and Safety** – all schools shall make sure they are aware of, and abide by, the health and safety policies as set out by Education Queensland.

<http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>

**Venues** – where required CDS will negotiate and pay the cost of playing venues.

### **First Aid –**

- It should be noted that schools are responsible for having or providing personnel with appropriate sports medicine/first aid credentials and sports medicine/first aid kits in the event a designated person is not at the venue.
- When the venue is at a school, the host school or visiting team should ensure that at least one person is the holder of a current sports medicine/first aid qualification.
- Current qualified sports medicine/first aid should include a current CPR certification.

### **Age groups:**

Senior – Year 10 & 11

Junior – Year 7, 8 & 9

### **Team Composition – boys, girls**

All teams are gender specific unless stated otherwise.

- The team should consist of students of equal or similar ability.

e.g. Softball  
In any innings,

FIELDING - there will always be more girls on the field than boys. e.g. the max number of boys fielding will be four, with five girls. If the team is short because of illness and only four girls can take the field, then only three boys can field with them.

BATTING – there will be more girls batting in any one innings. e.g. the max number of boys batting in an innings will be four in a team of nine.

The team should consist of students of equal or similar ability.  
Under EDUCATION POLICY boys cannot dominate. This applies to your team as well as the opposition.  
e.g. don't put in a boy who plays baseball at the highest level within his age group.

**Coaches/Teachers confer at the beginning of a game and agree on any conditions of play before the start of play.**

**\*\*NB The above are guidelines – not conditions of play**

### **Interschool Playing Times**

**The official times for interschool sport on Tuesday and Wednesday will be**

**Start - 1.30pm**

**Finish - 2.30pm**

### **Cancellation of Tuesday and Wednesday Sport**

**In the event of inclement weather preventing sport being played, schools will be notified:**

**Senior Sport: by 9:00am**

**Junior Sport: By 9:00am (Convenor to contact CD for consultation before 8.30am)**

**Information will be put on portal and sent to schools via email.**

As a guideline for cancellation because of hot weather, forecast temperatures up to 40°C will be used as the yardstick to cancel sport. It should be noted that while Central is/will be responsible cancelling Friday sport for the district, schools should also determine as to whether sport in the hot temperatures should proceed and cancel their teams' participation if they have concerns about health and safety.

### **Inter District Competitions for School Teams**

A number of competitions are held for district school champions of a sport.

- These competitions are organised by sports specific committees or individuals and are not part of the Regional Sport or State Sport program.
- These championships do have Queensland School Sport approval.
- Central District Sport interschool sport convenors will pass on the names of the champion schools to the championship convenors.
- Champion school teams are invited to participate.
- Central District Sport is not responsible for organising teams or covering costs associated with school teams participating e.g. TRS, team levy.

School	School Code	Phone	Fax
Aspley State High School	2076	3863 9222	3863 9200
Aviation High	2078	3637 0111	3637 0100
Bracken Ridge State High School	2118	3869 7222	3869 7200
Craigslea State High School	2023	3326 5222	3326 5200
Earnshaw State College	5180	3621 7333	3621 7300
Kedron State High School	2039	3630 3333	3630 3300
Sandgate District State High School	2047	3869 9888	3869 9800
Wavell State High School	2048	3350 0333	3350 0300

## **SPORT SELECTION CRITERIA GUIDES**

STUDENTS attending district trials should be nominated by their school.

To help district coaches, schools are requested to complete on the appropriate SPORT SELECTION CRITERIA GUIDE form, the NAMES of students they are nominating for trials. This will cut down on the time required to record names prior to trials/play beginning.

Schools should read the selection criteria guidelines to ascertain the standard of the students to ensure that the students they are sending to trials will be able to compete at a regional carnival.

Schools should endeavour to send this form by fax or email to the appropriate district manager/coach before the nominated date stated on the trial notice.

A student's name on the SPORT SELECTION CRITERIA GUIDE form does not entitle the student a trial.

Students are responsible for ensuring that they take to the trial the following

- *District & Regional Trial Permission / Consent Form*
- *Project Consent Form*

### **DISTRICT COACHES**

SPORT SELECTION CRITERIA GUIDE forms are guides. It is hoped the schools will send them to avoid time wastage at the beginning of a trial when names are collated.

District coaches should send out the SPORT SELECTION CRITERIA GUIDE forms to schools when advertising their trial date.

District coaches are requested to use these forms (or similar) when conducting a trial to record information.

Student personal information forms (compulsory) should be collected PRIOR to a trial taking place, NOT after selections have been made.

**Appendix 2.1**

**Australian Rules Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Attack/ Kicking</b>	<b>Catch</b>	<b>Defend/ Tackle</b>	<b>Pass/ Dribble</b>	<b>Game Awareness</b>	<b>Comments</b>



**Appendix 2.2**

**Basketball Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Pass / Catch</b>	<b>Dribble</b>	<b>Defend</b>	<b>Shoot</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.3**

**Football (Soccer) Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Pass</b>	<b>Dribble</b>	<b>Defend/ Tackle</b>	<b>Attack</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.4**

**Hockey Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Trap / Pass</b>	<b>Dribble</b>	<b>Defend</b>	<b>Shoot</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.5**

**Netball Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Pass</b>	<b>Catch</b>	<b>Defend / Tackle</b>	<b>Attack</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.6**

**Rugby League Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Throw</b>	<b>Catch</b>	<b>Defend/ Tackle</b>	<b>Attack</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.7**

**Softball Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Throw</b>	<b>Catch</b>	<b>Field</b>	<b>Batting</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.8**

**Touch Selection Criteria Guide**

School \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

<b>Student Name</b>	<b>Preferred Playing Position</b>	<b>Pass</b>	<b>Catch</b>	<b>Dump/ Play the Ball</b>	<b>Attack</b>	<b>Game Awareness</b>	<b>Comments</b>

**Appendix 2.9**

**Selection Criteria Guide**

\_\_\_\_\_  
(SPORT NAME)

School \_\_\_\_\_

Age Group \_\_\_\_\_

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

Student Name	Preferred Playing Position					Game Awareness	Comments