



# **Policies and Procedures Manual**

**Updated: 13 July 2017**

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# Management Procedures

Updated: 13 July 2017

## **1. Name**

- 1.1. The name will be "*Metropolitan North School Sport* ", hereafter known as MNSS.

## **2. Aims**

- 2.1. To provide, foster and develop sport within the state schools, non-state schools and other educational institutions affiliated with MNSS.

## **3. Powers and Functions**

- 3.1. In its role as a departmental committee, the operations of MNSS are subject to the policies, practices and directives of Education Queensland, through Metropolitan Region.
- 3.2. To exercise the general control and management of the administration of the affairs, equipment and funds of the group.
- 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 MNSS.
- 3.4. To establish sub-committees consisting of members of MNSS 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 MNSS.
- 3.6. To manage all funds held by MNSS in accordance with the Financial Procedures provided by Education Queensland.

## **4. Membership**

- 4.1. Any teacher, who has a current registration with the Queensland College of Teachers, is eligible to attend, as a non-voting participant, meetings of the Metropolitan North School Sport .
- 4.2. Membership of the MNSS Management Group shall be:
  - 4.2.1. Voting members
    - 4.2.1.1. Executive
      - 4.2.1.1.1. Chair, Deputy Chair , Regional School Sport Officer;
    - 4.2.1.2. The Chair of the Management committee;
    - 4.2.1.3. One (1) representative of each District (8)
    - 4.2.1.4. One (1) representative of each Independent group. (2)
  - 4.2.2 Non-Voting Members:
    - 4.2.2.1 Any other person in attendance,
- 4.3. Membership of the Sport Board shall be:
  - 4.3.1. Voting members (maximum of 15):
    - 4.3.1.1. Executive
      - 4.3.1.1.1. Chair, Deputy Chair (Regional Director's Rep), Regional School Sport Officer;
      - 4.3.1.1.2. Portfolios: Disabilities, Indigenous, Inclusion, Equity, Curriculum, Community, parents and local business.
    - 4.3.1.2. One (1) teacher delegate from Primary and Secondary groups,
    - 4.3.1.3. One (1) Primary and one (1) Secondary Principals Representative
- 4.4. Any voting member of the MNSS Management Group may resign from membership of the Group at any time by giving notice in writing to the Secretary.
- 4.5. MNSS Management Group is the strategic group which consists of 1 delegate from each district plus MNSS executive.
- 4.6. The Sports Board sets the direction and focus of the Management committee.
- 4.7. Board appointments are three (3) year terms and are approved by the Executive.
- 4.8. Executive members are appointed by the Regional Director in conjunction with the Regional School Sport Officer.

#### 4.9 Changing District

- 4.9.1 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.
- 4.9.2 The district must then notify the Regional Sport Group of the change; and
- 4.9.3 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.
- 4.9.4 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 Group shall have the power at any time to appoint any member of MNSS to fill any casual vacancy caused by the resignation of the Chair, until the next annual general meeting.
- 5.2. The district school sport committee shall fill a vacancy caused by the resignation of a district representative.

#### 6. District Delegates

- 6.1. Each Primary district is entitled to have one delegate at MNSS management group.
- 6.2. At least one delegate from each primary district must be in attendance to constitute a quorum at MNSS management group.
- 6.3. Each Secondary district is entitled to have one delegate at MNSS management group.
- 6.4. A delegate from a majority of the secondary districts must be in attendance to constitute a quorum at MNSSMG.
- 6.5. Each District is entitled to one (1) vote at MNSSMG.

#### 7. Functions of Districts / Sub-Committees

- 7.1. Any district / sub-committee shall in its operations conform to these management procedures and any further conditions imposed on it by the Group.
- 7.2. A district / sub-committee shall coordinate, investigate and report on any activity or matter considered necessary by the Group.
- 7.3. District / sub-committee members may attend all MNSS meetings to report on their activities and to assist the Group with the implementation of projects assigned to them.
- 7.4. The Chair of a District must be a classified officer of Education Queensland or Principal of a non-state school.
- 7.5. Reporting
  - 7.5.1 A current copy of the District Management Procedures and annual financial statement including a statement of income and expenditure and a breakdown of Affiliation Fee structure, plus a list containing details of District Executive and District Officials must be submitted to the Executive Officer of MNSS prior to the MNSS Annual General Meeting.
- 7.6 Funds and Accounts
  - 7.6.1 The funds of Districts shall be managed at all times according to the Financial Procedures provided by Education Queensland.
  - 7.6.2 An annual budget should be presented at the last management committee meeting of the financial year.
- 7.7 Financial Year
  - 7.7.1 The financial year of the District shall close on 30 September in each year.

## **8. General Meetings**

- 8.1. The time, date and venue of any MNSS meeting shall be determined at the previous meeting of the Group. In the absence of any such decision, the time, date and venue of any meeting shall be determined by the Chair or as directed by Education Queensland.
- 8.2. All members of MNSS shall have access to all meetings, whether by proxy or teleconference facilities.
- 8.3. Teleconference access to all meetings, given reasonable notice of such request for access, shall be made available on a user pays basis.
- 8.4. A special meeting of the MNSS shall be convened by the Executive Officer upon the requisition in writing by not less than one-third of the members of the MNSS or as directed by Education Queensland.
  - 8.4.1. Any such requisition shall clearly state the reasons why a special meeting is being convened and the nature of the business to be transacted.
- 8.5. The business to be transacted at an MNSS 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.
- 8.6. All matters of significance require a notice of motion.
- 8.7. The Chair shall preside at all meetings of the MNSS. If unable to attend any meeting, the Chair may nominate another member of the Group to chair the meeting.
- 8.8. 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.
- 8.9. At every meeting of the Group a number equal to a majority of committee members shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.
- 8.10. If within half an hour from the time appointed for the commencement of a MNSS meeting a quorum is not available, the meeting may be adjourned to a time and place as determined by the Chair.
  - 8.10.1. 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 MNSS meeting.
- 8.11. Issues arising at any meeting of the Group shall be decided by a majority of votes. In the case of a tied vote, the motion shall be lost.
- 8.12. Persons eligible to vote shall be entitled to one (1) vote only. A person may vote in person, by proxy or by teleconference facility. The appointment of a proxy shall be in writing.
- 8.13. A resolution in writing, signed by a majority of all members of MNSS shall be as valid as if it had been passed at a duly convened and held meeting of the MNSS.
- 8.14. The Secretary shall enter full and accurate minutes of all questions, matters, resolutions and other proceedings of every MNSS meeting and annual general meeting in a book to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every MNSS meeting and annual general meeting shall be signed by the Chair of the next meeting following a resolution verifying their accuracy.

## **9. Annual General Meeting**

- 9.1. The Annual General Meeting of MNSS 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.
- 9.2. The Executive Officer shall convene all annual general meetings of MNSS by giving at least twenty-eight (28) days' notice of such meeting to the members of the Group.
- 9.3. 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.
- 9.4. 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.
- 9.5. All issues arising at an Annual General Meeting shall be decided by a majority of votes.
  - 9.5.1. In the case of a tied vote, the motion shall be lost.

- 9.6. Persons eligible to vote shall be entitled to one vote only. A person may vote in person, by proxy or by teleconference. The appointment of a proxy shall be in writing.
- 9.7. Teleconference access to all meetings, given reasonable notice of such request for access, shall be made available on a user pays basis.
- 9.8. The business to be transacted at every Annual General Meeting shall be:
  - 9.8.1. The receiving of the Management Committee's annual report, including but not limited to:
    - 9.8.1.1. A statement of income and expenditure and,
    - 9.8.1.2. A statement of assets and liabilities for the preceding financial year.
  - 9.8.2. The election of the Chair, Deputy Chair and delegates of the management committee.
  - 9.8.3. The confirmation of representatives.
  - 9.8.4. The appointment of a delegate to Queensland School Sport meetings.
- 9.9. At the Annual General Meeting of the MNSSB, all the elected members of the Board shall retire from office, but shall be eligible for re-election.
- 9.10. The election of the Chair, Deputy Chair and delegates shall take place, using the standard preferential voting system, in the following manner:
  - 9.10.1. Any two members of the MNSSB may nominate any other member to serve as the Chair, Deputy Chair and representatives;
  - 9.10.2. The nomination shall be in writing and signed by the member, proposer, and seconder and, where school based, signed by the school principal. The nomination shall be lodged with the Secretary at least fourteen days prior to the Annual General Meeting at which the election is to take place;
  - 9.10.3. Balloting lists containing the names of the candidates in alphabetical order shall be distributed to all districts seven (7) days prior to the date of the meeting.

## **10. Reporting**

- 10.1. A copy of the MNSSB 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 presented to the Sport Board at the last meeting of the year.

## **11. Funds and Accounts**

- 11.1. The funds of MNSS shall be managed at all times according to the Financial Procedures provided by Education Queensland.
- 11.2. An annual budget should be presented at the last management committee meeting of the financial year.

## **12. Financial Year**

- 12.1. The financial year of the MNSS shall close by 30 November in each year.
- 12.2. MNSS will be audited in accordance with the Audit policy.

## **13. Competition Procedures**

- 13.1. Education Queensland, through Queensland School Sport and the Queensland School Sport Council, must approve all competitions and activities of MNSS.
- 13.2. Competition Procedures shall be detailed in a separate document of that name and shall include:
  - 13.2.1. Competition structures, conditions and rules
  - 13.2.2. Team selection procedures
  - 13.2.3. Responsibilities for the conduct of state championships
  - 13.2.4. Relevant Departmental Policies
  - 13.2.5. Competition Procedures, including alterations, require the approval and/or ratification by the Queensland School Sport Management Group.

## **14. Alterations**

- 14.1. 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 MNSS, or as directed by Education Queensland.
- 14.2. Any such amendment, rescission or addition by the Group shall only be valid where at least 28 days' notice has been given to the members of the Sport Board, and that such amendment, rescission or addition has been approved by Education Queensland.

## **15. Cessation of Operations**

- 15.1. MNSS shall cease operations if:
  - 15.1.1. 75% of all members of the MNSSB attending a meeting convened for that purpose vote in favour of a resolution to that effect,
  - 15.1.2. Or as directed by Education Queensland, through Queensland School Sport and the Queensland School Sport Council.
- 15.2. If Metropolitan North School Sport ceases operations in accordance with section 15.1, all remaining assets, after payment of all accounts, shall be transferred to Queensland School Sport.

## **16. MNSS Service Awards**

- 16.1. Background:
  - 16.1.1. These awards recognise an individual's continued meritorious service to MNSS
  - 16.1.2. Service awards may be awarded to any individual who has fulfilled the requirements stipulated by MNSS as outlined further in this section of the MNSS policy document
  - 16.1.3. Chairman's award is nominated by the executive officer of the chair or the Group.
    - 16.1.3.1. This award is given by the Chair of the Board to a regional official who has shown exemplary service in difficult circumstances which has led to quality outcomes for the students.
- 16.2. Awards available to applicants include:
  - 16.2.1. Chair's Award
  - 16.2.2. Bronze Award
  - 16.2.3. Silver Award
  - 16.2.4. Gold Award
  - 16.2.5. Lifetime membership
- 16.3. Regional Service Award
  - 16.3.1. The award winner will be the QSS Regional Award recipient
    - 16.3.1.1. The award is based on at least ten (10) years of solid service to District and School Sport.
    - 16.3.1.2. The service is to be nominated by the District executives in the July meeting
    - 16.3.1.3. A short biography of the nominee must accompany the nomination.
- 16.4. Bronze Award
  - 16.4.1. The applicant must have completed five (5) years of service or involvement with MNSS as either:
    - 16.4.1.1.1. An official working at a state championshipAnd/or
    - 16.4.1.1.2. regional team manager or coach
- 16.5. Silver Award
  - 16.5.1. The applicant must have completed ten (10) years of service or involvement with MNSS as either:
    - 16.5.1.1. An official working at state championshipsAnd/or
    - 16.5.1.2. A regional team manager, coach or trainer.
- 16.6. Gold Award
  - 16.6.1. The applicant must have completed more than ten (10) years of service or involvement with MNSS as either:
    - 16.6.1.1. An Executive Member of a district or MNSS CommitteeAnd/or



- 16.6.1.2. Membership of District, or MNSS Management  
And/or
- 16.6.1.3. State Team Official
- 16.6.1.4. Or state or national championship convenor.
- 16.7. Application Procedure
  - 16.7.1. Nominations must be submitted through the MNSS Executive Officer.
  - 16.7.2. The MNSS executive committee or their delegate will assess the nominee's eligibility for the stated award
  - 16.7.3. Service awards will be presented at a time and location to, determined on a case by case basis, by the MNSS executive or their delegate
- 16.8. Life Membership
  - 16.8.1. Lifetime membership may be conferred on any individual provided the following criteria are met:
  - 16.8.2. The nominee has provided a more than ten (10) years meritorious service at an MNSS Championship or MNSS Committee or Queensland Team level
  - 16.8.3. The nominee has also made a significant contribution to MNSS at a Regional or District level
- 16.9. Life membership may be awarded to a person whose service to MNSS may have been deemed to be sufficiently meritorious, provided no more than two (2) such Life Memberships shall be awarded in any one year.
- 16.10. Life Membership will be conferred by a majority vote of eligible voting members at the Annual General Meeting.



# **Competition Procedures**

**Updated: 27 October 2016**

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

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

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

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

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

- 1.2.1. Approved sport committees are Australian Football, Baseball, Basketball, Cricket, Cross Country, Golf, Hockey, Netball, Rugby League, Rugby Union, Football (Soccer), Softball, Swimming, Tennis, Track and Field, Touch Football, Triathlon, Water Polo and Volleyball.

### **1.3. Approval of New Sport Committees.**

- 1.3.1. Once a survey has been conducted ascertaining that a majority of education districts are prepared to participate in a Regional Championship in a particular sport, an application may be lodged with the Executive officer of MNSS for consideration by MNSSB.
- 1.3.2. Such applications must contain the following.
  - 1.3.2.1. The names and signatures of three registered teachers willing to conduct a regional championship.
  - 1.3.2.2. A statement of intent to call an Annual General Meeting for the purpose of forming a regional committee.
  - 1.3.2.3. A guarantee that, should the new sport committee be approved, the committee will have a representative at all QSS meetings.

### **1.4. School Affiliation Fee.**

- 1.4.1. MNSS will collect an annual affiliation fee from each school located in MNSS region, based on the schools' enrolment. The fee will be determined by MNSS and subject to Triennial review.
- 1.4.2. These affiliation fees will be collected by district sport committees and forwarded to MNSS no later than 30 June of that year.
- 1.4.3. A school's failure to pay its affiliation fee renders its students ineligible to participate in any events conducted under the auspices of Metropolitan North School Sport.
- 1.4.4. Affiliation fees to cover the participation of students enrolled in a School of Distance Education or who are undertaking Home Schooling are to be negotiated annually by MNSS and all other parties concerned.

## **2. Team Selection Procedures**

### **2.1. Student Eligibility.**

- 2.1.1. To be eligible for selection in a Metropolitan North team a student must be enrolled at an approved school that is currently affiliated with MNSS.
- 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 School Sport Australia
- 2.1.3. Ages are to be calculated according to year to birth. As outlined in the MNSS 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. E.g. 9 years for cross country, swimming, and track and field. These students, where possible must only participate in that age level if offered.
- 2.1.6. Students enrolled in a School of Distance Education may choose their region of origin, or the region in which they were enrolled, when attending regional trials.
- 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 Eligibility for Selection – Students**

- 2.2.1 Students are considered eligible and may be considered for selection in a Metropolitan North team if they:
  - 2.2.1.1 Commit to full participation at the State Championships

- 2.2.1.2 Participate in the regional trial
- 2.2.2 Students who are absent at a sporting event at a higher level (e.g. State, National or International level) may be considered for selection provided they:
  - 2.2.2.1 Present to the Regional Convenor prior to the trial commencing:
    - 2.2.2.1.1 A medical certificate which identifies the illness or injury together with an anticipated recovery date
    - 2.2.2.2 A record of prior achievement in that sport
    - 2.2.2.3 Trials documentation to verify school approval to trial (including the Principal Approval Form)
    - 2.2.2.4 Provision of the relevant QSS exemption form

### 2.3. Selection Criteria

- 2.3.1 The selection of regional teams should take place in accord with the sport committee's selection policy as adopted and approved by MNSS.
- 2.3.2 Special note: a regional trial may extend past the gazetted day if necessary to achieve equity of process.
- 2.3.3 The major criteria for selection shall be the performance of the student at the regional championships. Areas considered shall include:
  - 2.3.3.1 The level of skills exhibited by the student
  - 2.3.3.2 The performance of the student as a member of a team
  - 2.3.3.3 The attitude and behaviour of the student on and off the field of competition.

### 2.4. Team Size

- 2.4.1. The Regional Sport Committees prior to the regional championship shall determine the number of players and shadow players to be selected.

### 2.5. Selection Panel

- 2.5.1. The Regional Sport Committee shall determine the number of selectors.
- 2.5.2. A chairperson of the selection panel shall be appointed.
- 2.5.3. Where a perceived conflict of interest is apparent, the regional official should declare it and then divorce themselves from the selection.
- 2.5.4. A conflict of interest arises when the selector's relative is involved in the panel.

### 2.6. Procedures

- 2.6.1. The selectors shall meet on a regular basis on each day of competition.
- 2.6.2. The selectors shall meet with the coaches of competing teams and give them the opportunity to put forward the names of and comment upon students they consider worthy of selection.
- 2.6.3. Team coaches may submit a written report to the selectors.
- 2.6.4. At least one (1) selector shall be present at all times of competition.
- 2.6.5. The selectors shall maintain a written record of all competition viewed.
- 2.6.6. Team coaches shall advise the selectors of students **NOT** available for selection

### 2.7. Announcement

- 2.7.1. The regional team shall be announced at the conclusion of the regional championships.
- 2.7.2. The names of shadow players **may** be announced.
- 2.7.3. Train on squads may be announced where fair and equitable time has not been afforded each player. The squad must be selected and named not later than two weeks after the regional trial.

### 2.8. Notification

- 2.8.1. The convenor of the regional trials shall ensure that a list of the names of children (and their schools) selected in the team is advised to each represented school principal and the Regional School Sport Officer within one (1) week of selection.
- 2.8.2. Team members should be provided with the appropriate forms (bona fide, medical information, parental consent = NEW TEAM PACKAGE), proposed team itinerary, travel arrangements and levy costs either on the day of selection or within one (1) week thereafter. Further information shall be provided as soon as possible thereafter.

## 3. Team General Information

### 3.1.1. Dress

- 3.1.1.1. When travelling or assembling, teams shall be attired in the dress uniform stipulated by MNSS with the proviso that the attire of officials need not be that of students.

- 3.1.1.2. Playing uniforms, which if practicable, are to be significantly jade, navy and white in colour, are the responsibility of the Regional Management team.

### **3.1.2. Costs**

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

## **4. Team Officials**

### **4.1. Appointment of Officials.**

#### **4.1.1. Advertising of Positions.**

- 4.1.1.1. The secretary of the MNSS shall ensure that:

- 4.1.1.2. Nominations for positions are invited through MNSS at least six (6) school weeks prior to the proposed close of the ballot and that the closing date for nominations, which shall be not fewer than three (3) weeks prior to the proposed close of the ballot, is clearly stated.

- 4.1.1.3. Nominees are instructed to forward their nomination, complete with principal's/supervisor's counter-signature to their Regional School Sport Officer.

- 4.1.2. The RSSO is to advise nominees of the receipt of their nomination immediately they are received.

- 4.1.3. Lists of candidates (with resumes) reach those entitled to vote in adequate time to allow perusal before voting.

- 4.1.4. For single sex teams at least one of the officials must be the same gender as the team and for mixed sex teams there must be at least one official of each gender.

- 4.1.5. If the positions of coach and manager cannot be filled in the first instance, the positions must be readvertised.

- 4.1.6. Where gender is an issue, the coach must be appointed first and the manager is then appointed to meet the needs of the team.

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

- 4.2.1. The ballot shall be declared at the first available meeting of the MNSSB and the candidates advised in writing of their success or otherwise within one (1) week following the meeting.

- 4.2.2. Managers and coaches shall be chosen by a ballot of all entitled to vote i.e. MNSS voting members

- 4.2.3. The secretary of MNSS is to advise the names of coaches and managers to the RSSO within one (1) week of their appointment.

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

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

- 4.3.1.1. Coaches be required to hold at least a current Level 1 Coaching Accreditation in that particular sport (as identified in the CARA)

- 4.3.1.2. Managers possess at least a current senior first aid certificate (or equivalent).

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

- 4.3.2.1. In the event a suitable registered teacher does not apply, a suitably qualified official from the community may be appointed with the Groups' approval.

- 4.3.3. Coaches and Managers must have experience at District level for two or more years

- 4.3.3.1. Demonstrate commitment to school sport

- 4.3.3.2. Demonstrate the requirements of coaching and an understanding of local school sport

- 4.3.3.3. Demonstrate and understanding of issues associated with coaching athletes of different ages

- 4.3.4. Applicants for Coaching positions are required to submit a copy of their training plan along with their application

### **4.4. Student/Official Ratios.**

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

### **4.5. Letter of Appointment.**

- 4.5.1. The executive officer of MNSS is to forward to each regional coach and manager a letter of appointment acquainting him/her of certain procedures to be observed in assuming that position.

### **4.6. Responsibilities of Officials.**

- 4.6.1. At all times team officials must display exemplary conduct as a model for students.

- 4.6.2. When students are in the Team Officials' care ensure they are supervised to a level that would satisfy a prudent parent/guardian.

- 4.6.3. 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 region.
- 4.6.4. 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.
- 4.6.5. When Team Officials are responsible for accommodation for students, e.g. Camp situation. Motels, etc., the following rules are to be adopted.
- 4.6.5.1. Team officials are to supervise to such a level that a prudent parent would be completely satisfied, e.g. Dress, rowdy behaviour, mixed boy/girl activities.
- 4.6.5.2. Sleeping arrangements should ensure that the girls are completely separate from the boys and that, where possible; Officials are to situate themselves between the two groups.
- 4.6.5.3. Officials should ensure that all students are accounted for before retiring themselves.
- 4.6.5.4. A supervision roster for team officials should be drawn up and adhered to.
- 4.6.6. When travelling, Team Officials should be situated in seating so that they can supervise their team.
- 4.6.7. When the state championships are conducted at split venues (e.g. Tennis) and regional teams have non teacher appointments as team management:
- 4.6.7.1. That in situations whereby a non-teacher official is the only official for those students from a region, then the host region needs to be informed so that adequate Duty of Care can be arranged for those students.
- 4.6.8. All student participation should be mapped to ensure equitable time on the field. All students must be given the opportunity to express dissatisfaction with the process.
- 4.7. All areas of MNSS 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.
- 4.8. 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.
- 4.9. **Succession Plan**
- All appointments are reviewed annually by the board.**
- 4.9.1 Officials may be appointed for a two year term. (Unless withdrawn by the Board review panel)
- 4.9.2 Ballots will occur bi-annually
- 4.9.3 Ballots for 10 – 12 years positions will occur in odd years and for 13 – 19 years positions will occur in even years.
- 4.9.4 Team Officials may reapply for their position at the conclusion of their two year appointment.
- 4.9.5 A ballot will be conducted if an appointed official withdraws. These appointments will be made for the duration of the current two year term.
- 4.9.6 Regional and State Convenors will be appointed by MNSSB.

## 5. State Championships

### 5.1. Sponsorship

- 5.1.1. The host may seek sponsorship from a source approved by MNSS to help defray the costs of hosting the State Championships.
- 5.1.2. To be eligible to receive sponsorship money for the conduct of state championship from MNSS, the host organisation shall ensure that:
- 5.1.2.1. A championship program, of a standard acceptable to MNSS, is produced.
- 5.1.2.2. An appropriate dinner is held during the championships and MNSS sponsors shall be invited.
- Note: A Board member should also attend these events.

### 5.2. Reports

- 5.2.1. A report on the State Championship including a set of results, recommendations and a financial statement should be produced by the host organisation within two (2) months after the completion of the championship and forwarded to the executive officer of MNSS.
- 5.2.2. The report is to include copies of any media articles and/or photographs that the organising committee was successful in obtaining.

### 5.3. Areas of Responsibility

- 5.3.1. The Host
- 5.3.1.1. Obtain permission, at an early date, to use grounds and facilities.
- 5.3.1.1.1. Consider wet weather alternatives.
- 5.3.1.2. Arrange catering facilities.

- 5.3.1.3. Arrange accommodation for team and state sport committee officials.
  - 5.3.1.4. If necessary, organise transport for teams and officials.
  - 5.3.1.5. Arrange a carnival dinner for officials and guests.
  - 5.3.1.6. Seek local sponsorship.
  - 5.3.1.7. Be in constant liaison with the state sport committee.
  - 5.3.1.8. Organise venues for all meetings to be convened during the championships.
  - 5.3.1.9. Make arrangements for first aid/Sports Medicine facilities. Inform team officials of nearby medical, dental and other related centres.
  - 5.3.1.10. Arrange all equipment required for the conduct of the championship.
  - 5.3.1.11. Ensure Project Consent has been secured for each student.
  - 5.3.1.12. Contact all Regional School Sport Officers regarding details of the Championship, e.g. venues, team nomination fees, etc.
  - 5.3.1.13. Seek at the earliest opportunity from competing teams team lists and travel arrangements (time and place of arrival and departure.)
  - 5.3.1.14. Organise the draw for the matches:
    - 5.3.1.14.1. For those championships where pools are used, the state sport committee may reserve the right to decide the composition of the pools.
  - 5.3.1.15. Arrange for the printing of the program. Check with MNSS to ascertain which sponsors' advertisements must be included.
- 5.3.2. The State Sport Committee
- 5.3.2.1. Notify the host centre, at least four (4) months in advance of the championship, of the amount of sponsorship/grant money available for the purpose of conducting the championship.
  - 5.3.2.2. Forward to the championship convenor a copy of the committee's competition procedures, together with any rules and conditions necessary for the conduct of the championships.
  - 5.3.2.3. Make available any assistance requested by the championship convenor.
  - 5.3.2.4. Arrange leave requirement for any committee officials attending the championships.
  - 5.3.2.5. Provide trophies and/or medallions, pennants.
  - 5.3.2.6. Any organisation regarding State representative teams.

# MNSS Selection Policy

## RATIONALE

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

## Selection of Regional Personnel

### Policy

1. A panel appointed by MNSS will determine selection of convenors, managers and coaches for regional teams annually
2. For team events, two (2) officials will be appointed except for the following sports:
  - a. Rugby League
  - b. Rugby Union
  - c. Australian Football

*For these teams a trainer is appointed*

3. For individual team events, e.g. swimming, track & field, cross country and triathlon, two (2) officials will be appointed for the first thirty (30) team members and then one (1) official appointed for every fifteen (15) team members or part thereof.
  - a. Relevant to the accommodation arrangements as well as the level of support required by students
4. First preference will go to teachers, to be selected as convenors, managers and coaches of regional teams. People other than teachers may be appointed to any of these positions subject to approval by MNSS according to their application policy.
5. One (1) official accompanying each team must be a teacher.
6. One (1) official appointed to a team must be of the same gender as the team members selected.
7. Where a perceived conflict of interest is apparent, the regional official should declare it and then divorce themselves from the selection.

### Procedures

1. Selection Procedures
  - a. The selection panels will consist of:
    - i. The Regional School Sport Officer (RSSO)
    - ii. The chair of MNSSB
    - iii. Any other representatives as determined by MNSSB
  - b. Applications will be distributed in Term 4 for positions beginning the following year
  - c. Applications will be accepted on the approved application form by the RSSO prior to the closing date as indicated on the application form.
  - d. Applicants must:
    - i. Satisfy the required standards
    - ii. Be prepared to abide by MNSS policies and procedures
    - iii. Attend a mandatory briefing session
    - iv. Obtain or maintain a current senior first aid and CPR certificate
  - e. All positions will be appointed by the Regional Selection Panel prior to the completion of the school year
  - f. All applicants will be notified of their success or otherwise no later than February each year.
  - g. All grievances against the selection process are to be directed to the RSSO
2. Teachers in manager/ coach positions shall be eligible for a meals allowance and apparel subsidy, subject to Education Queensland Audit requirements. This will be determined yearly by MNSS.
3. Teacher attendance at school sport activities will be only with permission of the principal of the school.



4. TRS coverage is available for state school teachers involved in the regional representative program as follows:
  - a. 100% Regional Convenor for only one (1) day of the regional trial
  - b. 100% Regional Chief Selector for only one (1) day of the regional trial
  - c. 100% Regional Team Manager/Coach at the state championships
  - d. 100% State or National Carnival Official appointed by MNSS
  - e. MNSS may vary the allocation as required
5. Teacher relief for non-state school teachers is covered internally by each school

## **Selection of Regional Teams**

### **Policy**

1. Regional teams will be selected for MNSS approved championships only
2. Selection in a Regional team must ensure that no student is excluded on the basis of the school they attend
3. The regional team may be announced at the conclusion of the regional trial
  - a. A train-on squad may be named
  - b. The final team must be named no later than 2 weeks after the regional trial
4. Students are considered eligible for selection if they:
  - a. Participate in the regional trial
  - b. Commit to full participation at the State Championship
  - c. They have presented a letter to the convenor prior to the trials commencing containing:
    - i. A medical certificate identifying illness or injury, and
    - ii. A record of prior achievement in that sport
  - d. Attending schools affiliated with MNSS
  - e. Participating in a higher level of Queensland or Australian School Sport.
5. Team Sports
  - a. In twelve (12) years and under trials, students aged ten (10) or eleven (11) years may be selected but preference should be given to twelve (12) year old students, if both are of equal ability.
  - b. Twelve (12) year olds in secondary schools should attend the district trial for the allocated primary school district.
6. Individual Sports
  - a. Twelve (12) year olds in secondary school will attend the allocated primary district trial.
  - b. Successful students will compete at the regional primary championship as a member of the district team.
  - c. For Track & Field, Cross Country and swimming (12) year old students will access the pathway through the secondary sector at their school.
  - d. Nomination to the regional team will occur by nomination through the secondary district.
7. Students are eligible to trial for only one (1) team in one (1) sport on a given selection trial day
8. The selection panel will comprise of regional officials together with district teacher representatives. Other suitably qualified and approved non-teaching personnel (appointed by the convenor) may be considered for inclusion on the selection panel as advisors, but they have no voting rights
9. The selection panel will:
  - a. Be drawn from regional officials and a teacher nominee from the district
  - b. Be formed at a pre-trial meeting and operate for the duration of the trial
  - c. Be chaired by the regional convenor
  - d. The regional coach, if present, will be a member of the selection panel and will have the casting vote in the event of a deadlock
  - e. Determine prior to the trial the criteria for selection. These are to include:
    - i. Number of students chosen
    - ii. Number of shadow players
    - iii. Procedures for dealing with students who are eligible for selection but who did not participate at the trial
  - f. Announce the selection procedures to all participants prior to the commencement of the trial

- g. Advise all participants if an absent student has been deemed acceptable by the selectors for consideration for selection for the regional team prior to the commencement of trials
  - h. Submit a written report to the RSSO on the selection process and justifying the inclusion of non-participants
10. Any variation to the stated policy must be approved by MNSSB

**Procedures:**

1. Students selected shall be informed that participation time at the state championships will depend on their form at the championship
  - a. This will be at the discretion of the regional coach who should take into account equity issues in relation to participation
2. In the case of a student withdrawing from a regional team the replacement player must come from the shadows identified by selectors at the regional trial. If no shadow players were chosen, or none are available, then the replacement player must have participated at the regional trial or meet criteria four (4) as listed above.
3. In the case of a student withdrawing from a district team in a regional event it is the responsibility of the district to ensure that the region is made aware prior to the deadline to nominations.
  - a. For Individual events the following process will be followed:
    1. Students nominated by districts by the due date will be sent to the schools and district convenors for checking and returning not less than 14 days prior to the event.
    2. Districts and schools must inform the region of any changes not less than 7 days prior to the event.
    3. Late withdrawals will be accepted however schools will be charged for these students.
    4. Note: Every effort is made to cater for schools needs regarding late withdrawals. The appointed regional official can withdraw students on the day if notified.
4. Districts within the region should send a representative team to the regional selection trial. Where possible suitable preparation of the district team should be organized prior to the event.
5. If this is not possible, then a district may nominate individuals to attend the trial subject to appropriate levels of supervision. Early notice of this must be given to the regional convenor. (Not less than 14 days)
6. A teacher must accompany all district teams. The regional convenor will coordinate, prior to the trial, teacher supervision that will generally be on the basis of one (1) teacher per district competing in the trial.
7. The district staff member would normally be the district convenor or a replacement convenor organised by the district convenor.
8. The convenor has the authority to determine if supervision is adequate and that trials can be conducted safely.
9. The convenor has the responsibility to conduct a risk assessment and take appropriate action.
10. All district officials should receive a copy and become familiar with this policy prior to the start of competition.

# MNSSB Adult Behaviour Policy

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

Education (General Provisions) Act 2006: 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 333 (2) – Wilful Disturbance, which states:

A person must not insult a staff member of a State educational institution in the presence or hearing of a student of the institution, who is, at the time in question—  
In or about the institution; or  
Assembled with others for educational purposes at or in any place.

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

### Before the Championships/Trials

- Team Officials distribute the Codes of Behaviour for Parents and Spectators with the student's Code of Behaviour and other information distributed to students upon selection in a school sport representative team.
- Parents are required to sign a Consent Form, which acknowledges their responsibilities in regard to Codes of Behaviour for Parents and Spectators, as well as for Team Members.
- The Championship Convenor/host body includes the Codes of Behaviour for Parents and Spectators in the Championship Program.
- All Regional Sports Officers, as senior officers in charge of hosting school sport events, should be aware of Section 333 of the Education (General Provisions) Act 2006 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 333 of the Education (General Provisions) Act (Wilful Disturbance), and unless his/her behaviour is modified the police will be summoned.  
*Only in extreme cases should this action be carried out.*
- The host Regional School Sport Officer, or his/her delegate, is deemed Officer-in-charge for the duration of any championships/trials.

- Should the situation be of a serious nature, the Officer-in-charge (or his delegate) should contact the police immediately.

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

After the Championships/Trials

- Where an adult other than a team official has contravened the Code of Behaviour for Parents or Spectators at a State Championship, the following course of action should be implemented:
  - The Chair of the School Sport Board, whose team the offending adult was associated with, should write a letter to the offending adult outlining the breach of the Code of Behaviour for Parents and Spectators and the consequences of such action in relation to Section 333 (2) of the Education (General Provisions) Act 2006 – Wilful Disturbance.

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

Regional School Sport Boards should seek advice and approval for their actions from their District Director and, if necessary, from the Legal and Administrative Law Branch (LALB).

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

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

## Sample Letter - Wilful Disturbance

Dear Sir / Madam,

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

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

“Wilful disturbance”

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

(2) A person must not insult a staff member of a State educational institution in the presence or hearing of a student of the institution, who is, at the time in question –

In or about the institution; or

Assembled with others for educational purposes at or in any place.

Insult includes abuse.

Maximum penalty – 20 penalty units.

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

Yours faithfully,

Chair

Metropolitan North Region School Sport Board

## MNSS Sun-Safe Policy

### Background:

MNSS 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, MNSS has adopted the following Education Queensland policy.

The PPR module HLS-PR013: Developing a Sun Safe Strategy governs all MNSS carnivals and meets. This module can be obtained from the Department's website, <http://iwww.ged.qld.gov.au/strategic/eppr/health/hlspr013>

## MNSS Travel Policy

### RATIONALE:

- The regional team is an extension of the school sports program to provide opportunities for gifted and talented students
- Identified students of MNSS affiliated schools are **invited** to join the Regional Team
- Students will be made aware of their obligations to the Regional Team as outlined in MNSS policies

### Policy:

1. The preferred method of travel for Metropolitan North regional team members is as a single team group.
2. All travel is to be coordinated through the Metropolitan North School Sport office.
3. Variations to the group booking, for return flights only, must be received 21 days prior to departure.
4. Variation to the policy outlined above will be considered on application, provided documentary evidence is presented explaining the extenuating circumstances. MNSS reserves the right to approve or otherwise any applications for variation to the travel policy.

# MNSS Hydration Policy

## Introduction

MNSS 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 MNSS 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 MNSS events:

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

## MNSS Age Policy

*Age Eligibility for Secondary School Sport Events*

*This table is correct at 1.08.11*

	<b>STATE CHAMPIONSHIPS</b>		<b>INTERSTATE EVENTS</b>
Australian Football	15 years and under – 31 December		15 years and under – 31 December
Baseball (Open)	18 years and under – 31 December		17 years and under – 1 June
Baseball (15 years)	15 Years and under – 31 December		15 Years and under – 31 December
Basketball (Open)	18 years and under – 31 December		18 years and under – 31 December
Basketball (15 years)	15 Years and under – 31 December		No Team
Cricket (15 years)#	14 Years and under – 1 September		15 Years and under – 1 September
Cricket (Open)	19 Years and under – 31 December		19 Years and under – 31 December
Cross Country	13 Years	16 Years	13 Years and under, 15 Years and under, 17 Years and under, 19 Years and under All at 31 December
	14 Years	17 Years	
	15 Years	18 Years – 19 Years	
	All at 31 December		
Golf	18 years and under At 31 December		18 years and under At 31 December
Hockey (Men's Open)	19 Years and under At 31 December		19 Years and under At 31 December
Hockey (Men's 16 years)	16 Years and under At 31 December		16 Years and under At 31 December
Hockey (Women's Open)	19 Years and under At 31 December		19 Years and under At 31 December
Hockey (Women's 16 years)	16 Years and under At 31 December		16 Years and under At 31 December
Netball (Open)	19 Years and under At 31 December		19 Years and under At 31 December
Netball (15 Years)	15 Years and under At 31 December		15 Years and under At 31 December
Orienteering (Open)	12 – 15 Years		12 – 15 Years
	16 – 19 Years		16 – 19 Years
	At 31 December		At 31 December
Rugby League (Open)	18 years and under At 31 December		18 years and under At 31 December
Rugby League (15 Years)	15 Years and under At 31 December		15 Years and under At 31 December
Rugby Union (Open)	18 years and under At 31 December		18 years and under At 31 December
Rugby Union (15 Years)	15 Years and under At 31 December		
Soccer (Men's)	19 Years and under At 31 December		19 Years and under At 31 December
Soccer (Women's)	19 Years and under At 31 December		19 Years and under At 31 December
Softball	19 Years and under At 31 December		17 Years and under At 30 June



Squash	19 Years and under At 31 December	19 Years and under At 31 December
Surfing	18 years and under At 31 December	18 years and under At 31 December
Swimming	12 – 19 Years At 31 December	12 – 19 Years At 31 December
Tennis	19 Years and under At 31 December	19 Years and under At 31 December
Touch (18 Years)	19 Years and under At 31 December	18 years and under At 31 December
Touch (15 Years)	15 Years and under At 31 December	15 Years and under At 31 December
Track and Field	13 Years 14 Years 15 Years	16 Years 17 Years 18,19 Years
	All at 31 December	
Triathlon*	Under 14 (11,12,13) Under 16 (14,15) Under 19 (16,17,18) On 1 October of the year before	Under 14 Under 16 Under 19 Years On 1 October of the year before
Volleyball (Open)	19 Years and under At 31 December	19 Years and under At 31 December
Volleyball (15 Years)	15 Years and under At 31 December	15 Years and under At 31 December
Water Polo	17 Years and under At 31 December	17 Years and under At 31 December

<b>Notes:</b>	
Where an age is calculated at 31 December ( <i>e.g. 16 Years and under at 31 December</i> ), the age can be calculated as year of birth ( <i>i.e. born 1988 or later</i> )	
<b><u>Cricket#</u></b>	Team selected in October of one year to compete at the National Championship in March of the following year.
<b><u>Triathlon*</u></b>	At State Championships athletes aged 11 years on 1 October of the previous year can only compete if they turn 12 between October 2 and December 31.

# MNSS Withdrawal Policy

## RATIONALE:

- The regional team is an extension of the school sports program to provide opportunities for gifted and talented students
- All students of MNSS affiliated schools are invited to join the Regional Team
- Students will be made aware of their obligations to the Regional Team as outlined in MNSS policies
- Areas such as financial commitments involved for district, region & state levies, uniform, carnival dates etc. are to be made known to schools as early as possible.
- Students are not allowed to withdraw from a regional team unless there are very special circumstances, e.g. Injury, Illness or Personal Family Circumstances, which have occurred since the team was selected.
- If students withdraw late, the RSSO 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 regional teams. The period of restriction will be decided by the MNSS or its delegate.
- Where students withdraw late for reasons not acceptable to MNSS, 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 State Championships.
- The team members must return the required permission/acceptance forms along with a \$200.00 non-refundable deposit (if team is travelling by air) to the Team Manager by the end of one (1) week after the Regional Trial, with the balance of the team levy by the allocated date.
- Should a team member not return their permission/acceptance forms and the \$200.00 non-refundable deposit (if team is travelling by air) by the set date, their position in the team will be forfeited, and a shadow member will be invited to join the team.
- Any member of a Metropolitan North team who fails to fulfil the financial obligations of selection prior to the specified due date, may have their Team Invitation withdrawn
- Any member of a MN team who, in the opinion of the appointed Regional Officials, has failed to present to training sessions without prior notice or reasonable justification, may have their Team Invitation withdrawn and such players would be replaced in the team
- Students who withdraw from Regional Teams late and without reason, OR non-attendees at State events, are required to pay the standard Team/ Nomination Levy and will incur a period of Non-Invitation from the MNSS that extends beyond that sport's State Championships the following year.
- In this instance, as with late withdrawal, the team member may be considered ineligible for selection in future regional teams.

## Managerial Procedures Re: MNSS Withdrawal Policy

### Regional Carnival

- 1) Students are selected at the Regional Carnival and advised of the procedure re: \$200.00 non-refundable deposit (if team is travelling by air) to the Team Manager by the First Friday Following the Regional Carnival
- 2) If the team member has not returned their forms and \$200.00 non-refundable deposit (if team is travelling by air) to the Team Manager then:
  - They are automatically withdrawn from the team
  - You may ask to talk to the Principal and advise him/her that the student has been withdrawn
  - Request that the Principal advise the student re same

### Selection of Shadow Members to the team

- 1) Please liaise with your team coach re: selection of shadow members to the team.
- 2) Contact the shadow member and invite them to join the team. Suggest that they inform you by phone within two days of their intention and
- 3) Request that forms and non-refundable deposit be returned to their school by the following Friday or earlier if possible
- 4) Advise the Principal of their school that they have now been invited to join the team.

*(If possible, shadow members should be invited to join the team on the first Friday after the Regional Carnival. This gives them an opportunity to talk with their parents over the weekend and advise you on Monday of their intention).*

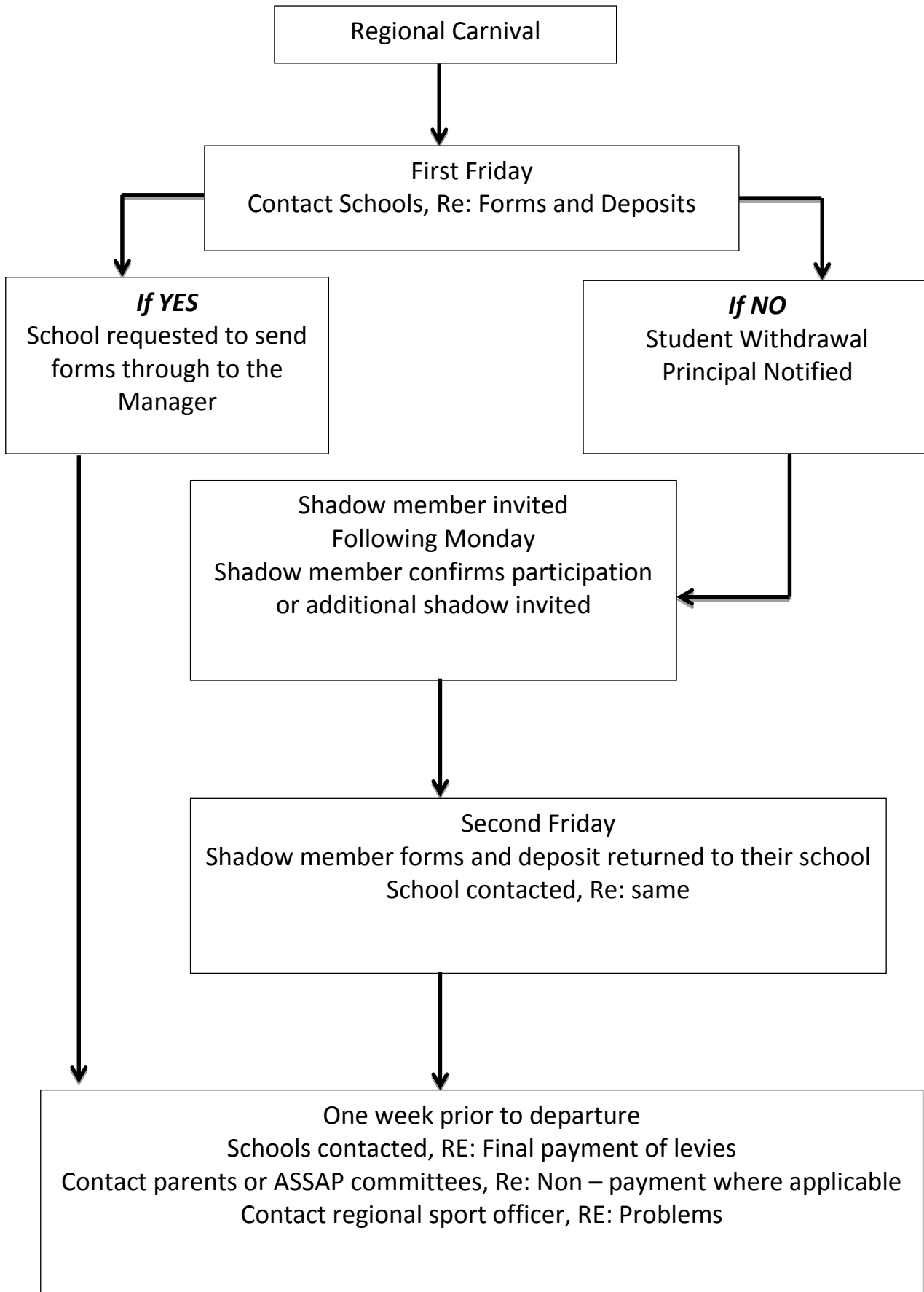
### Final Payment

- 1) If final levy payments have not been paid, one (1) week prior to departing parents will need to be contacted and advised that their child's place in the team may be withdrawn, as no student is to travel without full payment of all levies.
- 2) In some cases, ASSPA committees may not have transferred money to school internal accounts. This may need some negotiation on your behalf.

### Uniform Order Forms

Please fax through student uniform orders to MNSS ASAP to assist with the organisation.

*Any queries/problems, please contact the MNSS Office on 07 3634 1300*



# STATE CHAMPIONSHIP BUDGET POLICY

When accepting responsibility for hosting a State Championship, Regions and Sport Specific Committees also assume responsibility for the management of associated costs.

Some Region/Sport Committee funds may need to be expended on those items that are not **directly** related to the conduct of the Championship and have **no direct** benefit to students. Every effort should be made to keep this levy as low as possible.

Where sponsorship is available, *the student levy should be decreased accordingly.*

**All Regions/Sport committees must use the *Queensland School Sport State Championship Budget, Levy and Acquittal Form*. This form should be prepared in consultation with the host region and the Sport Specific committee and forwarded to the School Sport Unit for approval on behalf of QPSS and QSSS at least 8 weeks before the Championship date.**

The following criteria must be used when the host Region and the Sport committee are preparing their State Championship budget and determining the student levy

## 1. Organisational Costs

Levies **may only** be charged by the host Region and Sport committee for organisational costs incurred in the following areas:

- Venue hire
- Equipment hire / Laundry
- Purchase of event equipment
- Transport – daily for students and officials to and from competition venue
- Provision of sports trainers and/or first aid
- Trophies / medallions
- Referees / umpires
- Printing of programs/certificates and other related materials
- Administration costs – those costs met by the local convenor
- Room hire for official meetings
- Costs associated with the opening/closing ceremonies (catering allowance – max \$50 per Ceremony)
- Cost of up to 10 Official Guests at the Official Dinner

**The Queensland School Sport State Championship Budget, Levy and Acquittal Form requires specific details on rates e.g. no. of hours, cost per hour etc.**

**Accommodation for Convenor, if required and approved.**

## 2. Costs to be met by the Host Region or the Sport Committee

- Additional guests to the Official Dinner
- Catering expenses at the opening/closing ceremony in excess of the maximum \$50 per Ceremony.
- Accommodation, travel, meal allowances and TRS for Sport Committee Executive members

## 3. Championship Dinners and Functions

Regional team officials will be required to attend official dinners and presentations. Host regions/ Sport committees are to keep costs for dinners and functions to a minimum and must not include the provision of alcohol.

## 4. Optional Charges

The host Region may wish to provide other services to competing players and team management for which there are costs involved. (E.g. souvenir clothing, team photos etc.)

**Purchase of any such services/items must be optional and MUST NOT be included as part of the Championship levy.**

Availability of such items should be advised to competing regions well in advance.

## 5. Procedure for Acquittal of Championship Levies

Upon completion of the event, the host Region or the Sport committee, dependent on which group is handling the finances for the Championship, must present an acquitted Championship budget to the Sport Unit. The acquitted budget must be presented no later than 8 weeks after the completion of the event.

In the event of the championship generating a surplus the following may apply:

- If the surplus is in excess of 10% of the championship budgeted expenditure then that amount over 10% is returned back to the competing regions OR to the state team generated by the championships. The ultimate decision is to be negotiated by the Executive of QSSMG.

If the championship generates a loss the following may apply:

- The Executive of QSSMG will determine whether the Host region, Sport specific committee or both will be responsible for the loss.

## GRIEVANCE PROCESS

A three-tier dispute resolution process has been developed to assist with the quick resolution of grievances regarding the applications of teachers for regional positions. In summary, grievances should be resolved as early as possible by the Regional School Sport Officer(step one), a Grievance Panel (step two), or the Executive Director (Schools) via the Sport Group(step three). Staff raising grievances will be expected to seek resolution through each step of the process. Grievances must be lodged in writing before they will be investigated..

### *Step one: Grievance resolution by the RSSO*

Staff are required to raise grievances with the RSSO in the first instance. All staff are encouraged to discuss the matter with their RSSO prior to lodging a grievance. A letter, outlining the concern and preferred outcome. The RSSO will attempt to resolve the grievance within ten working days and at the end of that period will advise the staff member involved of the steps taken to resolve the grievance. The RSSO will liaise with the Selection Panel Chair in cases where the grievance cannot be resolved at this level.

### *Step two: Grievance resolution by a Grievance Panel*

Where a staff member believes the grievance has not been resolved at the regional level, she/he may submit the grievance to the Sport Group. The written outline of the concern, the preferred outcome and the steps taken to attempt to resolve the issue at the Grievance Panel level is required. A joint panel comprising a delegate of the Selection Panel, the Group, the Principal Advisor Education Services and the RSSO will determine outstanding grievances.

### *Step three: Further Appeal*

Where a staff member believes the grievance has not been resolved at the Grievance Panel level, she/he may lodge an Appeal with the Executive Director (Schools). The decision of the EDS may allow employees who believe that they have been unfairly treated to have their concerns reviewed. Appeals can be made to the EDS by an aggrieved employee in relation to the Panel's decision. The decision of the EDS is final.

**No right of appeal exists regarding a decision that decides the policy, strategy, scope, resourcing or direction of the Education Department.**

## PHOTOGRAPHY AT QUEENSLAND SCHOOL SPORT EVENTS

- Queensland School Sport is mindful of the issues surrounding inappropriate photography of students participating at sporting events.
- Queensland School Sport is bound by the Queensland Department of Education, Training and the Arts duty of care and child protection policies.
- Queensland School Sport adheres to any regulations imposed by the management at all venues which are used for its events, including the photography of participants.
- Queensland School Sport believes that there needs to be a balance between the rights of parents and any concerns associated with the photography of students.
  - **The taking of photographs is therefore permitted** at Queensland School Sport events, with the following exceptions:
    - Except where an event is held at a venue which prohibits such photography.
    - Except for students who do not have parental consent for such photography.
  - **The management of this policy is the responsibility of the event convenor in consultation with team officials and venue management.**

## EDUCATION QUEENSLAND HEATWAVE RESPONSE

In response to the extreme temperatures experienced across Queensland in 2004, the Queensland Government endorsed the development of a Queensland Heatwave Response Strategy led by Queensland Health.

The Queensland Heat Wave Response Strategy will encompass a graded alert process including a four-day warning, a 48-hour warning, a 24-hour warning and stand-down phase. Education Queensland is required to provide information that contributes to the overall strategy and the communication of the alert stages.

Education Queensland has now developed *Heatwave Response Guidelines for Principals* to assist with the implementation of the strategy.

Attached for your information is the flowchart and guidelines that outline the process to be followed in the event of a notification of an alert stage from Queensland Health to the Deputy Director-General, Education Queensland.



# HEATWAVE RESPONSE GUIDELINES FOR PRINCIPALS

1. An alert by the Executive Director (Schools) that your school falls within the *Extreme Heat Warning Zone* will indicate that excessive temperatures for at least two concurrent days can be expected within four days.
2. Prepare a communication strategy for your school community immediately.
3. It is not departmental policy to either close schools or send students home during heatwave conditions.
4. Discuss with your staff strategies to manage the hot conditions as much as possible.
5. Strategies should include:
  - a. Modifying or suspending normal school activities during the excessive heat;
  - b. Postponing any outdoor or sporting activities where appropriate;
  - c. Increasing access to the coolest areas of the school grounds or facilities for lessons or other activities;
  - d. Ensuring that students with special needs are appropriately supervised, including the monitoring of their hydration;
  - e. Ensuring that school lunch boxes are stored in cool areas; and
  - f. Facilitating and encouraging students to drink plenty of water and to stay out of the sun.
6. If a student becomes heat-stressed, regular first-aid procedures should apply. That is, parents and caregivers would be contacted and arrangements for students to be collected as in any other case of injury or illness.
7. See below for symptoms of heat stress.
8. Inform the Executive Director (Schools) of any emergent heatwave-related issues.
9. In exceptional circumstances, after the heatwave alert is lifted, provide a written report to the Executive Director (Schools) where necessary including possible future improvements to procedures.

## 1. What to Drink

Queensland Health recommends that during hot weather, water (room temperature or slightly cool rather than very cold) is the best fluid to drink.

Drinks containing caffeine (tea, coffee, cola and “energy” drinks) as well as drinks containing excessive sugar (soft drinks, colas, “energy” and some “sports” drinks) should be limited or avoided altogether.

## 2. Health Effects of Excessive Heat

Heat-related conditions cover a wide range of diseases ranging from swelling of hands and feet, prickly heat occurring in unacclimatised people and heat cramps, through to heat exhaustion, to the more severe and potentially fatal heatstroke.

## 3. Symptoms of Heat Stress

Symptoms of more severe heat stress include malaise, headache, rapid pulse, nausea and vomiting.

People with heat stroke usually have core body temperatures above 39 degrees Celsius and an altered mental state such as confusion, lethargy or agitation. Seizures and coma can follow.