

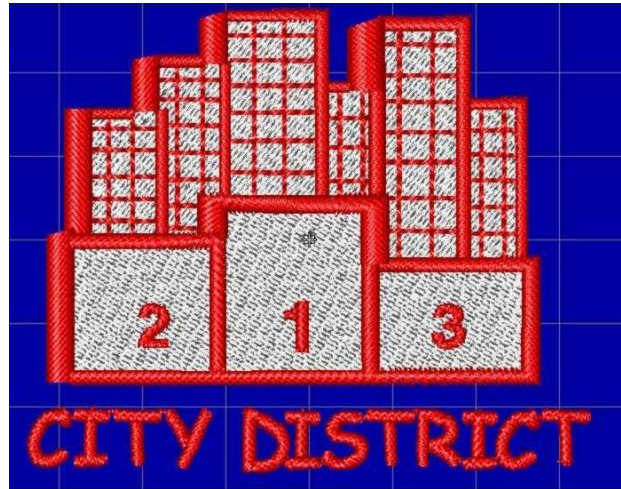
City District School Sport

Policies & Procedures Manual

Adopted: November 2006

Updated: September 2018

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City District School Sport

Management Procedures

Adopted: November 2006

Updated: September 2018

1. Name

- 1.1. The name will be "*City District School Sport*", hereafter known as CDSS.

2. Aims

- 2.1. To provide, foster and develop sport within the state schools, non-state schools and other educational institutions affiliated with "*City District School Sport*", hereafter known as CDSS.

3. Powers and Functions

- 3.1. In its role as a departmental committee, the operations of CDSS 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 CDSS.
- 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 CDSS.
- 3.4. To establish sub-committees consisting of members of CDSS 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 CDSS.
- 3.6. To manage all funds held by CDSS 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 **City District School Sport**.
- 4.2. Membership of the CDSS 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 CDSS executive shall have the power at any time to appoint any member of CDSS to fill any casual vacancy until the next annual general meeting.

6. Functions of Sub-Committees

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

7. General Meetings

- 7.1. The time, date and venue of any CDSS meeting shall be determined at the previous meeting of CDSS.
- 7.2. All members of CDSS 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 CDSS shall be convened by the Executive Officer upon the requisition in writing by not less than one-third of the members of the CDSS 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 CDSS 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 CDSS. If unable to attend any meeting, the Chair may nominate another member of the Executive 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 CDSS, 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 CDSS 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 CDSS meeting.
- 7.11. Issues arising at any meeting of CDSS 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 CDSS shall be as valid as if it had been passed at a duly convened and held meeting of the CDSS.
- 7.14. The Minutes Secretary or District Sports Officer shall enter full and accurate minutes of all questions, matters, resolutions and other proceedings of every CDSS meeting and annual general meeting. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every CDSS 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 CDSS 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 District Sports Officer shall convene all annual general meetings of CDSS by giving at least twenty-eight (28) days notice of such meeting to the members of CDSS.
- 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 CDSS's 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 delegate to the executive.
 - 8.8.3. The confirmation of representatives.
 - 8.8.4. The Chair and District Sports Officer are automatic delegates to the Met North Management Group.
- 8.9. At the Annual General Meeting of the CDSS, all the members of the Executive shall retire from office, but shall be eligible for re-election.
- 8.10. The election of the 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 CDSS may nominate any other member to serve as members of the executive.

9. Reporting

- 9.1. A copy of the CDSS 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 CDSS 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

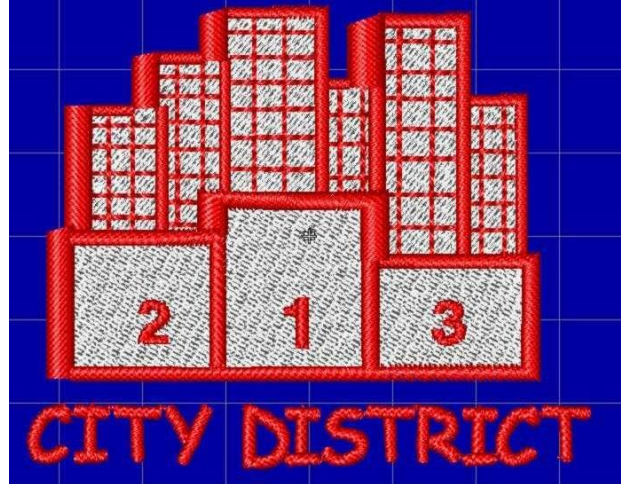
- 11.1.** The financial year of the CDSS shall close on 30 September in each year.

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 CDSS, or as directed by Education Queensland.
- 12.2.** Any such amendment, rescission or addition by CDSS shall only be valid where at least 28 days notice has been given to the members of the Executive, and that such amendment, rescission or addition has been approved by Education Queensland.

13. Cessation of Operations

- 13.1.** CDSS shall cease operations if:
 - 13.1.1.** 75% of all members of the CDSS 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 CDSS ceases operations in accordance with section 15.1, all remaining assets, after payment of all accounts, shall be transferred to Met North School Sport as directed by Education QLD.



City District School Sport

Competition Procedures

Adopted November 2006
Updated: September 2018

These competition procedures represent decisions of policy by CDSS 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 CDSS, for all competitions conducted under their auspices. It shall be the responsibility of each district committee to furnish this information to CDSS prior to the final CDSS 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 CDSS.

1.2. Sport Committees.

- 1.2.1. Approved sport committees are

Team Sports

Australian Football	Basketball
Cricket	Football
Hockey	Netball
Rugby League	Rugby Union
Softball	Tennis
Touch	

Individual Entry Sports

Swimming	Cross Country
Track and Field	Golf
Triathlon	Baseball
Squash	Volleyball

1.3. School Affiliation Fee.

- 1.3.1. CDSS will collect an annual District Service Fee from each school located in CDSS region, based on the schools' enrolment (as per the new school year 'Day Eight' enrolments). The enrolments being years four (4) to six (6) for primary schools and 12 year old's in year seven (12) for secondary schools within the District. The fee will be determined by CDSS and subject to annual review.
- 1.3.2. These annual District Service fees are to be forwarded to CDSS no later than March 31 of that year.

Competition Policy

- 1.3.3. A school's failure to pay its annual District Service fee renders its students ineligible to participate in any events conducted under the auspices of CDSS, 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 CDSS team a student must be enrolled at an approved school that is currently affiliated with CDSS.
- 2.1.2. Participants at a regional championship must be of a minimum age of 10 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 CDSS-Met North Age Policy.
- 2.1.4. Age groups offered in Primary School inter-school competition are at the discretion of the school Principals.
- 2.1.5. Under ages may be accepted in competition as ratified by the district committee. Eg. 9 years for cross country, swimming, and track and field. These students must only participate in that age level if offered.
- 2.1.6. Students enrolled in a High School within the district (ie 12 year old's in Year 7) may choose to compete in CDSS district team sport events only.
- 2.1.7. 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 CDSS.
- 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 CDSS District Sports Officer 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

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

Coach and/or Manager will:

- 1) 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.
- 2) Check for ground/location availability. Trial (playing area) venue should be as similar to in size as the regional playing venue.

District Sports Officer will:

- 3) Inform all **affiliated** schools in City District, by email, of selection trial date/s, number of students to be selected and the venue of the trial
- 4) Email to schools:
 - a. Dates of trials and expected costs per student of playing in a district team (levy plus shirt/equipment hire – if applicable)
 - b. Regional venue and dates of the Regional competition.

Students are to bring to the City District trial the following completed form:

- Permission to Attend a District/Regional trial form (includes Principal/authorised delegate signature & school stamp).

**NO FORMS, NO PRE-PAYMENT OF TRIAL FEE = NO TRIAL
All forms are to be handed in and checked before the trial begins.**

Coach & manager will:

- 5) Conduct trial – select squad (if necessary)
 - 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.**

6) Selection of Team /Team Squad members

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

7) 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)

8) **Shadow Players** – a list of shadow players should be kept, but does not need to be named.

9) 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

CDSS Chair and District Sports Officer are to be informed. CDSS Chair 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.

10) Conclusion of trial – hand out

- QSS Project Consent form
- Team Selection Notification Letter, which includes:
 - Costs associated with being part of the CDSS team to attend the regional trial
 - Team managers name, school & contact details

- Training dates, times & venue (if known at the time of the trial – if not this is to be communicated to parents as soon as possible by the team manager)
- Details regarding team playing kit that is supplied by CDSS
- Details regarding School Shop Online payment portal
- Regional trial information sheet

- Payment and ordering information is to be completed by parents via the CDSS School Shop Online portal
- Alternative payment method for parents not able to pay online by credit card is via cheque made out to the base school of CDSS
- CDSS District Sports Officer will pack uniform orders and advise coach or manager when these are ready to be collected

11) After the trial

Email Executive Officer with Advice to Principals to be forwarded on to all schools to advise of students selected in the district team.

12) Uniforms & team playing kit

- Liaise with District Sports Officer at payment due date to obtain a list of any students that have not paid their district fees, and chase. If a student has been selected in a district team and has not paid the required fees by the due date, the student could be removed from the team & a shadow player invited to join. The student may also be barred from further district representation
- Liaise with District Sports Officer regarding collection of team playing kit & purchased apparel.
- Purchased apparel to be handed out at training prior to the regional carnival. Team playing kit to be distributed & collected on the day of the carnival. No student is to leave the playing venue with the playing kit still in their possession

13) After the Regional Carnival

- a. Provide the District Sports Officer with a list of students that made the regional team
- b. Provide the District Sports Officer with a Regional Carnival report to be tabled at the next CDSS meeting

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

1. Students must compete at the District carnivals/championships to be considered for selection in the City District team. An exception may be granted, if:
 - 1.1 A player is ill or injured at the time of the District carnivals/championships. They may be considered for selection provided that a medical certificate is supplied.
 - 1.2 A player 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 district competition convenor
3. School team managers will be responsible for their students' personal information on the day of the district carnival. Team managers are to have on hand, at the venue on the day of the carnival, medical & personal details for all students present & in their care
4. At the District event/carnival/championship
Students that are successful in gaining selection in the City District team (highlighted on results sheet or as instructed by a CDSS official) should see the CDSS team managers to collect relevant paperwork & make payment of fees due (via EFTPOS) required to attend the regional trial. This will include:
 - Permission to Attend a Regional Trial form (to be signed by the Principal/authorised delegate & have the school stamp)
 - QSS Project Consent form
 - Team Selection Notification Letter, which includes:
 - Costs associated with being part of the CDSS team to attend the regional trial
 - Team managers name, school & contact details
 - Training dates, times & venue (if known at the time of the trial – if not this is to be communicated to parents as soon as possible by the team manager)
 - Details regarding team playing kit that is supplied by CDSS
 - Details regarding School Shop Online payment portal
 - Regional trial information sheet.
 - Uniform information sheet
5. After the District event/carnival/championship.
 - Students are to return the Permission to Attend a Regional trial form & QSS Project Consent form as soon as possible following the district trial.

- Students unable to pay on the day (no parent present) should have emailed payment form to the District Service Charge. They also need to confirm uniform requirements, including uniform collection information
- Sports co-ordinators/PE teachers are to advise any withdrawals from the event to the carnival convenor &/or District Sports Officer by the due date following the district carnival
- Sports co-ordinators/PE teachers are to attend form drop off afternoon (& collection of any uniform items). The CDSS storeroom is located at Everton Park State High School (Room A16). An alternative venue may be advised by email to schools.

6. Compulsory competition apparel

- Cross country and track and field – students will be expected to compete in a City District's polo shirt or singlet.
- Swimming – students will be expected to compete in a City District swim cap & wear a City District polo to the regional venue.

7. Students will be responsible for their personal training. This may be done in conjunction with their school or at prearranged training sessions by CDSS (if provided).

8. If a student is selected in the district team they are required to pay the applicable levies or be withdrawn from the team.

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 CDSS Sports Officer shall ensure that:

Nominations for positions are invited through CDSS 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 teachers or administrators to district teams will be entitled to a TRS day (payable at the scheduled EQ TRS rate at the time of application) for each day they attend the regional carnival/championship, other 'education' employees will be entitled cost as is applicable to their positions. Staff must be replaced at their school to make application (with the exception of TRS days owed by secondary schools under the District Service Charge process).
- 3.1.5. Appointed non-education personnel will be entitled to costs (on invoice) providing it does not exceed the EQ TRS cost of a teacher.

Method of Appointment.

- 3.1.6. If a vote is required, this will occur at the AGM.
- 3.1.7. 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.
- 3.1.8. The District Spoers Officer will confirm the appointments.

3.2. Qualifications of Coaches/Managers/Selectors.

- 3.2.1. CDSS 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 CDSS 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 CDSS 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 CDSS Code of Behaviour must be enforced, disseminated and explained by the team officials. Team officials should read the Code of Behaviour 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 behaviour, team officials are to refer to the Guidelines for the Investigation and Recording of Misconduct.

4. CITY DISTRICT TEAM SELECTION POLICY

PREAMBLE

Gala Day Sport (3 days per semester) 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 CDSS 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.

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

PERSONELLE

All trials should be recognised by CDSS 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.

Primary schools can send five (5) students from their school to a team trial. High schools are allowed up to ten (10) students per school. Application can be made, in writing to the District Sports Officer, for nominations exceeding these numbers.

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)

- play 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 schools think could put themselves into a regional team.

Schools are requested to make nominations using the 'Trial Advice – School' form and send to the District Sports Officer via email by the due date.

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

- Permission to Attend a District / Regional Trial form (signed by the Principal or authorised delegate, and including the school stamp)

Rationale

It is the responsibility of CDSS 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.

CDSS 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.

CDSS is committed to ensuring that all staff, students and officials at sanctioned CDSS 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 CDSS.

Before the Championships/Trials

- Schools or Team Officials are to distribute the Permission to Attend a District / Regional trial form which includes the statement “I have read the ‘Code of Conduct (Students, Parents and Spectators)’ and understand its contents and conditions (available on the Metropolitan North School Sport Website). I accept the parental responsibilities contained therein and agree to respect and abide by those codes”.
- Parents are required to sign this Permission to Attend 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 Regional 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.*
- 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 CDSS, 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 Managements 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 Primary 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 and Regulation, 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 Management will result in the police being contacted and asked to remove you from the premises and the Education Queensland Legal Advisory Unit will be asked to instigate proceedings with the appropriate authorities with a view to charges being laid against you under section 47 of the Education (General Provisions) Act 1989 which states –

“Wilful disturbance”

- 47 (1) A person must not wilfully disturb the good order or management of a State educational institution or activity.
- (2) A person must not insult an officer 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.
- (3) In subsection (2) –
- “insult” includes abuse or repeated verbal harassment
 - “officer of a State educational institution” includes a teacher, teacher on probation, teacher in training, staff member or person employed in any capacity at the institution”.

The penalty for wilful disturbance may be up to \$750.00.

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

Yours faithfully,

Chair

City District Schools Sport.

CDSS Sun-Safe Policy

Background:

CDSS 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, CDSS has adopted the following Education Queensland policy.

Sun Safe Strategy Education policy and procedures register > Health and safety > HLS-PR-013: Developing a Sun Safety Strategy governs all CDSS carnivals and meets. This module can be obtained from the Department's website,

<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>

Gala Day Sport – Hot weather/ Wet Weather policy

Gala Days are conducted over three (3) Fridays in each semester, dates for which are to be confirmed via the yearly CDSS calendar at the end of the previous year. The official times for Gala Day sport on Fridays will be 9.00am – 3.00pm

In the event of inclement weather preventing sport being played, schools will be notified by 7.30am or earlier.

As a guideline for cancellation because of hot weather, forecast temperatures up to 35°C will be used as the yardstick to cancel sport. It should be noted that while City District will be responsible for cancelling Gala Day 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.

CDSS Hydration Policy

Introduction

CDSS 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 CDSS 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 CDSS 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 (eg 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.

CDSS 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 CDSS financial schools are invited to join the District Team
- Students will be made aware of their obligations to the District Team as outlined in CDSS 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, eg. Injury, Illness or Personal Family Circumstances, which have occurred since the team was selected.
- If students withdraw late, the District Sports Officer 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 CDSS or its delegate.
- Where students withdraw late for reasons not acceptable to CDSS, 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

CDSS INTERSCHOOL SPORT

City District School Sport will organise interschool sport competitions for schools that are affiliated to City District School Sport. This will take the form of three (3) Gala Days per semester.

Agreed interschool competitions

Summer – Cricket (T20), Touch Football, Baseball, Flipper Ball, Australian Rules

Winter – Netball, Football, Rugby League, Hockey, Tag League

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

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

Cross District –

- schools will be affiliated to City District
- schools will be subject to the rules and conditions of the host district or convenors

New Competition (Guidelines)

- Schools will be financial with City District
- 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
- Sports medicine/first aid is 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 themselves 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 CDSS will negotiate and pay the cost of playing venues.

First Aid – where one venue is being used for a number of team games CDSS will cover the cost of a qualified sports medicine/first aid holder.

- 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.
- The holder of the current sports medicine/first aid qualification shall not be refereeing /umpiring the game.
- Current qualified sports medicine/first aid should include a current CPR certification.

Age groups:

Cricket – junior (year 4/5) & senior (year 5/6)
Touch - junior (year 4/5) & senior (year 5/6)
Flipper Ball - junior (year 4/5) & senior (year 5/6)
Baseball - junior (year 4/5) & senior (year 5/6)
AFL - junior (year 4/5) & senior (year 5/6) – boys / single age group 10-12 years - girls
Netball - junior (year 4/5) & senior (year 5/6)
Football - junior (year 4/5) & senior (year 5/6)
Hockey - junior (year 4/5) & senior (year 5/6)
Tag League - junior (year 4/5) & senior (year 5/6)
Rugby League – junior (year 4/5) & senior (year 5/6)

Team Composition – boys, girls

All teams can be mixed unless separate girls/boys competitions are being held at the same time (ie touch & football).

Gala Day Playing Times

The official times for Gala Day sport on Fridays will be (first game starts) 9.00am – (last game finishes) 2.30pm

Cancellation of Gala Day Sport

In the event of inclement weather preventing sport being played, schools will be notified by 7.30am or earlier.

As a guideline for cancellation because of hot weather, forecast temperatures up to 35°C will be used as the yardstick to cancel sport. It should be noted that while City District is responsible for 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.
- CDSS Gala Day sport convenors will pass on the names of the champion schools to the championship convenors.
- Champion school teams are invited to participate.
- CDSS is not responsible for organising teams or covering costs associated with school teams participating eg TRS, team levy.

City District Primary Schools

SCHOOLS	PHONE	FAX
Ascot State School	07 3326 9333	07 3326 9300
Brisbane Central State School	07 3230 4333	07 3831 5469
Brisbane Grammar School	07 3834 5200	07 3834 5202
Clayfield College	07 3262 0262	07 3262 0225
Eagle Junction State School	07 3637 1111	07 3637 1100
Enoggera State School	07 3550 1333	07 3550 1300
Hamilton State School	07 3361 6444	07 3868 4359
Hendra State School	07 3623 1333	07 3623 1300
Holy Cross Woolloowin	07 3857 2443	07 3357 9532
Holy Spirit New Farm	07 3857 2443	07
Kedron State School	07 3621 3444	07 3621 3400
Kelvin Grove State College	07 3552 7333	07 3552 7300
Milton State School	07 3514 6333	07 3514 6300
Mt Nebo State School	07 3289 8162	07 3289 8318
New Farm State School	07 3358 7333	07 3358 7300
Newmarket State School	07 3552 7222	07 3552 7200
Northgate State School	07 3370 2333	07 3406 9091
Nundah State School	07 3635 5888	07 3635 5800
Our Lady of the Angel's Wavell Heights	07 3359 9198	07 3359 8068
Petrie Terrace	07 3259 9333	07 3369 9539
St Agatha's	07 3326 9222	07 3862 3431
St Ambrose's School	07 3356 4130	07 3356 0353
St Anthony's Kedron	07 3357 6185	07 3357 9963
St Columba's Wilston	07 3356 9866	07 3856 4717
St Joseph's Gregory Terrace	07 3214 5200	07 3832 5427
St Margaret's Ascot	07 3862 0777	07 3862 0701
Wavell Heights State School	07 3624 2888	07 3624 2800
Wilston State School	07 3552 8444	07 3552 8400
Windsor State School	07 3866 4333	07 3866 4300
Woolloowin State School	07 3622 1777	07 3622 1700

City District Secondary Schools

SCHOOLS	PHONE	FAX
Aviation State High School	07 3637 0111	07 3637 0100
Brisbane Girls Grammar School	07 3332 1300	07 3832 6097
Brisbane Grammar School	07 3834 5200	07 3834 5202
Clayfield College	07 3262 0262	07 3262 0225
Kedron State High School	07 3630 3333	07 3630 3300
Kelvin Grove State College	07 3552 7333	07 3552 7300
Mary MacKillop College (Nundah)	07 3266 2100	07 3266 2569
St Joseph's Gregory Terrace	07 3214 5200	07 3832 5427
St Margaret's Ascot	07 3862 0777	07 3862 0701
St Rita's College (Clayfield)	07 3862 1615	07 3262 5039
Wavell State High School	07 3350 0333	07 3350 0300

Appendix 2.1

Australian Rules Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.2

Basketball Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.3

Football Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.4

Hockey Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.5

Netball Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.6

Rugby League Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.7

Softball Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

Student Name	Preferred Playing Position	Throw	Catch	Field	Batting	Game Awareness	Comments

Appendix 2.8

Touch Selection Criteria Guide

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

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

Appendix 2.9

Selection Criteria Guide

(SPORT NAME)

School _____

12yrs & U, 11yrs & U

VG – Very Good

G – Good

S – Satisfactory

N – Not to Standard Required

Student Name	Preferred Playing Position					Game Awareness	Comments