

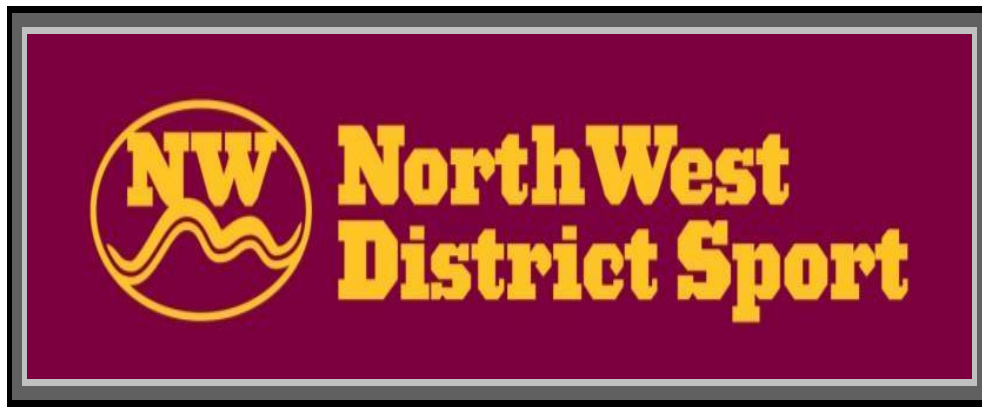
**North West District
Primary School Sport**

**Policies &
Procedures
Manual**

Adopted: April 2015

Updated: October 2019

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North West District School Sport

Management Procedures

**Adopted: April 2015
Updated: October 2019**

1. Name

- 1.1. The name will be “*North West District School Sport*”, hereafter known as NWDSS.

2. Aims

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

3. Powers and Functions

- 3.1. In its role as a departmental committee, the operations of NWDSS are subject to the policies, practices and directives of Education Queensland, through Queensland School Sport and Metropolitan North School Sport.
- 3.2. To exercise the general control and management of the administration of the affairs, equipment and funds of NWDSS.
- 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 NWDSS.
- 3.4. To establish sub-committees consisting of members of NWDSS 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 NWDSS.
- 3.6. To manage all funds held by NWDSS 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 North West District School Sport.
- 4.2. Membership of the NWDSS shall be:
 - 4.2.1. Voting members
 - 4.2.1.1. An Executive consisting of Chair, Deputy Chair, District Sports Officer and Treasurer (base school BM).
 - 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

4.9 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 NWDSS shall have the power at any time to appoint any member of the NWDSS to fill any casual vacancy until the next annual general meeting.

6. Functions of Sub-Committees

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

7. General Meetings

- 7.1. The time, date and venue of any NWDSS meeting shall be determined at the previous meeting of NWDSS.
- 7.2. All members of NWDSS 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 NWDSS shall be convened by the Executive Officer upon the requisition in writing by not less than one-third of the members of the NWDSS or as directed by Education Queensland, Queensland School Sport 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 NWDSS meeting shall be listed as an agenda to be distributed to all committee members at least 7 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 NWDSS. 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 NWDSS 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 NWDSS 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 NWDSS meeting.
- 7.11. Issues arising at any meeting of NWDSS 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 NWDSS shall be as valid as if it had been passed at a duly convened and held meeting of the NWDSS.
- 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 NWDSS meeting and annual general meeting. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every NWDSS 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 NWDSS 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 NWDSS by giving at least twenty-eight (28) days' notice of such meeting to the members of NWDSS.
- 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 NWDSS 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.
 - 8.8.3.** The confirmation of representatives.
 - 8.8.4.** The Chair and District Sports Officer are automatic appointments to the Met North Management Group.
- 8.9.** At the Annual General Meeting of the NWDSS, all delegates 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 NWDSS may nominate any other member to serve as the Deputy Chair and representatives.

9. Reporting

- 9.1.** A copy of the NWDSS 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 Metropolitan North School Sport by the end of the school year.

10. Funds and Accounts

- 10.1.** The funds of NWDSS 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

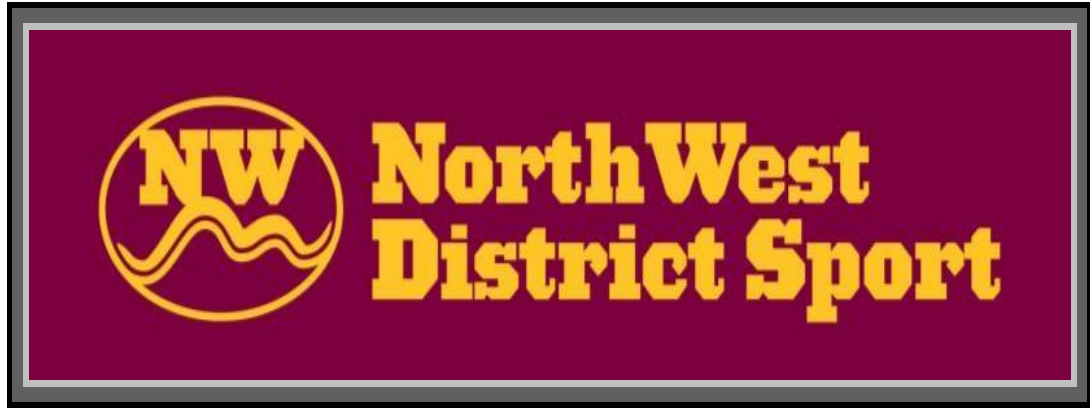
- 11.1.** The financial year of the NWDSS shall close on 30 September in each year.

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

13. Cessation of Operations

- 13.1.** NWDSS shall cease operations if:
- 13.1.1.** 75% of all members of the NWDSS 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 NWDSS 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 as directed by EQ.



North West District School Sport

Competition Procedures

Adopted April 2015
Updated: October 2019

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

1.2. Sport Committees.

1.2.1. Approved sport committees are

Team Sports

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

Individual Entry Sports

Swimming	Cross Country
Track and Field	Golf
Triathlon	Baseball
Squash	Volleyball
Softball	Girls AFL
Girls Rugby League	Girls Cricket

1.3. School District Service Charge.

1.3.1. NWDSS will collect an annual District Service Charge from each school located in NWDSS 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 (7) for secondary schools within the district. The fee will be determined by NWDSS and subject to annual review.

1.3.2. These District Service Charges must be forwarded to NWDSS no later than March 31 of that year.

- 1.3.3. A school's failure to pay its district service charge renders its students ineligible to participate in any events conducted under the auspices of NWDSS, 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 NWDSS team a student must be enrolled at a school that is currently financial with NWDSS.
- 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 of birth, as outlined in the NWDSS-Met North Age Policy.
- 2.1.4. Age groups offered in Primary School inter-school competition are at the discretion of the school Principal.
- 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 Secondary School within the district (ie 12 year olds in Year 7) may choose to compete in NWDSS 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 NWDSS.
- 2.2.2. A student must participate at a district trial/carnival/championship to be considered for selection.
- 2.2.3. The 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
 - 2.2.3.3. The attitude & behaviour of the student on & off the field
 - 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 that 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 NWDSS Sports Officer prior to the district trial/carnival/championship shall determine the number of players to be selected, taking into account the maximum number of athletes per team per age group as outlined by Queensland School Sport guidelines.

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)

Coaches will liaise with District Sports Officer regarding:

- 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 North West District of selection trial date/s number students to be selected and venue of the trial.
 - 4) Email to schools
 - 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 the Regional competition.
- Students are to bring to the trial the following completed form
- Permission to Attend a District/Regional Trial form (includes Principal or authorised delegate signature and school stamp)

NO FORMS, 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 that 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

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

NWDSS Chair and District Sports Officer are to be informed. NWDSS 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
- 9.0d Form (if required for that sport)
- Team Selection Notification Letter, which includes:
 - i. Costs associated with being part of the NWDSS team to attend the regional trial
 - ii. Team managers name, school & contact details
 - iii. 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)
 - iv. Details regarding team playing kit that is supplied by NWDSS
 - v. Details regarding School Shop Online payment portal
- Regional trial information sheet.
 - Payment and ordering information is to be completed by parents via the NWDSS 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 NWDSS
 - NWDSS District Sports Officer will pack uniform orders and advise coach or manager when these are ready to be collected

11) After the trial

Email District Sports 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 NWDSS 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 North West District team. An exception may be granted, if:
 - 1.1 A player 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.
 - 1.2 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 and advised on the trial notice.
- 3) School team managers will be responsible for their students' personal information on the day of the district carnivals/championships. Team managers are to have on hand, at the venue on the day of the carnival the following form:
 - Permission to Attend a District / Regional Trial form (includes Principal or authorised delegate signature and school stamp)
- 4) At the conclusion of the trial, school team managers are to hand in all Permission to Attend a District / Regional trial forms to the NWDSS Sports Officer or carnival convenor, for students that have made the NWDSS team.
- 5) Parents are to attend to any additional paperwork & payment of fees (via EFTPOS) at the NWDSS outfitting area prior to leaving the carnival
- 6) At the conclusion of each event/carnival/championship, NWDSS Manager/s will hand out:
 - Team Selection Notification form which shall include training dates and venue (if required), regional venue, North West District & Met North team levies, NWD uniform levy (if required) and apparel costs.
 - QSS Project Consent form
 - Information sheet regarding Met North carnival - regional venue, date, district uniform requirements & other pertinent information
 - NWDSS Sports Officer or appointed representative will process payment for Met North levy, NWD levy, uniform levy (if required) & apparel purchases on the day of the trial, at the venue.
 - If a parent or guardian of a selected student is not present to complete forms & payment, forms are to be handed to the selected student or school team manager. These are to be completed and emailed to the NWDSS Sports Officer at sam.sutton@ged.qld.gov.au within 5 days of the NWDSS carnival, or the date as advised on the paperwork & payment is to be made via the School Shop Online portal.

- 7) Students selected in Cross Country and Track and Field teams will be expected to compete in a North West District singlet (uniform levy required). Students selected to compete in the Swimming team will be expected to compete in a North West District swimming cap (to be purchased).
 - a. If a student is selected in the district team they are required to pay the applicable levies or be withdrawn from the team.
 - b. Students will be responsible for their personal training. This may be done in conjunction with their school or at prearranged training.

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 NWDSS Sports Officer shall ensure that:

Nominations for positions are invited through NWDSS 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 for each day they attend the regional carnival/championship, other 'education' employees will be entitled cost as is applicable to their positions.

- 3.1.5. 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.

- 3.1.6. 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 Sports Officer will confirm the appointments

3.2. Qualifications of Coaches/Managers/Selectors.

3.2.1. NWDSS 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).

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

3.2.1.4. 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 NWDSS 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 NWDSS 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. Code of Behaviour - All areas of NWDSS 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. NORTH WEST DISTRICT TEAM SELECTION POLICY

PREAMBLE

Interschool sport played on Friday 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 NWDSS 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 NWDSS 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.

There shall be a limit of five (5) students from each school attending a trial.

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 an extension of the school day.

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

School Sport

- Very good at whatever 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 STUDENT NOMINATION FORM including all relevant information, and send to the NWDSS Sports Officer by email at sam.sutton@qed.qld.gov.au.

The 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 THE FOLLOWING COMPLETED FORM:

- Permission to Attend a District / Regional Trial form (includes Principal or authorised delegates signature and school stamp)

Rationale

It is the responsibility of NWDSS 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.

NWDSS 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.

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

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 Permission to Attend a District / Regional trial 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 the School Sport Management, 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 Metropolitan North School Sport _____ Regional 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 North West District 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 North West District 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

North West Primary Schools District Sport.

NWDSS Sun-Safe Policy

Background:

NWDSS 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, NWDSS 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 NWDSS carnivals and meets. This module can be obtained from the Department's website,

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

Friday Sport – Hot weather/ Wet Weather policy

The official times for interschool sport on Friday will be 12.30pm – 3.00pm

In the event of inclement weather preventing sport being played, schools will be notified by 11.00am or earlier.

As a guideline for cancellation because of hot weather, forecast temperatures up to 35°C & over 70% humidity will be used as the yardstick to cancel sport. It should be noted that while NWDSS will be 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.

NWDSS Hydration Policy

Introduction

NWDSS 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 NWDSS 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 NWDSS 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.

NWDSS 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 NWDSS financial schools are invited to trial to join the District Team
- Students will be made aware of their obligations to the District Team as outlined in NWDSS 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 may 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 NWDSS or it's delegate.
- Where students withdraw late for reasons not acceptable to NWDSS, 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

NWDSS INTERSCHOOL SPORT

NWDSS will organise **Friday** interschool sport competitions for schools that are financial to NWDSS.

Agreed interschool competitions

Summer – T20 cricket, Touch Football, Australian Rules, Water Polo (Flipperball), Orienteering

Winter – Netball, Football, Rugby League, Baseball

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 financial with NWDSS.
- schools will be subject to the rules and conditions of the host district or convenors

New Competition (Guidelines)

- Schools will be financial with NWDSS.
- 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 NWDSS will negotiate and pay the cost of playing venues.

First Aid – where one venue is being used for a number of team games NWDSS may 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	Senior (11-12 years) & junior (10-11 years)
Baseball	Senior (11-12 years) & junior (10-11 years)
Touch	Senior (11-12 years) & junior (10-11 years)
Netball	Senior (11-12 years) & junior (10-11 years)
Football	Senior (11-12 years) & junior (10-11 years)
AFL	Senior (11-12 years) & junior (10-11 years)
Rugby League	– 12 yrs, 11yrs and 10yrs

(Students in Year 5/Year 4 turning 11/10 years should be given the option of playing with their cohorts or moving up to the 'senior' level)

Team Composition – boys, girls

All teams can be mixed unless specified.

Interschool Playing Times

The official times for interschool sport on Friday will be (start) 1.00pm – (finish) 2.30pm

Cancellation of Friday Sport

In the event of inclement weather preventing sport being played, schools will be notified by 11.00am 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 NWDSS 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.
- NWDSS interschool sport convenors will pass on the names of the champion schools to the championship convenors.
- Champion school teams are invited to participate.
- NWDSS is not responsible for organising teams or covering costs associated with school teams participating eg TRS, team levy.

North West District Schools

SCHOOLS	PHONE	FAX
Ashgrove State School	3858 4777	3858 4700
Bardon State School	3511 4555	3511 4500
Ferny Grove State School	3550 5333	3550 5300
Ferny Grove State High School	3550 5777	3550 5700
Ferny Hills State School	3550 5444	3550 5400
Grovely State School	3354 6333	3354 6300
Hilder Road State School	3511 3222	3511 3200
Hillbrook Anglican School	3354 3422	3354 1057
Ithaca Creek State School	3514 9333	3514 9300
Marist College Ashgrove	3858 4555	3858 4502
Mater Dei	3514 4100	3366 0395
Mitchelton State School	3550 2333	3354 1747
Mitchelton State High School	3550 1111	3550 1100
Mt Maria	3550 3400	3355 1898
Mt St Michaels	3858 4235	3858 4299
Oakleigh State School	3510 2888	3510 2800
Our Lady of Dolours	3355 7763	3855 2641
Payne Road State School	3511 3111	3511 3100
Patricks Road State School	3872 1888	3872 1800
Rainworth State School	3514 9444	3514 9400
Samford State School	3430 9111	3430 9100
St Andrews	3351 6366	3851 1054
St Finbarrs	3366 1397	3366 5378
St Josephs	3369 3020	3369 8437
St Peter Chanel	3300 1202	3300 6407
St Williams	3355 5122	3354 3330
The Gap State School	3511 3333	3511 3300
The Gap State High School	3511 3888	3511 3800

SPORT SELECTION CRITERIA GUIDES

STUDENTS attending district trials must be nominated by their school.

To help district coaches, schools are requested to complete - on the appropriate STUDENT NOMINATION FORM - the names, dates of birth & playing experience of students they are nominating for trials. This will cut down on the time required to record this information 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 send this form by email to the NWDSS Sports Officer (sam.sutton@qed.qld.gov.au) by the nomination closing date. If for any reason you are not able to get nominations in by this date, please advise the NWDSS Sports Officer.

A student's name on the STUDENT NOMINATION FORM does not entitle the student a trial.

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

- Permission to Attend a District / Regional Trial form (includes Principal or authorised delegate signature and school stamp)

No forms, no trial.

DISTRICT COACHES

A student list will be collated from the information given to the NWDSS Sports Officer by schools on the Student Nomination Form and sent to you prior to your trial date. **NO FURTHER STUDENTS SHOULD BE IN ATTENDANCE**. If additional students are at the trial, they can trial at the coach/managers discretion, providing they have the appropriate paperwork. The NWDSS Sports Officer is to be advised as soon as possible after the trial of any additional students not nominated on the correct form, so that this can be addressed with the school concerned.

Student Permission to Attend a District/Regional Trial 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 _____

12yrs & Under

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 & Under

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 & Under

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 & Under

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 & Under, 11yrs & Under

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 & Under, 11yrs & Under

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 & Under

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 & Under

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