

# **Metropolitan East School Sport**



## **Competition Procedures**

Update November 2020

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These competition procedures represent decisions of policy by Metropolitan East School Sports Board (MESSB) and are binding on all District Committees and Regional Officials.

## 1.0 COMPETITION STRUCTURE, CONDITIONS AND RULES

### 1.1 Approval of Competitions

- 1.1.1 District committees shall seek Departmental approval, through MESSB, for all competitions conducted under their auspices. It shall be the responsibility of each District committee to furnish this information to MESSB two (2) weeks prior to the final MESSB meeting each year.
- 1.1.2. No District committees shall take up a matter with the Director General, Queensland School Sport (QSS), any other senior departmental officer or the media without having first presented the matter to the executive of MESSB.

### 1.2 Participation

- 1.2.1 Metropolitan East will endeavour to field team/s in State Championships of all QSS registered sports.

### 1.3 Registered Sports

Australian Football	10 – 12Yrs B & G 13 – 14Yrs B & G	Softball	10 – 12Yrs B & G 13 – 19Yrs G & B
Baseball	12 – 14Yrs 15 – 18Yrs	Surfing	13 – 18Yrs B & G
Basketball	10 – 12Yrs B & G 13 – 15Yrs B & G 16 – 18Yrs B & G	Swimming	10 – 19Yrs
Cricket	10 – 12Yrs B & G 13 – 15Yrs G 13 – 15Yrs B 16 – 19Yrs B	Tennis	10 – 12Yrs B & G 13 – 19Yrs B & G
Cross Country	10 – 19Yrs B & G	Touch	10 - 12Yrs B & G 13 - 15Yrs B & G 16 – 18Yrs B & G
Football	10 – 12Yrs B & G 13 – 16Yrs B 13 – 15Yrs G 17 – 19Yrs B 16 – 19Yrs G	Track & Field	10 – 19Yrs
Golf	10 – 19Yrs B & G	Triathlon/Aquathlon	11 – 12Yrs Aquathlon 13 – 19Yrs Triathlon
Hockey	10 – 12Yrs B & G 13 – 19Yrs B & G	Volleyball	12 – 15Yrs B & G 16 – 19Yrs B & G
Netball	10 - 11Yrs 12Yrs 13 – 15Yrs 16 – 19Yrs	Water Polo	13 – 19Yrs B & G
Rugby League	10 – 11Yrs 11 – 12Yrs 11 – 12Yrs G 14 – 15Yrs B & G 16 – 18Yrs B & G	Futsal	13 - 14Yrs B & G
Rugby Union	11 – 12Yrs 14 - 15Yrs 17 – 18Yrs	Rugby 7's	15 – 16Yrs G

**1.4 Approval of New Sports**

Refer to Appendix 1.

**1.5 Removal of a Regional Sport from State Championship**

Refer to Appendix 1.

**1.6 Withdrawal of Teams**

The Regional School Sport Officer (RSSO) reserves the right to withdraw entry of a team to a State Championship under any or all of the following conditions:

- 1.6.1 Insufficient number of participants to make the team viable.
- 1.6.2 Insufficient officials available to manage the team effectively.
- 1.6.3 Students who have nominated for a Metropolitan East Team that fall into 1.6.1 or 1.6.2 will be offered the opportunity to trial for the closest competing region.

**1.7 School Affiliation Fee**

- 1.7.1 MESSB will collect an annual affiliation fee from each school based on the schools enrolment. The fee will be subject to annual review.
- 1.7.2 These affiliation fees will be collected from schools, no later than April of that year.
- 1.7.3 A school's failure to pay its affiliation fee renders its students ineligible to participate in any events conducted under the auspices of MESSB.
- 1.7.3 Schools that offer an alternate educational pathway for Students Eg. TAFE are required to pay a 'nominal' affiliation fee for students wishing to access the representative school sport program. The fee will be subject to annual review

**1.8 Application for Affiliation**

- 1.8.1 A school wishing to take part in QSS and Metropolitan East activities must first make application for affiliation **to** MESSB.
- 1.8.2 The allocation of a school to a district will be the responsibility of the Regional School Sport Board.

**2.0 COMPETITION PROGRAMS****2.1 Regional Trial days**

- 2.1.1 Each district may nominate one team in each division. In the case of no district teams individual nominations may be accepted subject to approval by RSSO and Convenor of that sport.
- 2.1.2 A district may nominate an additional team if approved by the RSSO and the Convenor of the Sport.
- 2.1.3 Regional trials are to be scheduled to require the use of no more than one (1) school day. Exceptions may be approved by the MESSB.
- 2.1.4 At each regional trial day, a Metropolitan East team shall be selected.
- 2.1.5 The format of the Regional Trial day must be approved by the MESSB.

**3.0 ACCESS TO REGIONAL TRIALS (Appendix 4)**

- 3.1 To be eligible to participate in a regional trial in any of the registered sports, a student must be enrolled at an approved affiliated school and or institution.
- 3.2 To be eligible to participate in a regional trial in any of the registered sports, a student must be a minimum of 10 years of age and not have attained the age of 20 years on the 31 December of the year of the competition. Age must be verified by the school principal. The student must also meet any age restrictions appropriate to specific registered sport.
- 3.3 To be eligible to participate in a regional trial in any of the registered sports, a student must have gained nomination through selection in a district team.
- 3.4 If there is no interschool competition in the sport within the region, a regional trial amongst regional nominees from affiliated schools may still be conducted to select a regional team to compete at the State Championship.
- 3.5 A student involved in a state or national representative team for non-school organisation preventing participation at district or regional trials may be considered to represent the region at that State Championships.
- 3.6 A students who is ill or injured preventing participation at district or regional trials may still be allowed to represent the region at the State Championships. A medical certificate must be presented to the Convenor prior to the commencement of the regional trial.
- 3.7 A student who has been granted exemption from participation at district or regional trials for compassionate reasons may still be allowed to represent the region at the State Championships. The Convenor must be notified prior to the commencement of the regional trials.

- 3.8 Where a district does not nominate a team for a regional trial, the RSSO and the Convenor may take steps to identify talented students who should be given the opportunity to attend. To provide equity of access to regional trials for all students, the following procedures apply:
- 3.8.1 Students can be identified through interested teachers, the regional school sport office, and local sports associations and clubs.
  - 3.8.2 The regional school sport office must be provided with a list of students and the schools they attend.
  - 3.8.3 A request will be forwarded to the Principal of the school by the RSSO, seeking the release of the student.
  - 3.8.4 The parents must receive all forms, Parental Request etc, and all details of the state championship, organisation, travel etc.
  - 3.8.5 All forms must be completed by the parent and returned to the Convenor.
  - 3.8.6 In team events, these students may participate in other regional teams or in a President's Team organised by the Convenor.
  - 3.8.7 Any team organised in this way must be in the charge of a teacher appointed to the position by the Sport Specific Convenor.
- 3.9 Any student who is enrolled or registered with an institution approved by the Department of Education and meets age and selection criteria, may be eligible to participate in district teams at regional trials, provided an affiliation fee is paid.
- 3.10 Students attending a regional trial must return all forms, i.e. school approval, medical information and parental consent to the Convenor or nominee before they shall be allowed to compete.
- 3.11 Students who are registered for home education in accordance with the Education (General Provisions) Act 2006, and wish to trial for representative teams, must provide a current registration certificate to the regional school sport office of the region in which they reside.
- 3.12 Students who have transferred from one region to the Metropolitan East Region may attend the Regional Trial provided they have not already been considered for selection by the former region.
- 3.13 The Department of Education Inclusive Education Policy (including Gender Equity in School Sport) should be applied to student access to regional trials. In order to enhance equal sporting opportunities for all students and to reflect the requirements of the Queensland Anti-Discrimination Act 1991, access to regional trials should be based on merit using the selection criteria outlined in the policy (Appendix 2).

#### **4.0 CONDUCT OF REGIONAL TRIALS**

- 4.1 **Host Convenor**  
The Convenor, in consultation with the RSSO, is responsible for seeing that a suitable venue/s is chosen and all other arrangements are appropriate.
- 4.2 **Participation**  
Invitations to participate are to be sent to all districts (Form C8). If a district is unable to nominate a team, for whatever reason, nominations from individuals who can establish that they have achieved appropriate performance standards must be accepted (See above Procedure 3.8).
- 4.3 **Levies**  
4.3.1 A standard Regional Trial Levy of \$22 (GST Inclusive) will be applied to all students attending Metropolitan East Regional Trials.
- 4.4 **Duration of the trial**  
A maximum of one (1) school day is allowable for competition at the regional trial, unless prior approval has been granted from the MESSB.
- 4.5 **Billeting**  
There shall be no billeting at regional trials.
- 4.6 **Event Officials**  
4.6.1 It is the responsibility of the Convenor to see that appropriately qualified officials are available to conduct the trial.  
4.6.2 Supervised student officials may be used provided that a risk assessment has been made in relation to the use of such students.  
4.6.3 Non-teacher event officials are required to hold a Blue Card under the new 'NO CARD? No Start Policy'.

**4.7 Meetings**

- 4.7.1 A pre-trial meeting, chaired by the convenor, shall be convened for the purpose of discussing the conduct of the trial. (Pre-Trial Checklist in handbook)
- 4.7.2 Regular selection meetings, chaired by the Convenor / Regional Coach, will be conducted throughout the course of the trials to select a Metropolitan East team.

**4.8 Health and Safety**

- 4.8.1 At all regional trials, convenors must adhere to the CARA for that sport.
- 4.8.2 Qualified first aid/sports medicine personnel must be present for the duration of the championships.
- 4.8.3 At all regional trials, the procedures as contained in the Hydration Policy are to be applied (Appendix 3).
- 4.8.4 Convenors are to complete and perform the Risk Assessment – Convenor using the Risk Management Checklist for Event Venues (Form D1) during preparation and planning for the regional trial.

**4.9 Excursions and Functions**

There shall be no excursions or functions associated with regional trials.

**4.10 Regional team selections**

- 4.10.1 The selection of the regional teams/s should take place in accordance with the MESSB Selection policy (Appendix 4).
- 4.10.2 Team members should be provided with the appropriate permission forms, proposed team itinerary, travel and levy costs etc either on the day of selection or within two weeks. (Managers Responsibility 4.19.2)

**4.11 Trial Report**

The report (Form C12) including the venue, competing districts, number of competing students, trial results, trial format, financial report and recommendations, is to be produced by the Convenor within two calendar months of the completion of the regional trial. This report is to be forwarded to the RSSO.

**4.12 Travel Subsidy**

There will be no travel subsidy for regional trials.

**4.13 Requests for Access to Students**

All regional officials should be aware of their duty of care, responsibilities and the protocols necessary when dealing with requests for access to students at state championships (Appendix 5).

**4.14 Critical Incidents**

A critical incident is any situation that impacts significantly on the welfare of staff and students or has the potential to interfere with their ability to function effectively. Such incidents may involve major damage or loss of assets, serious injuries / death resulting from an accident or serious injury / death resulting from equipment malfunction. If members of teams attending the trial are involved in such an incident, you must notify the RSSO as soon as possible. The RSSO may also contact the appropriate District Office personnel. After the immediate safety and well being of team members is considered, the Team Manager, Convenor, RSSO and District Office personnel may need to develop a plan that will assist those involved in the immediate future and when they return to their schools. (Appendix 11 – Critical Incident Flowchart)

Officials are advised to be aware of Form D18 – Met East Critical Incident Flowchart and Protocols.

More information can be found on the link below;

<https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/Documents/incident-management-guideline.pdf#search=Critical%20Incident%20Management>

**4.15 Procedure for Control of Spectator Behaviour (Appendix 10)**

Education Queensland is committed to taking all reasonable steps to ensure the safety of employees whilst they are performing their official duties and to providing a safe environment for staff, students and visitors. The Education (General Provisions) Act: The Act includes provisions that a principal or officer – in – charge may need to rely on, in situations involving willful disturbance and trespassing. The pertinent section of the Act for school sporting events is likely to be Section 47(2) – Willful Disturbance, which states:

A person must not insult an officer of a state education institution in the presence of hearing of a student of the institution, who is, at the time in question –

**(a) In or about the institution; or**

**(b) Assembled with others for educational purposes at or in any place.**

Organising Committees are asked to include the following policy statement in any appropriate documents (eg. Ground rules, Convenor's handbook, team officials' handbook and to ensure that Convenors and other key officials are aware of the PROCEDURE TO BE FOLLOWED. The procedures, however, should not be made available to the general public and for that reason should not be reproduced in programs, etc.

#### **At the Trial**

Where an adult other than a team official contravenes the School Sport Australia Code of Behaviour for Parents or spectators (Appendix 11) the following course of action should be implemented:

- If the offending adult is associated with a particular team, the manager of that team will familiarize the offender with the Codes of Behaviour and request compliance.
- If contravention of the Codes of Behaviour continues, the 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 Convenor will advise the offender that he/she has breached Section 47 of the Education (General Provisions) Act (Willful 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 would be deemed Officer – in charge and would need to advise his/her Executive Director in regard to such actions.
- 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.

Link – Code of Conduct

<https://queenslandsschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Officials%20and%20executives/Codes%20of%20Conduct.pdf>

#### **4.16 Loss or Damage of Equipment at State Championships**

In the event of equipment being lost or damaged at a state championship, a formal request for the reimbursement of such equipment is to be made to QSS. Such reimbursement will be judged on a case by case basis.

#### **4.17 Photography at QSS Events**

Please refer to Appendix 6 for the Queensland School Sport Policy statement in regard to photography at Queensland School Sport events.

#### **4.19 Areas of Responsibility**

##### **4.19.1 The Convenor (Form C1):**

##### **Prior to Trial**

- Obtain permission, at an early date, to use grounds and facilities. Consider wet weather alternatives.
- Prepare a bulletin for distribution to the RSSO and District Secretary's and District Convenor's (Form C8) to include:
  1. Playing dates including start and finish times
  2. Suggested arrival and departure dates and times
  3. Venue details
  4. Details of District Team Nomination (Form C9)
  5. Details of District team (Form C10)
  6. Regional Trial levy
- Arrange catering facilities (C4).
- Organize match and technical officials (Form C5).
- Appoint an Umpires Convenor and complete an umpire's roster.
- Seek local sponsorship.
- Be in constant contact with the RSSO and establish early the responsibilities of both groups.

- Make arrangements for first aid/Sports Medicine facilities. Inform team officials of nearby physiotherapy, dental and other related centres.
- Arrange any other equipment required for the conduct of the trial, e.g. Watches, hooter, PA. Systems, provision of shade for participants etc.
- Prepare and print the trial day program, if necessary.
- Arrange media cover.
- Draw up the Conditions of Play.
- Organise the draw of the matches.
- Draw up score/results sheets for display.
- Write letters of thanks to sponsors and other key personnel following the trial day. Conduct and chair the selection meetings.
- Organize the selection of the regional representative team and the distribution of information to team members.

#### **Day of the trials**

- Conduct a risk assessment prior to the commencement of activity.
- Supervise officials.
- Oversee the Program activities.
- Prepare noticeboards/sheets for teams (with the draw and team duties, times for official's meetings and team selection).
- Direct students and team officials to their areas.
- Ensure that team officials have a copy of the Program/Draw etc
- Conduct Officials Meeting - discuss draw, discuss team selection process / considerations that may be brought up.
- Oversee Team selection - Select a team to include shadow players. Squads **MUST NOT** be named.
- Announce Regional Team.

#### **Following the trials**

- A **Regional Trial Report (Form C12)** must be forwarded to Regional Sports Office **within 2 weeks** of the completion of the Regional Trials.
- A copy of **Risk Management Event Checklist (Form D1)** is to be given to the school business services manager to archive.

#### **4.19.2 The Manager (Form A1):**

- Liaise with Regional Sports Office, re Regional Team and duties at Regional Trial, distribute and explain Team Information to all students selected in the Regional Team.
- At Regional Trial, complete the **Team Member Details Sheet (Form D1)** and forward to Regional Sports Office immediately. **"PLEASE INCLUDE SCHOOLS"**
- Stress the importance to team members of returning forms and payment by due dates stated in the information letter.
- Ensure, if supplied, students selected in Regional team try on sample uniforms before leaving Regional Carnival. Sample uniforms must be kept clean and returned in total. Sizing must be accurate as uniforms once numbered must be purchased.

#### **Note:**

*The above sections constitute guidelines for the organisation of the trials. The allocation of the responsibilities can be negotiated between the RSSO and the Convenor.*

<https://meteastschoolsport.eq.edu.au/Supportandresources/Formsanddocuments/Documents/forms-managers-information/2019/Form%20A1%20-%20Duties%20of%20a%20Regional%20Manager.pdf>

## **5.0 METROPOLITAN EAST TEAMS**

### **5.1 Metropolitan East Team Selection Policies**

Refer to Appendix 4

### **5.2 Selection of Regional Team Policy Guidelines/ Procedures**



Refer to Appendix 4

### 5.3 **Appointment of Team Officials**

Refer to Appendix 4

### 5.4 **Selection of Regional Officials Policy Guidelines/ Procedures**

Refer to Appendix 4

### 5.5 **Uniforms** (Appendix 7)

Refer to Uniform Policy – Appendix 7

### 5.6 **Travel Policy** (Appendix 8)

Refer to Travel Policy – Appendix 8

### 5.7 **Risk Management**

5.8.1 Metropolitan East Team Managers should use the Risk Management Checklist for Metropolitan East Teams (Form D4) for the state championships.

5.8.2 All Metropolitan East Team Management should be aware of Hydration Guidelines (Appendix 3) and ensure that students are properly hydrated before and during participation in physical activity.

### 5.8 **Costs**

All costs associated with the operation of a Metropolitan East team shall be met by an equal levy on all student members of the team. The levy will be calculated by the Metropolitan East Sport Office.

## **6.0 CODES OF CONDUCT – STUDENTS, PARENTS, SPECTATORS**

6.1 The MESSB Behaviour Management Policy states (Appendix 9):

7.1.1 The team manager is the representative of the sports board and must take all reasonable steps to ensure the code of behaviour is enacted by officials and competitors.

7.1.2 The team manager has the authority and responsibility to institute disciplinary procedures to deal with behaviour contrary to the code of conduct.

7.1.3 Where the disobedience, or misconduct is so serious that local disciplinary action is inadequate, consultation between the parents, the manager and the Regional Sport Officer will determine subsequent actions.

Refer to Code of Conduct and Behaviour Policies - Appendix 9 & 10

6.2 Team Officials (Form A5)

- Teach students that rules of the sports are mutual agreements which no-one should evade or break.
- Avoid over-playing the talented players. The 'just average' players need and deserve reasonable game time.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
- Compliment all participants on their efforts.
- Condemn unsporting behaviour and promote respect for all opponents.
- Actions speak louder than words. Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Students need officials they can respect.
- Ensure that your behaviour at all times, whether at or away from the playing venue, does not bring the name of 'School Sport' into disrespect.
- Do not publicly criticise or react to the umpires/referees judgment and decision.
- Make a personal commitment to keep yourself informed of current officiating, coaching and training principles.
- Maintain a standard of dress complimentary to the presentation of the team.

- Refrain from over-zealous coaching from the side-line in those sports where it is allowed under the rules of the game.
- Remembers that your prime duty of care is to the students.
- Observe your requirements from the supervision roster (if in 'camp' style accommodation).
- Do not consume alcohol during the championship play hours or in the presence of team members.
- Ensure that you do not use your position to recruit students into school programs.
- Never leave the playing venue until all Metropolitan East team members have departed or are under the supervision of a carer.

- 6.3 These Codes of Conduct apply therefore to all events conducted by, or participated in, by Queensland School Sport.
- 6.4 The Codes of Conduct for players, parents and spectators should be publicized in trial programs and should be distributed to players and parents upon a student's selection in a school sport representative team.

## **7.0 TEAM OFFICIALS – DUTY OF SUPERVISION**

- 7.1 At all times team officials must display exemplary conduct as a model for students.
- 7.2 When students are in the Team Officials' care ensure they are supervised to a level that would satisfy a prudent parent/guardian.
- 7.3 When students are being billeted, team officials are to be responsible for the supervision of team members. It is the responsibility of the team officials to exercise duty of care until the appropriate time negotiated with the respective billets. There is an expectation that team officials will be responsible for the majority of the day.
- 7.4 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.
- 7.5 When Team Officials are responsible for accommodation for students, e.g. Camp situation. Motels, etc., the following rules are to be adopted.
- 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.
  - Sleeping arrangements should ensure that the girls are completely separate from the boys, and that teachers where possible are to situate themselves between the two (2) groups.
  - Teachers should ensure that all students are accounted for before retiring themselves.
  - A supervision roster for team officials should be drawn up and adhered to.
- 7.6 When traveling, Team Officials should be situated in seating so that they can supervise their team.
- 7.7 All areas of QSS Codes 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.
- 7.8 In any cases of student misconduct, i.e. a breach of the code of conduct, team officials are to refer to the Procedures for the Investigation and Recording of Misconduct.
- 7.9 All team management are to apply the principles of the Student Protection policy as contained in the Education Policy and Procedures Register SMS-PR-012: Student Protection

## **8.0 PROCEDURES FOR THE INVESTIGATION AND RECORDING OF MISCONDUCT**

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

- 8.1 Identify the breach of the Code of Conduct.
- 8.2 Offending students and witnesses should be questioned immediately after the incident. Everyone should be questioned individually and not in a group situation.
- 8.3 A written record of the incident should be made. Alleged offenders, witnesses and team officials should be requested to provide a written record.
- 8.4 All records should be signed and dated by the contributor and countersigned by a team official. Information should include precise facts and detail without any emotional connotation.

- 8.5 Team officials should determine the appropriate disciplinary action. If in doubt, seek advice from other authorities to help determine appropriate responses.
- 8.6 The students should be advised of the immediate disciplinary action to be taken and of the subsequent disciplinary action, which may result from the referral of the incident to the MESSB.
- 8.7 Complete a final report which includes the documentation gathered as detailed above, including the procedures taken and resultant action. Copies of this report must be forwarded to the RSSO and MESSB.

# Appendices

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## Appendix 1.0

## **METROPOLITAN EAST SCHOOL SPORT** **APPROVED SPORTS POLICY**

**RATIONALE**

1. ***Metropolitan East Region supports the representative sporting programs endorsed by the Department of Education Queensland. Metropolitan East Region will provide all students from affiliated schools with access to competition at state level.***
2. The Board has a statement of policy on approved sports to
  - ensure the safe and efficient management of regional sports events.
  - present approved sports with a set of criteria upon which they can assess their future as approved sports
  - provide a set of criteria as an indication to sports seeking status as approved sports of what they must do to be considered for inclusion on the list of approved sports.

**POLICY**

1. Each year, the Metropolitan East School Sport Board will finalise its list of approved sports for the following school year.
2. A sport may be deemed to be an approved sport in Metropolitan East Region when all of the *Essential Criteria* below have been met. *Additional Criteria* may be considered.
3. The Board will remove a sport from the list of approved sports for the following school year if one or more of the *Essential Criteria* cannot be met.
4. A sport which fails to meet most of the *Additional Criteria* may be removed from the list of approved sports.
5. Once removed from the list of approved sports, a sport may apply for reinstatement as an approved sport after two years out of the list.

**GUIDELINES**

1. The Board is under no obligation to list a sport as an approved sport regardless of the sport's qualifications for listing. In coming to its decision, the Board will consider the welfare of students as well as the human and physical resources and the resource of time which it has available to conduct an additional sport.
2. *Essential Criteria* for listing as an approved sport:
  - a) A suitably qualified Regional Convenor for the sport has been appointed by the Board for the year in which the sport has the status of an approved sport.
  - b) The Regional Convenor can demonstrate that health and safety issues have been catered for at all levels of the Region's involvement in that sport.
  - c) It can be demonstrated that a panel of suitably qualified team coaches and team managers are available for appointment by the Board for the year in which the sport has the status of an approved sport.
  - d) The sport is listed as an approved sport at state level.
  - e) It can be demonstrated that there is a sufficient depth of talent to participate competitively at the state level.
3. *Additional Criteria* that could be applied in the consideration for listing of approved sports:
  - a) There is a demonstrated participation in the sport at school and district level within the Region.
  - b) There is support for the listing from the sport's club network and particularly from clubs at junior level.
  - c) The Region has demonstrated high levels of success at state championships in the sport in previous years.
  - d) The sport can demonstrate that it has had consistent success in placing students in Queensland teams over recent years.
4.
  - a) The Board will develop a tentative sporting calendar in August for the following year.
  - b) The Board will set a list of approved sports for the following calendar year at its August meeting. The tentative calendar for that following year will consist of the sports on that list.
  - c) At its December meeting the Board will adopt its actual calendar for the following year. This calendar will contain those sports from the tentative calendar which have continued to meet the *Essential Criteria*.
  - d) The Board will consider the recommendations from either the Primary or Secondary Sectors, depending on where that sport lies, when approving a new sport.

**Appendix 2.0****GENDER EQUITY GUIDELINES****Sports**

School based sports and the Health and Physical Education curriculum are important parts of student health and wellbeing. All students should have both opportunity and encouragement to participate in sporting activities and events, regardless of their physical characteristics or gender identity. Students benefit physically, mentally and socially by playing sports. Participation in sports alongside their affirmed gender peers can boost self-confidence and self-esteem and provide positive experiences for gender diverse students.

***What does the legislation say?***

The *Anti-Discrimination Act 1991* prohibits state schools from discriminating on the attribute of gender identity or sexuality. The *Sex Discrimination Act 1984* also prohibits discrimination on the basis of a person's sex, gender identity, intersex status or sexual orientation in the area of education.

Both of these Acts provide exemptions for discrimination in a competitive sporting activity, but these exemptions do not apply to recreational sports.

Section 111 of the *Anti-Discrimination Act 1991 – Competitive Sports* – permits a person to restrict participation in a competitive sporting activity on the basis of gender identity for those over the age of 12 years, if the restriction is reasonable having regard to the strength, stamina or physique requirements of the activity.

***What is reasonable in terms of the strength, stamina or physique requirements of the activity?***

This must be considered on a case-by-case basis and include discussion with the student and, in most cases, their parents/carers (unless the student is living independently).

The activity the student wishes to participate in, rather than the individual student, must be what is assessed and a decision made as to whether the strength, stamina or physique requirements of the activity are relevant.

A risk assessment must be undertaken to consider the safety of all students participating. It will be reasonable to restrict a gender diverse student from participating in a competitive sporting activity if the strength, stamina or physique of the participants of the sport is relevant.

Information on the general requirements of individual sports for all students may be found from the relevant [sport and recreation organisation](#) and/or in the Department of Education and Training's [Curriculum Activity Risk Assessment activity guidelines](#).

***What needs to be considered if a gender diverse student over 12 years wishes to participate in recreational school based sports with their affirmed gender peers?***

For recreational sporting events or activities, student participation is a school based decision taking into consideration the local context, student interests and skills and what is reasonable based on the strength, stamina or physique requirements of the activity.

For example, schools may choose to have mixed sporting teams to ensure all students have the opportunity to participate in their preferred sporting activity or event.

Recreational sporting activities, events and accommodations will be based on student needs and determined in consultation with parents and the school community.

For those under the age of 12 years, no division based on sex or gender identity may occur.

***Do all sporting teams need to be mixed?***

No. In some sports, schools may consider that mixed sporting teams are not the most appropriate way to teach the sport and gender diverse students can play in the team of their affirmed gender. Schools will make decisions to meet the local context, taking into account the skills to be developed, duty of care and whether it is a competitive sporting activity.

***Can gender diverse students under 12 years participate in competitive sporting activities (including district competitions) with their affirmed gender peers?***

Yes. Gender diverse students under 12 years can participate in competitive sporting activities with their affirmed gender peers. No division based on sex or gender identity may occur for this age group. The *Anti-Discrimination Act 1991* only allows for gender based restriction where students are aged 12 years or older.

***Can gender diverse students over 12 years participate in competitive sporting activities (including district competitions) with their affirmed gender peers?***

Whenever possible, participation in competitive sports at inter-school, district or state level is to be supported and encouraged.

Competitive sporting activities for students over 12 years, under Section 111 of the *Anti-Discrimination Act 1991* may have restrictions as to whether a student can compete in their affirmed gender. Student participation is a school-based decision taking into account the strength, stamina or physique requirements of the activity, not of the individual student. All situations are to be dealt with on a case-by-case basis. Consultation may occur with the Manager of the [Queensland School Sport Unit](#).

If the school or the school-based sport organiser restricts participation in a competitive sporting activity on the basis of gender identity for those over the age of 12 years, (because it is considered the restriction is reasonable having regard to the strength, stamina or physique requirements of the activity), the reason/s should be documented, explained to the parents and student, and the decision maker prepared to provide an explanation if necessary if there is a claim of discrimination.

**Appendix 3.0**

## Metropolitan East School Sport

# HYDRATION GUIDELINES

DRINK WATER - DRINK FLUIDS - DRINK WATER - DRINK FLUIDS

**Introduction**

Queensland School Sport 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 practises before, during and after physical activity.

It is essential therefore that all team management at Queensland School Sport 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

**Suggested Procedures**

The following procedures are suggested for all Queensland School Sport events:

- ✓ Water should be available at all venues at all times and if necessary, water carriers should be provided during matches. Other fluids which 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 which 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 management 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.
- ✓ All students should provide their own personal water bottle. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

**REMEMBER – DRINK UNTIL YOUR URINE IS CLEAR!!**



**Appendix 4.0**

## **METROPOLITAN EAST SCHOOL SPORT SELECTION POLICY**

**RATIONALE**

1. It is the responsibility of Metropolitan East School Sport Board (MESSB) 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. ***Selection of convenors, managers, coaches and trainers for regional teams will be determined annually by a panel appointed by Metropolitan East School Sport Board. The following criteria will be used to assist the Regional Officials Selection Panel when making appointments to regional sport positions. These criteria may also be rank ordered/weighted.***

- Level of Accreditation
  - Demonstrated Competence
  - Demonstrated Experience
  - Previous Success at Level
  - Other Appointments
  - Succession Planning
2. For team events, two officials will be appointed except for the sports of Rugby League, Rugby Union, Australian Football and Softball where an additional official may be appointed.
  3. For individual event teams, eg. Swimming, track & field, cross country and triathlon, 2 officials will be appointed for up to 30 team members with an additional official appointed for every additional 20 students (or part thereof). Athletes with disabilities when selected will require a teacher student ratio relative to the accommodation arrangements and level of support required by the students. This will be determined at the team selection.
  4. First preference for selection as convenors, managers, coaches and trainers of regional teams will go to teachers. People other than teachers may be appointed to these positions subject to approval by Metropolitan East School Sport Board.
  5. One official accompanying each team must be a teacher.
  6. Where all officials of the team are of the opposite sex to the team, it is required to appoint a member of the same sex (eg. parent) officially designated as an assistant manager to help as required.

**PROCEDURES**

1. Selection Procedures
  - The selection panel will comprise of, the Regional School Sport Officer (RSSO), the chair of Metropolitan East School Sport Board (MESSB) and the chair of Metropolitan East School Sport Combined Council of Management (MESSC) plus any other representatives determined by MESSB.
  - Application forms will be distributed in semester 2 of the year prior the Championships.
  - Applications will be accepted on the approved application form by the RSSO prior to the closing date.
  - Applicants must:
    - satisfy the required standards
    - be prepared to abide by MESSB policies and procedures
    - attend a mandatory briefing session
  - All positions will be appointed by the Regional Selection Panel prior to the end of the year.
  - All applicants will be notified of their success or otherwise prior to the end of the year where possible.
  - Grievances against the selection process should be directed to the RSSO.
2. Teachers in manager/coach positions shall be eligible for a meals allowance and apparel subsidy, subject to Education Qld Audit requirements. This will be determined yearly by MESSB.

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 sport program as follows:
  - 100% Regional Convenor for only one day of the regional trial.
  - 100% Regional Team Manager/Coach/Trainer at the State Championships.
  - 100% State or National Carnival Official appointed by MESSB.
  - MESSB may vary the allocation as required.
5. Teacher relief for non-state teachers in Primary schools is available upon application to the RSSO from the Non-State TRS Pool.
6. Officials of Metropolitan East School Sport Teams attending state and inter-regional activities are required to be in attendance at the event for the full duration of competition each day along with any scheduled event meetings and compulsory functions. Any exceptions to this policy are to be approved by the RSSO.

### **Selection of Regional Teams**

#### **POLICY**

1. Regional teams will be selected for QSS approved championships or other competitions with the specific approval of the Board.
2. Regional representative teams will be selected at regional trials convened primarily for that purpose.
3. The regional team must be selected and announced at the conclusion of the regional trial. Train - on squads must not be named.
4. Students are considered eligible for selection if:
  - they participate in the regional trial.
  - they commit to full participation at the State Championships
  - they are absent because they have been selected in a team at a higher level than a regional team (must be in a sport approved by QSS) and are attending a compulsory event associated with that selection. They have presented a letter to the convenor prior to the trials commencing containing
    - a medical certificate, identifying illness or injury, with an anticipated recovery date and
    - a record of prior achievement in that sport.
    - If injury or illness occurs on the day and special consideration is required the absent competitor form must be received by the Metropolitan East School Sport Office by COB of the day following the trial along with supporting documentation.
5. ***If an athlete in an individual event at a regional trial is disqualified in that event, they are ineligible for selection in a Met East Team in that event.***
6. In team sports with more than one age group, a student may only represent the region in one age group per sport per year. A student must trial in the youngest age group for which they are eligible to be selected. i.e a 14 year old student should trial for the 15Yrs and Under age group, not the 19Yrs and Under. If two students are of equal ability, preference for selection should be given to the older student.  
 In 12 Yrs and Under Trials, students aged 10 years or 11 years may be selected but preference should be given to 12 year old students, if both are of equal ability.  
 Participation in the Regional Trial is only open to students eligible for selection in the Regional Team.
7. ***Students are eligible to trial for only one team in one sport on a given selection trial day.***
8. ***Students must be advised of the Regional Participation Policy prior to the commencement of the trial. Only those students who can satisfy this policy are eligible for selection in the regional team.***
9. The selection panel will comprise of regional officials together with district teacher representatives. Other suitably qualified 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.
10. The selection panel will:
  - be drawn from regional officials and one teacher nominee per district.
  - be formed at a pre trial meeting and operate for the duration of the trial.

- be chaired by the Regional Convenor. 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.
- determine prior to the trial the criteria for selection. These are to include:
  - number of students chosen
  - number of shadow players
  - minimum time on playing field during selection
  - procedures for dealing with students who are eligible for the trial and did not participate.
- announce the selection procedures to all participants prior to the commencement of the trial.
- advise all participants if an absent student has been deemed acceptable by the selectors for consideration for selection in the regional team
- submit a written report to the RSSO on the selection process and justifying inclusion of non-participants.

11. Any variation to the stated policy must be approved by Metropolitan East School Sport Board.

## **PROCEDURES**

1. Students selected shall be informed that participation time at the State Championships will depend on their form at the Championship. 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 the criteria of # 4 above.
3. Districts within the region should where possible send a representative team to Regional Selection Trials.
4. If this is not possible, then a district may nominate individuals to attend the trial subject to appropriate levels of supervision. Early notice must be given to the Regional Convenor. If a student/s from a District, attends an approved Regional Trial, a supervising teacher must be in attendance.
5. The Regional Convenor will coordinate, prior to the trial, teacher supervision which will be on the basis of one teacher per district competing in the trial. The Convenor has the authority to determine if supervision is adequate and that the trials can be conducted safely.
6. The Convenor has the responsibility to conduct a risk assessment and take appropriate action.
7. The district staff member would normally be the District Convenor or a replacement teacher organised by the District Convenor.
8. All District Officials should receive a copy and become familiar with this policy prior to the start of competition.

**Appendix 5.0**

**REQUESTS FOR ACCESS TO STUDENTS**

- **No approval** is to be granted for a request by a school, club, player agent/manager for access to any student/s at a Regional Selection Trial. If any of these groups wish to distribute any material to students attending Regional Selection Trials, they are to make copies of the information available to the Regional Convenor who will announce to the students that the material may be collected from them. No direct contact with students is approved.
- **No personal contact details** of students attending Regional Selection Trials is to be made available to any other person (teaching staff included) other than the Regional Team Coach and Manager.
- Schools wishing to forward information to students must do so through the student's school principal.

**Appendix 6.0**

**PHOTOGRAPHY (FOR PERSONAL / FAMILY USE)**  
**AT QUEENSLAND SCHOOL SPORT EVENTS**

**Statement of Intent**

- ◆ Queensland School Sport is mindful of the possibility of indecent photography of students participating at sporting events.
- ◆ Queensland School Sport owes a duty of care to students participating in sporting events and has an obligation to comply with departmental policy concerning child protection matters.
- ◆ Queensland School Sport recognises that it is a normal and appropriate expectation of parents / carers to be able to visually record the sporting achievements of their children. However this expectation must be balanced against legitimate concerns that may be raised about inappropriate photography of students.
- ◆ Queensland School Sport also recognises that some venue managers/owners may not permit photography in their venue.

**Statement of Practice**

The taking of photographs (for personal / family use) is therefore permitted at Queensland School Sport events except where an event is held at a venue where venue management prohibits such photography.

Where a venue prohibits photography signage stating that photography is not permitted will be displayed to spectators on venue entry points.

Where a Queensland School Sport representative reasonably considers that a spectator is engaged in photography of an indecent nature or is engaging in photography contrary to the venue owner's prohibition, if the spectator does not desist they will be asked to leave the event premises. Police may be called to assist where the event convenor considers it prudent.

**The management of this policy is the responsibility of the event convenor in consultation with team officials and venue management.**

**Appendix 7.0****METROPOLITAN EAST SCHOOL SPORT  
UNIFORM POLICY****RATIONALE**

1. The Metropolitan East School Sport Board has uniforms for its teams to:
  - a. Identify team members in team games
  - b. Give team members a sense of belonging to the team
  - c. Provide a practical recognition of a student's achievement of excellence
  - d. Provide recognition of the voluntary service given by team officials to the promotion of programs of this Board and of its Secondary and Primary Councils of Management.

**POLICY**

1. The Metropolitan East School Sport Board requires all members of Regional Teams to purchase their own playing uniforms as a condition of selection in that Regional Team.
2. The Board requires all members of Regional Teams to purchase their own Regional Travel Shirt as a condition of selection in that Regional Team.
3. The Board will provide a range of quality clothing as optional items for purchase by team members, team officials (convenors, managers, coaches, trainers), members of the Board and representative members of the Regional Secondary and Primary Councils of Management.
4. Team officials will maintain a standard of dress complementary to the standard required of the team.

**PROCEDURES**

1. Provided the uniform is acceptable to team management and in reasonable condition, a student who has been selected in a Regional team in a previous year may wear the uniform purchased for the earlier occasion.
2. All Regional team officials will be provided with a notional uniform allowance.
3. A hat which offers reasonable protection from the sun will be offered as an option to all members of all Regional teams.
4. A profit margin, as set by the Board at the beginning of each financial year, shall apply to the selling price of all uniform items.
5. The Regional colours will be navy, white and sky blue with navy blue and white being dominant. The design of Regional uniforms and optional clothing should reflect these colours.
6. The Regional logo will be three intertwined quadrilaterals carrying the initials of Metropolitan East Sport and nested within a curved olive wreath. The design of Regional uniforms and optional clothing should feature this logo, the Regional name, its diminutive or its initials.

**Appendix 8.0**

## **METROPOLITAN EAST SCHOOL SPORT** **TRAVEL POLICY**

**RATIONALE**

1. The Metropolitan East Sport Board has a responsibility to ensure safe, efficient and cost - effective travel, as part of its duty of care, when coordinating the travel arrangements for all regional teams attending state championships.

**POLICY**

1. The Regional Sports Officer will coordinate transportation arrangements, including costs, in accordance with the state purchasing policy.
2. When the arrival destination is Rockhampton or further north or when special circumstances prevail, all Metropolitan East teams' travel will be by plane, if possible.
3. It is compulsory that all teams travel to state championships by the transport if arranged by the Metropolitan East Sport Board.
4. Permission may be granted upon receipt of a written request for a student to return home from a state championship with a parent. Such arrangements shall not necessarily alter the transportation component of the levy.
5. If a student is required to alter their travel arrangements due to illness/injury etc. the student/family will be responsible for all costs including airfares, accommodation etc. If a team official is required to alter their travel arrangements to supervise a student, these costs will be met by the Metropolitan East Sport Board.
6. Approval may be granted by the Regional Sports Officer for individual travel arrangements to state championships.
7. Departure times to and from all state championships must minimise the amount of school time lost by the students and teachers.
8. Where no transport is provided for the Regional Team Officials to attend a State Championship, the Regional School Sport Officer will coordinate travel arrangements in consultation with the team officials.

***Refer to Public service directive: Motor Vehicle Allowances***

Kilometric allowance is to be paid to a public service employee who is required to use his or her private motor vehicle to undertake official duties as documented in the [public service directives](#) for the distance necessarily and actually travelled. Kilometric allowance is the only payment method that may be made to an officer for use of a private motor vehicle. Reimbursement of petrol or other expenses in lieu or in addition to kilometric allowance is not allowable.

Approval from the accountable officer must be granted prior to the travel commencing

**14. Employees who choose to use their Private Motor Vehicles**

- 14.1 Where the approved means of travel is other than the use of an employee's private motor vehicle, and the employee requests and is granted permission to use his or her motor vehicle, the allowance paid is to be determined by the chief executive. This allowance is not to exceed the rates specified below:

**(a) Automobiles – 37.5 cents per km**

**(b) Motorcycles – 15.0 cents per km**

- 14.2 The allowance paid ***is not to exceed the costs associated with the approved means of travel.***

## **PROCEDURES**

1. The Regional Sports Officer, in determining the transportation arrangements, will take into account:
  - the cost of fares
  - efficient use of time (school time missed by students and teachers to be minimised)
  - the welfare of the athlete
  - the impact on families
2. Exception to the travel policy must be made in writing to the Regional Sports Officer for consideration by the Metropolitan East Sport Board.
3. Students are required to remain with the regional team until the conclusion of the intrastate activity. This may be varied with the approval of the team manager/s.



**Appendix 9.0**

## **METROPOLITAN EAST SCHOOL SPORT BOARD** **BEHAVIOUR MANAGEMENT POLICY**

**RATIONALE**

1. Sport is conducted in an increasingly complex environment. The threat of litigation due to perceived negligence, our responsibilities in relation to duty of care as in loco parentis, the early age at which some students are contracted to professional organisations and the media coverage given to behaviour on and off the field by competitors and officials alike demand that representative teams display the highest standards of behaviour and sportsmanship.
2. It is the responsibility of the Board to provide the authority to support coaches and managers discharge their responsibilities regarding behaviour management.

**POLICY**

1. The team manager is the representative of the sports board and must take all reasonable steps to ensure the code of behaviour is enacted by officials and competitors.
2. The team manager has the authority and responsibility to institute disciplinary procedures to deal with behaviour contrary to the code of conduct.
3. Where the disobedience, or misconduct is so serious that local disciplinary action is inadequate, consultation between the parents, the manager and the Regional Sport Officer will determine subsequent actions.

**PROCEDURES**

1. The procedures are to be conducted in accordance with the requirements of the Education (General Provisions) Act 1989 – Part 3a “Good Order and Management of State Educational Institutions.
2. The Manager, Education Services will provide advice and support for team managers in relation to disciplinary procedures and will manage any appeals process.
3. In cases where the team manager has the authority and responsibility to deal with the misbehaviour at the local level, the team manager will:
  - a) Investigate and document the processes of the investigation and the relevant findings of fact as set out in the behaviour report.
  - b) Implement local action to prevent the recurrence of the behaviour, eg. suspensions from competition.
  - c) Forward a copy of the Incident Report (Form D10) to the Regional School Sport Officer on return.
4. Where the disobedience, misconduct or other conduct is so serious, eg. that local disciplinary procedures are inadequate to deal with the behaviour, the team manager will:
  - Investigate immediately and document the processes of the investigation and the relevant findings of fact.
  - Report the incident to the Regional School Sport Officer.
  - Contact the parents.
  - Consult with the parents, the Championship Convenor and the Regional School Sport Officer to determine subsequent actions. This may result in the student being sent home.
  - Forward an Incident Report (Form D10) to the Metropolitan East School Sport Board who will determine any further necessary action.

## Appendix 10.0

# METROPOLITAN EAST SCHOOL SPORT

## CODE OF CONDUCT (Students, Parents & Spectators)

The following code of conduct highlights the level of expected behaviour of students, parents and spectators when participating in / attending Queensland School Sport (QSS) events. Consequences for not honouring this code of conduct are listed in the boxed sections. Please ensure that you have read and understand this code prior to participating in / attending Queensland School Sport (QSS) events. Further information is available by contacting Metropolitan East School Sport Board, telephone (07) 3259 7711. ***Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.***

### EXPECTATIONS OF STUDENT PARTICIPANTS

#### As a team member

- ***Take responsibility for your own conduct and performance.***
- ***Compete by the competition conditions and rules.***
- ***Never argue with the Judge's, Referee's or Umpire's decision.***
- ***Control your temper – no criticism by word or gesture.***
- ***Work equally hard for yourself and your team – your team's performance will benefit and so will your own.***
- ***Be a good sport. Encourage and support your team members.***
- ***Show respect for yourself, your team mates, officials, your opponents and their skills.***
- ***Behave in a manner that respects the rights of others regardless of mediums of communication used eg digital mediums such as twitter, Facebook, email and texts.***
- ***Smoking, drinking of alcoholic beverages, or the use of any illegal substances is strictly forbidden.***
- ***Entering or remaining upon restricted licensed premises unless under the supervision of team officials is strictly forbidden.***
- ***Ensure you get an appropriate level of rest to assist your own and your team's performance.***
- Wear the official team uniform at all times, as directed by team management / officials.
- Check - in and check - out with team management / officials each day.
- Stay in the designated team area and support other team members during times when I am not competing.
- Follow all directions of team management / officials.
- Ensure that you have telephone numbers of team managers with me at all times that I am not with the team.

#### Breach of the Code

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. Metropolitan East School Sport Board (MESSB) is responsible for imposing any longer term consequences.

*Furthermore, MESSB may provide a report to your school and you may be subject to discipline in accordance with the Education (General Provisions) Act 2006 (EGPA).*

*Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.*

## EXPECTATIONS OF PARENTS AND SPECTATORS'

### Parents Code of Conduct

- Cooperate with the school to achieve the best outcomes for your child.
- Support team and event officials in maintaining a safe and respectful learning environment for all students.
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and conduct.
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Behave in a manner that respects the rights of others regardless of mediums of communication used eg digital mediums such as twitter, facebook, email and texts.

### Spectators' Code of Conduct

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment, please don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support our policy of a smoke free environment.
- Behave in a manner that respects the rights of others regardless of mediums of communication used eg digital mediums such as twitter, Facebook, email and texts.

### **Breach of the Code**

Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. Metropolitan East School Sport is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely.

*Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state educational institution - Section 333 Wilful Disturbance, of the Education (General Provisions) Act 2006 (EGPA).*

*Parents and spectators will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA.*

## Concussion Recognition and Management Policy

### For players, coaches, managers, administrators and parents

Should an injury occur that results in a suspected concussion, it must be referred to a medical practitioner. If concussion is diagnosed then the state/national sporting organisations' concussion policy must be followed. If there is no sport specific concussion policy then the below policy must be adhered to.

These guidelines will be followed at **all** times and any decision regarding returning to play after concussive injuries should only be made by a doctor with experience in dealing with such injuries.

The most important element in the management of concussion **must always** be the welfare of the person involved, in both the short and long term.

Concussion is a disturbance in brain function resulting from trauma that is transmitted to the brain either directly or indirectly. There are no structural changes and the changes that do occur are temporary and recover spontaneously.

Complications can occur if the player is allowed to continue playing before they have recovered from the concussion. Therefore a player who is suspected of having a concussion must be taken out of the game or training session immediately. Such a player **will not** be returned to play in the same game.

The management of a head injury may be difficult for non-medical personnel. It is often not clear whether you are dealing with concussion or there is a more severe structural head injury, especially in the early phases of the injury.

Therefore it is imperative that all players with concussion or suspected of having a concussion need **urgent** medical assessment.

### Game-day management

1. Recognising the injury – see signs and symptoms below
2. Removing the player from the game – management must adhere to the first aid rules, including airway, breathing, circulation and spinal immobilisation
3. Referring the player to a medical doctor for assessment – local doctor, hospital or dial 000

### Follow-up management

1. Rest and recover – players diagnosed with concussion must rest and recover from all symptoms of concussion
2. Return to play – a player's return should be gradual through consultation and written clearance from a medical practitioner.
3. All documentation relating to concussion injuries is to be retained and forwarded to RSSO and the students' school as per incident report forms.

Some of the possible symptoms of concussion include:

Headache	Dizziness	Fatigue	Altered or lost vision
Memory disturbance	Ringing in the ears	Nausea or vomiting	Abdominal pain

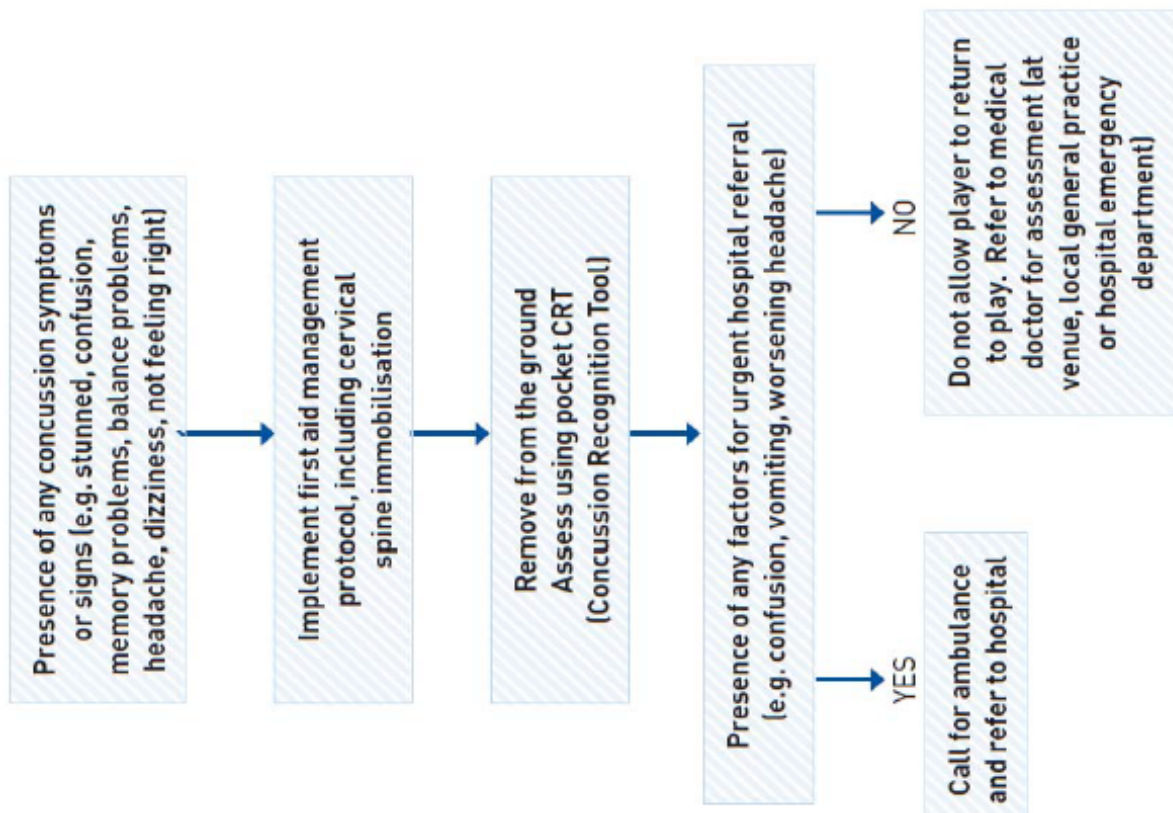
Some of the signs you may observe include:

Loss of balance	Slow or altered verbal skills	Poor concentration	Inappropriate behaviour
Pale complexion	Memory loss	Irritability	Not feeling your usual self

If you observe any of these symptoms or signs **please see a doctor as soon possible.**

If you observe deterioration in these symptoms or signs **go immediately to the emergency department at your local hospital.**

## Management Guidelines for Suspected Concussion





### Pocket CONCUSSION RECOGNITION TOOL

To help identify concussion in children, youth and adults

**RECOGNISE & REMOVE**

Concussion should be suspected if **one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

**1. Visible clues of suspected concussion**  
Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground / Slow to get up
- Unsteady on foot / Balance problems or falling over / Incoordination
- Grabbing / Clutching of head
- Dazed, blank or vacant look
- Confused / Not aware of plays or events

**2. Signs and symptoms of suspected concussion**  
Presence of any one or more of the following signs and symptoms may suggest a concussion:

<ul style="list-style-type: none"> <li>• Loss of consciousness</li> <li>• Balance problems</li> <li>• Drowsiness</li> <li>• Irritability</li> <li>• Fatigue or low energy</li> <li>• "Don't feel right"</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• Confusion</li> <li>• "Pressure in head"</li> <li>• Sensitivity to light</li> <li>• Feeling like "in a fog"</li> <li>• Sensitivity to noise</li> </ul>	<ul style="list-style-type: none"> <li>• Seizure or convulsion</li> <li>• Nausea or vomiting</li> <li>• More emotional</li> <li>• Sadness</li> <li>• Nervous or anxious</li> <li>• Difficulty remembering</li> <li>• Difficulty concentrating</li> </ul>
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**3. Memory function**  
Failure to answer any of these questions correctly may suggest a concussion.

"What venue are we at today?"      "Which half is it now?"  
 "Who scored last in this game?"      "What team did you play last week / game?"  
 "Did your team win the last game?"

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

**RED FLAGS**

**IF ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:**

<ul style="list-style-type: none"> <li>▶ Athlete complains of neck pain</li> <li>▶ Severe or increasing headache</li> <li>▶ Seizure or convulsion</li> </ul>	<ul style="list-style-type: none"> <li>▶ Deteriorating conscious state</li> <li>▶ Repeated vomiting</li> <li>▶ Double vision</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increasing confusion or irritability</li> <li>▶ Unusual behaviour change</li> <li>▶ Weakness or tingling / burning in arms or legs</li> </ul>
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**Remember:**

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove helmet (if present) unless trained to do so.

from McCrory et al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013

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Significant or critical  
incident occurs at  
Regional Trial or State  
Championship

- Emergency Services notified: Police / Ambulance / Fire
- Convenor / Regional Official contacts Host Region Regional School Sport Officer (RSSO) and/or Met East RSSO
- Next of Kin notified

Critical Incident  
Management Plan Stage  
1 and/or media onsite

- RSSO contacts Regional Director (RD) or Director of Regional Services (DRS) immediately and discusses required support
- RSSO or delegate advise media (if onsite) to contact Media & Issues Management (MIM) on 24hr Hotline or email

Critical Incident  
Management Plan  
Stage 2

- RSSO or delegate email summary detailing the incident or issue, background information and actions to Principal Advisor Education Services (PAES)
- RSSO or delegate in consultation with PAES to draft team/student briefing which is forwarded to relevant regional staff to be approved
- RSSO or delegate to tell convenor/regional officials what to say to students and to inform them as developments arise
- Convenor or Regional Official to identify students in greatest need of support

Critical Incident  
Management Plan  
Stage 3

- RSSO or delegate provides updates to DRS
- Distressed students to be managed by Senior Guidance Officers (SGO)
- Distressed Regional Officials may contact Employee Advisor or SGO
- RSSO or delegate to debrief regional officials
- RSSO or delegate to communicate with parent body about the incident and its implications

## KEY CONTACTS

**Met East RSSO: John Masters**  
0400 311 515

**A Critical Incident is a major accident, disaster or traumatic event with serious effects on the students at a sport trial or championship, including personal injury or loss of life. It may occur during a Regional sport trial or State championship, onsite or in the community.**