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| **CHINCHILLA & DISTRICT COMBINED PRIMARY & SECONDARY SPORTING HANDBOOK** |
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| **Chinchilla & District Committee** |
| **19/01/23** |
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**Chinchilla & District School Sport Association**

#### COMBINED

**PRIMARY – SECONDARY**

**MANAGEMENT PROCEDURES**

Welcome to the combined Primary and Secondary Chinchilla and District committee, below are a few steps to get you started for the term.

**Calendars**

The District calendar can be accessed through the Chinchilla team site located on the South West Sports site.

Download the SW calendar from the SW School website

<https://southwestschoolsport.eq.edu.au/Pages/default.aspx> for all Regional & State dates, this will help you plan excursions, camps and other extra-curricular activities within the year.

**Overview of Meeting Dates**

Term 1 (Thursday before school commences, 2-4pm) - Face to face Chinchilla Christian College

Agenda – Calendar, coach / managers of teams.

Term 2 Week 3 – Face to face/Teleconference

Agenda – review sports so far and any associated concerns.

Term 3 Week 10 – Face to face/Teleconference

Agenda – review sports so far and any associated concerns. Nominations for following year SW trials.

Term 4 (After the SWSS Management Meeting) **-** Face to face Chinchilla Christian College

Agenda – 2022 dates, coaches and managers.

**Regional Sport Structure**

* Chinchilla and District School Sport Committee controls school sport in the region for students in the 10 to 19 age group.
* The district is comprised of the following school teams: Chinchilla SS, Chinchilla Christian School, St Joseph’s Catholic Primary School, Jandowae State School, Chinchilla State High School, Small Schools (Brigalow SS, Kogan SS, Warra SS and Burra Burri SS)
* The Chair of the Chinchilla and District All Schools Sports is to be the Principal of the designated school holding the executive and the secretary position to be filled within the same school. Each school maintains the position as per the table below.
* The Deputy Chair of the Chinchilla and District All Schools Sports is to be the Principal of the previous executive school for the first year of the new executive school and the Principal of the upcoming executive school for the second year. The role of the Deputy Chair is to take meetings in the absence of the Chair. As well as this, the previous Chair will provide support to the new Chair in the first year and the current Chair will train up the upcoming Chair in the second year of holding the position.
* Financial Matters - The Cluster funds associated with CDSS are to be held at Chinchilla State School as the Financial Executive School and all financial matters are to be recorded and processed through Chinchilla State School.
* District Administrator – The role of District administrator will support the District Executive as required. The District will allocate District funds for this role to be paid at an AO2 rate of 0.1 FTE (as per the award agreement) for the purposes of supporting sport administration for the entire school year with the understanding that some times will be busier, while other times will be less busy. The District Committee will review and appoint the District Administrator position for the following year at the Term 4 meeting yearly. Following the Term 3 meeting, an EOI will be sent to all schools requesting nominations to be due before the Term 4 meeting.

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| 2019/20 | 2021/22/23 | 2024 | 2025/26 | 2027/28 | 2029/30 |
| Chinchilla SS | Chinchilla  Christian College | Chinchilla  Christian College & Small Schools | Jandowae SS | St. Joseph’s School | Chinchilla SHS |

**Initial contact – to all schools**

The District Executive will make contact with all Principals and Teachers of Schools within our District regarding meeting times and agendas.

* The Committee meets once per term as a face to face and/or teleconference.
* Initial meeting of the year will be determined in the Term 4 meeting of the previous year.

**Combined Primary – Secondary Management Committee Management Procedures**

**Membership**

Any teacher who has a current registration with the Queensland College of Teachers is automatically eligible to attend meetings of the ‘Committee’ as an observer.

Membership of the ‘Committee’ shall be:

Voting members:

* PE Teachers of Chinchilla and District Schools.
* Principals of schools within Chinchilla and District.
* The current chair should not hold a vote and should have the final deciding vote in the event of a tie.

Non-voting members:

* Other registered teachers within Chinchilla and District.

**Trophies & Medallions**

Trophies and medallions are ordered at the end of each year by the financial school (Please see above for the School in charge of financial matters for the year.) Trophies are ordered through Chinchilla Jewellers: Address: 71 Heeney Street[, Chinchilla Queensland 4413](https://www.bing.com/local?lid=YN3654x247685496&id=YN3654x247685496&q=Toowoomba+Trophy+Centre&name=Toowoomba+Trophy+Centre&cp=-27.5724792480469%7e151.946014404297&ppois=-27.5724792480469_151.946014404297_Toowoomba+Trophy+Centre&FORM=SNAPST), Phone: 07 4662 7226

**General Meetings**

The time, date of any ‘Committee’ meeting shall be determined at the previous meeting of the ‘Committee’. The venue for all Chinchilla and District meetings shall be held in Chinchilla, as it is a central location for all schools in the district and teleconference facilities made available.

The Chair of Chinchilla and District school sport shall preside at all meetings of the ‘Committee’. If the Chair in turn is unable to attend any meeting, their deputy or other member of staff shall chair the meeting by agreement.

Issues arising at any meeting of the ‘Committee’ shall be decided by a majority of votes and, in the case of a tied vote, the chair shall hold the final decision.

The secretary shall document full and accurate minutes of all questions, matters, resolutions and other proceedings of every ‘Committee’ meeting and annual general meeting. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Committee meeting and annual general meeting shall be signed by the Chair of the next meeting following a resolution verifying their accuracy.

**Annual General Meeting**

The annual general meeting shall be held at a time and place determined by the ‘Committee’ at the start of each year.

**FINANCIAL PROCEDURES HANDBOOK**

The purpose of this Handbook is to provide school Administrative Staff with a simple, straightforward guide for dealing with financial aspects of Chinchilla and District School Sport as they apply to schools.

The Handbook is divided into sections as follows:

1. TRS
2. Collection of District Levies
3. District Affiliation Fees

**Section 1: TRS**

With the introduction of the GST in July 2000 the following system of payment applies for TRS, for teachers involved in Chinchilla and District Sport:

1. Teachers are appointed as coach/managers at the final meeting of the year when the Chinchilla & District calendar dates are set.
2. Convenors/Managers for the following three District events: Cross Country, Swimming and Track and Field will be provided TRS for days out of school. This includes convening the event and taking the team away to the Regional trials.
3. The School incurring TRS cost will issue Chinchilla and District School Sport with a Tax Invoice for the amount payable.
4. Unclaimed amounts from Schools will not be rolled over into the next financial year.

* The rate of TRS will be included in the Memo sent to schools in February each year from Southwest School Sport Officer.
* When the TRS rate changes during the year, an updated Memo will be sent to schools advising of the change.

**Section 2: Collection of Chinchilla and District Team Levies**

As a result of the introduction of the GST in July 2000 and the resulting Education Queensland Directive that *‘School Sport be as inexpensive for students as is possible’* the following process for the collection of District Levies applies:

1. Students and Parents will be notified of students selected in District teams at the completion of the trial carnival, and forms will be handed to students.
2. Parents are to complete the forms, which are then taken to the student’s originating school to get Principal’s endorsement. (i.e. a student from Chinchilla SS will deliver their forms back to Chinchilla SS). Families will then return the forms to their Coach/Manager as per the instructions on the forms.
3. The student’s originating school will complete the bottom half of the Levy/School Consent Form certifying:

* the student is enrolled as a full time student at their school;
* complete their date of birth and confirm it is correct;
* confirm that the school gives permission for the student to participate at regional trials; and

1. The Principal or school representative is then required to sign and date the form.

Parents are to pay the relevant fees –

* + Provide payment to the Financial Executive School by the due date.

1. At the completion of the Regional trial, the original forms must be filed at the student’s school. Please do not forward the originals to the Financial Executive School.

**Section 3: District Affiliation Fees and Team Levies**

**Chinchilla and District Schools Team Levies**

1. Team levies for students selected to represent Chinchilla and District is set at $10 per student per team (As per Student form). This money may be used to pay accommodation for Coaches/Managers and travel expenses (up to $100 ex gst). No meals are to be paid for.
2. Accommodation for Coaches/Managers is to be allocated for Carnivals and events that require travel outside of the hours of 6am-6pm.
   * + Excess of 2-3 hours= 1 night.
     + Excess of 3 hours= up to 2 nights.
     + Sports over 2 days= up to 3 nights.
     + Any additional nights would require approval by the chair.
3. Coaches/Managers to contact Chinchilla State School to organise accommodation bookings for travel.

**District Affiliation Fees:**

All schools in the district will be charged an affiliation fee based on percentage of student numbers within the district. The affiliation fees will cover SWSS affiliation and costs associated with sending manager/coaches to regional trials (TRS and accommodation).

With the introduction of the GST in July 2000 the following system of payment applies for Chinchilla and District Affiliation Fees:

1. The Regional Sporting Officer (RSO) consults DDSW Officers for State school February Day 8 & Non state schools for February enrolment numbers.
2. RSO issues Tax Invoice to District Schools based on numbers given in [a] above, + 10% GST.
3. District remits cheque to South West School Sport for due amount + 10% GST.
4. District claims GST component from ATO in next BAS.
5. South West School Sport remits GST component to ATO in next BAS.
6. District Affiliation Fees for schools are currently set at $8 per student. These fees will be reviewed at the AGM.

**District /TRIALS**

District trials will be conducted at times and venues as decided by the Chinchilla and District School committee. (See Calendar)

1. The convenor will obtain District approval for Risk Assessment.
2. Ages of students participating in District Trials will be decided by year of birth and will adhere to the Age Policy as laid down by the Queensland School Sport Council and the Individual Management Committees of the particular sport being played.
3. In Twelve Years and Under Trials/Championships students must be Twelve [12], Eleven [11] or Ten [10] years of age in that year to be eligible to participate.
4. In Twelve Years and Under Trials/Championships all students turning twelve years of age in that year are eligible to participate regardless of their school year level.
5. Students participating in Trials must attend an affiliated school (including any school of distance education).
6. Transport to and from the District Trial is the responsibility of each participating school and or parent.

**The organising committee for a District Trial is responsible for**:

* The program, including the draw and method of scoring.
* The provision & allocation of officials.
* Schools are responsible to contact others if they require numbers to fulfil a team. This is not the convenors responsibility but the Schools.
* The closing date for nominations.
* Accepting or rejecting late nominations.
* The length of games.
* The inclusion of a coaching component where appropriate.
* Team Officials meetings where necessary.
* Provision of medical care.
* Setting up a Disputes Committee.
* Rules, including variations and modifications.
* Conduct of a Risk Assessment Process. Stage 1 to be conducted prior to the day of the District Trial/Championship. Stage 2 to be conducted on the day of the District Trial/Championship.
* An event cancellation should be made as early as possible before the events starting time. As guidance, if an event occurred at 3:30pm notification should be made the morning of.

**DISTRICT TEAM SELECTION PROCEDURES**

**Criteria**

1. The major criteria for selection will be performance of the students at the District carnival. Areas considered will include:

* Level of skill exhibited.
* Performance of the student as a member of a team.
* Attitude and behaviour of the student on and off the field.
* Age of the student.
* Where applicable, the attainment of set qualifying times and/or distances. Each sport has its own selection policy.

***Athletics:*** To qualify for regional: Regional times and distances must be met. These standards are to be used as a guide when considering students to be nominated to attend the regional trials. While students do not have to have attained these marks they will need to be close to be competitive at the regional carnival.

***Cross Country:***

In the 10 – 19 years team a maximum of six competitors per age group [boys and girls] may be selected. Selection is subject to review depending on a number of factors eg course condition, number of participants, race tactics etc.

***Swimming:***

10-19 years - There are no qualifying times for these students to participate in the South West trials but as a general rule swimmers need to be swimming times that are comparable to state qualifying as per able bodied swimmers ie +10sec/50m.

1. Students using foul/inappropriate language on field during a regional trial will be dismissed from further participation in that game. Any student so dismissed:
   * + - * May be replaced by a substitute player for that game.
         * Is still eligible to participate in later games at those trials.
         * Is still eligible for selection in any South West School Sport team selected at those trials subject as above.
         * The SWSS Code of Conduct highlights the level of expected behaviour of students when participating in/attending events. Consequences as per Coach/Manager information.

As a general rule, students must attend the District Trial to be considered for selection. A student who has an approved absence, [illness, family bereavement, higher level of competition], at the time of the trial, **may** be considered for selection providing written application from the Students School has been submitted to the convenor **prior** to the commencement of the District Trial. They must have presented to the Convenor prior to the Trial commencing.

Inlcuding:

- a medical certificate which identifies the illness or injury together with an anticipated

recovery date

- a record of prior achievement in that sport

- trials documentation to verify school approval to trial (including Principal Approval Form)

- pay the nominated Trial levy.

**Selection Panel**

1. In team sports the selectors will be the School Coach/Manager, District Convenor or a qualified person appointed by the convenor. The Chair of the panel will be the District Coach.
2. Selectors are asked to carry out the following duties throughout the day:

* Address students at the beginning of the carnival explaining what they are looking for (criteria)
* Remind students that they must be available for Regional Carnival
* Address all coach/managers of teams to gather relevant advice on Students ability and behaviour.
* Observe each team and provide any feedback e.g. change of positions
* Conduct possible and probable’s if necessary
* Select the team and complete the team spreadsheet
* Hand out relevant information regarding the regional trials and explaining to students and parents the process of payment, training and return of forms
* Send team list to the District Administrator who will communicate with all schools and the base financial school.
* Organise training and inform families through the District Invitation form.
* Send the team list to the regional convenor/RSO

1. In individual sports, selections will be made according to set times and distances as laid down by the Southwest Sport Board. These qualifying standards can be found in the specific sporting folder.

**Procedures**

1. The selectors will meet on a regular basis throughout the day of the trial.
2. The selectors will meet with the officials of the competing teams to give them the opportunity to put forward the names of, and comment on, students they feel merit consideration for selection.
3. Team officials may submit a written report to selectors.
4. At least one selector must be present at all times of the competition.
5. The selectors will maintain a written record of the selection process.
6. Team officials will advise selectors of students’ availability for selection.
7. Individual sports – a 10% rule will be applied on District selection for times /distances. The times/distances used will be taken from the Regional Bulletins.

**QSS HYDRATION GUIDELINES**

<http://www.schoolsport.edu.au/home-2/our-policies/>

DRINK WATER - DRINK FLUIDS - DRINK WATER - DRINK FLUIDS

**STUDENT FORMS**

As at 2023



CHINCHILLA & DISTRICT

SCHOOL SPORT

*“Excellence, Involvement, Doing Your Best”*

## PRESIDENT SECRETARY

## Mr Nathan McDonald Miss Brianna Welsby

### Chinchilla Christian College Chinchilla Christian College

**Players Code of Behaviour**

* **Be a good sport.**
* **Play for enjoyment.**
* **Strive for personal excellence**
* **Work hard for your team as well as yourself.**
* **Treat all teammates and opponents as you enjoy being treated yourself.**
* **Play by the rules.**
* **Cooperate with team and game officials.**
* **Control your behaviour on and off the field.**
* **Learn to value honest effort, skilled performance and improvement.**

**Parents Code of Behaviour**

* **Encourage participation by your children.**
* **Provide a model of good sportsmanship for your child to copy.**
* **Be courteous 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.**
* **Support School Sport Australia’s policy of a smoke and alcohol free environment.**

**Spectators Code of Behaviour**

* **Remember that young people participate in sport for their enjoyment and benefit, not yours.**
* **Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game’s outcome.**
* **Respect the decisions of officials and teach young people to do the same.**
* **Never ridicule or scold a young player for making a mistake. Positive comments are motivational**
* **Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.**
* **Show respect for your team’s opponents. Without them there would be no game.**
* **Encourage players to follow the rules and the officials’ decisions.**
* **Do not use foul language, sledge or harass players, coaches or officials.**
* **Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.**
* **Support School Sport Australia’s policy of a smoke and alcohol free environment**

**Team Officials Code of Behaviour**

* **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**
* **Avoid over-playing the talented players. All players need and deserve appropriate time**
* **Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches**
* **Compliment participants on their efforts**
* **Condemn unsporting behaviour**
* **Ensure that your behaviour is consistent with the principles of good sporting behaviour**
* **Refrain from criticism of or reaction to the umpire’s/referee’s judgement and decision**
* **Maintain a standard of dress appropriate to the presentation of the team**
* **Refrain from over-zealous coaching from the sideline.**
* **Refrain from smoking and consuming alcohol at any time while in the direct supervision of students.**



CHINCHILLA & DISTRICT

SCHOOL SPORT

*“Excellence, Involvement, Doing Your Best”*

## PRESIDENT SECRETARY Mr Nathan McDonald Miss Brianna Welsby Chinchilla Christian College Chinchilla Christian College

24 January 2023

**ACCEPTANCE OF NOMINATION TO A DISTRICT TEAM**

Chinchilla District often calls upon students to represent their school and Chinchilla in a number of sports. To be fair to the selected students in the teams and others who have missed out, a full commitment is needed when choosing to accept district selection.

Please consider these **Commitment Guidelines** before accepting selection in a district team:

1. Training must be attended whenever possible and on a regular basis. It is courteous to notify your coach if you can not attend.
2. Students should be available for selection at the next level, availability must be communicated upon acceptance of the nomination.
3. Withdrawal from the team after commitment must be timely wherever possible and reasonable cause communicated.
4. Any trial games, carnivals or competitions the team is participating in must be attended wherever possible by all team members.
5. School and team behaviour must reflect a high standard of behaviour suitable for school and district representation. School rules and protocol and the district codes of conduct will be the main points of reference for behaviour.
6. Often students are selected in more than one sport or event at a time, agreeing to be part of team means a total commitment. Be aware that over committing to teams could lead to many problems:

* Physical tiredness and burnout.
* Clashes with other commitments eg. band, club sports, other rep teams.
* Less free time on weekends and afternoons.
* High financial burdens to parents and excess travel.
* Home work completion and decrease in academic performance.

Parents and students need to discuss and plan out a manageable workload together. Ultimately this is a parental responsibility. Failure to adhere to these Commitment Guidelines can result in dismissal from a team or jeopardise future nomination for district selection. Any special circumstances which may affect a student’s ability to commit to a team must be discussed as soon as possible with the coach and manager of the team.

***President Secretary***

***Mr Nathan McDonald Miss Brianna Welsby***

**CHINCHILLA DISTRICT SCHOOL SPORT AGREEMENT & MEDICAL FORM**

**District Trial:**

**Child’s Name: Date of Birth:**

As Parent / Guardian of the above-mentioned child, I give my consent for him / her to participate in the above trial.

I agree:

1. To delegate my authority to the teachers involved. Such teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the excursion and staff and children attending it. Any additional costs incurred from behavioural misconduct, unforeseen accident, or circumstance I will meet.
2. That I have read and understood the information package that comes with selection for a district team. I accept the nomination for selection in the Chinchilla District Team.
3. To authorise the teachers to obtain medical assistance for my child if required and agree to meet all expenses incurred. I authorise qualified medical practitioners to administer anaesthetic to my child if necessary. I submit the following medical information about the above child. I also authorise staff to administer the following medications.
4. ‘The Department of Education & Training is bound by the Information Privacy Act 2009. DET is collecting the information on this form for the purpose of facilitating the attendance of students at the event organised by Qld School Sport. The information provided will not be used or disclosed for any other purpose and will be held securely and protected against unauthorised access. The information will be provided to staff on a need-to-know basis and the privacy of the individuals whose information is provided will be respected. If you wish to access or amend the personal information provided on this form, please contact the team manager
5. That my child’s name and photo may be used for media publications relevant to the event eg. photograph in newspaper, video clip on TV, audio on radio.
6. Name, address and contact information will be used as an attendance register.

### Name: (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Signed:(Parent/Guardian) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **1st Emergency Contact**  **Ph:** | **2nd Emergency Contact:**  **Ph:** |
| **MEDICARE NO: Child Position: Expiry Date:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition / Problem** | **Circle One** | **Condition / Problem** | **Circle One** |
| Heart Problems | Yes / No | Immunisation | Yes / No |
| Respiratory Problems  (Please Specify e.g. Asthma) | Yes / No | Current Tetanus | Yes / No |
| Allergies  (Please Specify e.g. Bee Stings) | Yes / No | Drug Reactions (Please Specify) | Yes / No |
| Blood Pressure | Yes / No | Travel Sickness | Yes / No |
| Recent Operations | Yes / No | Phobias | Yes / No |
| Epilepsy | Yes / No | Bed Wetting | Yes / No |
| Recent Illness | Yes / No | Is Panadol Able To Be Administered? | Yes / No |
| Other: | | | |
| Comments: | | | |

*“Excellence, Involvement, Doing Your Best”*

CHINCHILLA & DISTRICT

SCHOOLS SPORT



***PRESIDENT SECRETARY***

*Mr Nathan McDonald Miss Brianna Welsby*

*Chinchilla Christian College Chinchilla Christian College*

**CHINCHILLA DISTRICT SCHOOL SPORT FAMILY INFORMATION FORM**

**General Details:**

|  |  |
| --- | --- |
| **Child’s Name** |  |
| **School** |  |
| **Parent’s / Guardian Name** | 1.  2. |
| **Phone** | H) M) |
| **Address** |  |
| **Email Address** |  |

|  |  |
| --- | --- |
| **Other**  **Comments** |  |
|  |
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CHINCHILLA & DISTRICT

SCHOOL SPORT

## PRESIDENT SECRETARY

*Mr Nathan McDonald Miss Brianna Welsby*

### Chinchilla Christian College Chinchilla Christian College

#### 88 Oak St 88 Oak St

#### Ph. (07) 4668 9777 Ph. (07) 4668 9777

## CHINCHILLA Q 4413 CHINCHILLA Q 4413

24 January 2023

Dear Parent/Guardian,

Congratulations on your child, ……………………………………… being selected in a Chinchilla and District Sports team. As a reward for being selected, your child is eligible to purchase a Chinchilla and District Sport shirt from Busy Bee Signs in Chinchilla. Your child will be able to wear the shirt anytime they are representing Chinchilla and District at sporting events. The shirt is optional.

To redeem a shirt you simply need to take **this letter** into Busy Bee Signs in Chinchilla select the size and pay for the shirt. The cost is approximately $36.00 (may have changed) which includes the shirt and the Chinchilla and District Sports logo embroidered on the chest. You are only eligible for one shirt per letter/sport. **Please be aware** that the shirts are not kept in stock and are ordered in, which takes a minimum of two weeks so you will need to get in early.

Busy Bee Signs is located at 39 Colamba Street Chinchilla.

Yours Sincerely,

Brianna Welsby

Secretary

**DISTRICT OFFICIALS’ HANDBOOK**

This handbook is to assist you with your pre planning and post carnival responsibilities.

**1. BACKGROUND INFORMATION**

***Initial Administrative Paperwork***

The following completion of forms and notifications will be completed by the Team Manager/Coach:

* Preparation of student invitation.
* Booking of training facilities and notifying schools
* Booking of accommodation – Contact Chinchilla State School if necessary for SW carnival
* Risk Assessment to be completed and signed by your Principal
* Copy of signed form to be sent to district chair

***Southwest Carnival Bulletins***

Bulletins are posted on the SW Website at the beginning of the year. These packages contain all of the information required for the Team Manager.

***Student Invitation***

Every student selected in a district team receives an invitation at the conclusion of the trials. This invitation explains travel arrangements, their responsibilities as a member of a team, associated team costs, training, uniform order, permission/student detail forms and conditions of participation. The invitation is prepared by the manager of the team.

***Student Details/Permission/Medical Forms***

Team officials need to take these forms with them to the SW Trials. ~~Team~~ officials need to look at medical details and any media issues that may need to be reported to the carnival convenor prior to the commencement of the carnival.

***Sports Equipment***

For all sports the team officials are to organise equipment and training devices.

A first aid kit is required for each team and to be supplied by the Team Manger.

***Team Training-***

Everyone wants students to be the best prepared as they possibly can be to participate at state carnivals. However, officials please be mindful when organising training sessions of the impost placed on parents and students [travel distances, accommodation etc]. Be aware that students in your team may also have gained selection in another team and will also be involved in training for that team. Where both boys and girls teams and/or different age divisions in a sport are selected, consult with the officials of the other teams in an endeavour to coordinate training times. Each individual sport may have no more than 3 training sessions before the carnival.

Where training sessions are organised, team officials need to complete the ‘Team Coach Risk Assessment’ form, signed by your principal. This provides coverage in the event of accidents while travelling to/from training and for injuries sustained at training.

***Equality of Playing Time***

It is the team officials’ duty to ensure that all students in teams are provided with equal playing time at SW carnivals. There will be times where this is not possible eg illness, injury. In order to avoid possible criticism from students/parents where they feel they have been disadvantaged, it is good policy to advise students of reasons for not giving them game time where applicable.

***Sun Safety Policy***

It is important that while away with students that the Sun Safety Policy is followed [PPR Module HLS-PR-013]. Be aware of the policy and be seen to enforce those aspects re wearing of hats & sun cream. As well, it is important to act as a role model in relation to sun safe strategies.

***Reports***

A team list outlining who did and did not attend the SW trial needs to be provided to the District Administrator no later than a week after the trial concludes. This information will then be sent to schools.

If applicable the following reports will be required to be returned to the Chinchilla and District Committee

* Carnival Report/feedback if necessary
* Discipline Report [if applicable]
* Accident Report [if applicable]

As these reports are official be mindful of the wording and presentation, electronic versions are preferred.

**2. DISTRICT TEAM LEVY COLLECTION**

All levies are to be paid to the Financial Executive School holding the Chinchilla and District accounts.

The collection process is as follows:

1. Schools will be notified of students selected in teams.
2. Parents take all team forms to their base school for endorsement and then hand them to the Coach/Manager and make payment to Chinchilla State School.
3. Chinchilla State School will forward Team Payment List to the District Administrator and Coach/Manager prior to the carnival.

**3. DUTY OF SUPERVISION**

***Team Officials Duty Of Supervision***

1. At all times Managers and Coaches must display exemplary conduct as a model for students. All team officials are to be aware of Policy and Procedures Register regarding student protection and the principles, accountabilities etc that it invokes. Where the students are in team official’s care ensure that they are supervised to a level that would satisfy a prudent parent/guardian.
2. At all times, schools must provide supervision working with a ratio of 1:10. In some cases, schools may be asked to provide extra support when working at a major event to ensure satisfactory supervision and officiating has taken place.
3. Please remember that your first responsibility is to the students. Your social calendar must take second place to your duty of care. Please be aware also of the sharing of responsibility while away. Do not impose yourself on your fellow team officials to assume more supervision than yourself.
4. Team officials must enforce all areas of QSS Codes of Behaviour to all team members. In any cases of student misbehaviour, the Principal is to be contacted regarding the incident and a written report presented immediately upon the team’s return.
5. In the event of a major instance of misbehaviour [eg drinking alcohol, absent without permission, moral misconduct etc] the procedure should be as follows:
   * 1. Contact Principal immediately.
     2. Forward a written report of the incident to the Chinchilla and District Committee immediately.
     3. Contact the student’s parents.
     4. Where possible arrange for the student to be sent home immediately. Where this is not possible, closely supervised alternative accommodation must be arranged.
     5. The student must be withdrawn from further competition at the carnival.
     6. Contact with the Principal of the school, and the forwarded report, will be the responsibility of the committee.
6. A teacher as a team official of a school sporting team is responsible for supervision of students at all times unless the students are in control of parents/care givers. The team official must ensure that procedures are in place which enable the students or parents/care givers to be able to contact them at all times.
7. If team functions are organised at carnivals e.g. evening BBQ, please ensure that all students/parents are aware of arrangements. Avoid organising functions that could place undue strain on parents/students e.g. cost.

**4. DUTIES OF DISTRICT CONVENOR, COACH AND MANAGER**

**DISTRICT CONVENOR**

1. Make the final decision on the type of trial depending on nominations.
2. Receiving entries and creating a suitable and fair trial for all students.
3. Ensure grounds are booked and correctly marked, equipment is available and ready to use, seating and covered area is available- if necessary. Book indoor venues where necessary in case of weather.
4. Ensure adequate first aid is available for on field injuries.
5. Carry out risk assessment for the activity prior to the trial. Ensure risk assessment is signed by Principal and a copy forwarded to the District chair.

**DUTIES OF COACH**

If you are appointed as coach of a District team for which a manager is not appointed, you are required to perform the duties of that position also.

The primary task of the coach of a team is to be responsible for its selection, training/coaching where geographical location of the students involved allows, and participation in School Sport.

To that end, these are some essential duties:

1. Address all students at the carnival prior to the commencement of competition to ensure that they are aware of the selection procedures/criteria and commitment required of those selected in the regional team.
2. Address the selected students to give detail (preferably in print) of any training sessions proposed for those able to attend.
3. Accept full responsibility for training/coaching the selected team.
4. Organise venues for training sessions and preparation matches. Try to find out dates of other training or matches in which selected students are likely to be involved to avoid clashes.
5. Plan coaching sessions that are active and varied.
6. Lead by example in all matters. e.g. punctuality, appearance.
7. Ensure sufficient equipment in good condition is available for training sessions and matches.
8. Take complete charge for equipment during training and matches.
9. Be responsible for on-field behaviour and appearance of team members.
10. Endeavour to develop a positive team spirit.
11. Ensure at the end of each training session or match that all students know the arrangements for the next.
12. Ensure that all team members have equal opportunities in front of the selectors at the state championships.
13. Liaise with the manager at all times in all aspects concerning the team. e.g. uniforms, dress, behaviour.
14. Carry out risk assessment for the activity prior to the trial and any training sessions. Ensure risk assessment is signed by Principal and a copy forwarded to the District chair.

**DUTIES OF MANAGER**

If you are appointed as manager of a team for which a coach is not appointed, you are required to perform the duties of that position also.

The primary task of the manager of a District team is to ensure the proper conduct and welfare of team members to a level that would satisfy a prudent parent or guardian.

To that end, these are some essential duties:

1. Address the selected students. Emphasise the "Team Members' Code of Behaviour" which will be included with the student "Invitation".
2. Complete a "Team List" and give it to the District Administrator as soon as possible.
3. Study all detail forms and note any special problems. e.g. medical. Be aware of departmental policy for administering medications to students. Be aware of any special circumstances that might create later problems. e.g. Students from isolated communities, no home telephone contact.
4. Liaise with the coach on all matters of team preparation.
5. *At the Regional Carnival:*
   * When using buses for ground transfers, roll calls must be observed at all times.
   * Be responsible for dress, general behaviour and supervision of all team members.
   * Ensure awareness and observance of all aspects of the "Code of Behaviour".
   * Remain with the team while at the carnival site.
   * Remain with the team members until placed in charge of parents/care givers. If you have to leave (e.g. with an injured student) you must advise another regional official or other person who can assume responsibility for the remaining students.
   * Be available to attend officials' meeting or other carnival meetings, (please remember - decisions from these meetings can only be recommendations to your parent body.)
   * Pass on all relevant paperwork to carnival organisers.
   * In case of serious misconduct by a student, make immediate contact with the RSSO and note details in case of later investigation.
   * Make suitable arrangements for the control of pocket money and the protection of valuables.
   * Attend to first aid requirements and note details of any injuries received by a team member. (Details of injuries on an Accident Report will be required to be attached to your report. Advise the student's parents of the details as soon as possible.)
   * In all cases of misconduct, issue a separate written Disciplinary Report to Principal/s of school/s involved and to the RSSO
   * Write letters of appreciation to the host centre personnel.

##### 5. A GUIDE TO MANAGING DISTRICT TEAMS

|  |  |  |
| --- | --- | --- |
| TIME | **NAME OF DOCUMENT** | **COMMENT** |
| **Prior to District Carnival** | Nominations  Training Schedule  Student package | Confer with Coach. |
| **At District Selections** | Team List | Team Lists – forward to the District Administrator. |
|  | Contact Details | Ensure that all students have completed a contact details form & have mobile contact numbers |
|  | Training Schedule | Issue training schedules |
| **Prior to Departure to Regional Trials** | Student Information | Check Student Details and Parent Permission Forms. Note any potential concerns/areas of note eg allergies, custody rights. |
| Equipment | Gather, equipment uniforms and first aid equipment to take to carnival. |
| **Upon Return from Regional Trials** | Report | **Include any Accident Reports and/or Disciplinary Reports.**  Address any feedback to Chinchilla and District Committee meeting |
|  | Student Forms | Return to base School |
|  | Selection | Inform District Administrator of any selections from our District |

**6. RISK MANAGEMENT**

This document summarises how curriculum risk management is to be undertaken in the South West School Sport Region. These curriculum risk management processes are based on the requirements of *HLS-PR-012 Managing Risks in School Curriculum Activities* – the DET procedure that outlines our responsibilities for curriculum risk management. All staff (existing, newly appointed or temporary) who have responsibilities for planning and/or delivering curriculum activities should understand this procedure and adhere to these processes.

1. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity.
2. For all curriculum activities (regardless of assigned level of Risk) Team Officials MUST submit either a written QSS Risk Assessment Representative School Sport form. Completed forms to be sent to School Principals and District Chair (District Trials) and District Chair (Regional Trials).
3. Ideally, the CARA should be completed and submitted electronically (e.g. via email).
4. Once approved:
   1. The CARA will be signed and returned to the person who submitted it.
   2. A copy will be saved at the school of the District Chair.
   3. The details of the CARA will be entered in the relevant school management system.
5. Activities are to be conducted in accordance with the approved CARA, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the CARA.
6. Once the approved activity has been undertaken, the *Monitor and Review* section of the CARA is to be completed. Any significant issues should be brought to the attention of the person who approved the CARA.

**Important links**

* Managing Risks in School Curriculum Activities  
  <http://ppr.det.qld.gov.au/education/management/Pages/current-procedures.aspx>
* Curriculum Activity Risk Assessment (CARA) Guidelines  
   <http://education.qld.gov.au/curriculum/carmg/sport.html>
* **NOTE: The above link will allow access to Sport Specific CARA Guidelines**
* QSS Risk Management Event Convenor

<https://southwestschoolsport.eq.edu.au/Supportandresources/Policies-and-procedures/Pages/Policies-and-procedures.aspx>

**NOTE: The above link will allow access to the QSS proforma**

* QSS Risk Management Event Team manager

<https://southwestschoolsport.eq.edu.au/Supportandresources/Policies-and-procedures/Pages/Policies-and-procedures.aspx>

**NOTE: The above link will allow access to the QSS proforma**

* SCM-PR-02: School Excursions <http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>

## MANAGING RISKS IN SCHOOL CURRICULUM ACTIVITIES

This document aims to assist staff undertake effective curriculum risk management. The information presented here should be seen as the ‘minimum expected standard’ to manage risk, rather than the definitive list of requirements.

All the information presented should be carefully considered in respect to the nature of the activity and your specific context, such as:

1. Which students will be involved? (Age, maturity, experience, specific needs, number)
2. What will students be doing? (Jumping, swimming, cutting, cooking, throwing etc.)
3. What will students be using? (Hazardous materials, sporting equipment, tools, stove etc.)
4. Where will students be? (Classroom, outdoors, pool, creek, at height etc.)
5. Who will be leading the activity? (Experience, qualifications etc.)

**THE RISK MANAGEMENT PROCESS**

The workplace health and safety risk management process involves the following steps:

1. **Identify the potential hazards**
2. **Assess the risk**
3. **Decide on the control measures**
4. **Implement the control measures**
5. **Monitor and review**

Risk assessments are best completed by more than one person thinking about the hazards, risks and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

By incorporating effective risk management processes into curriculum planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

**Step 1. IDENTIFYING THE POTENTIAL HAZARDS**

***Hazards*** are those things that have the potential to cause harm.

Hazards come in many forms – some are common and easily identifiable, such as: using machinery, falling from heights, javelin throwing, heavy impact in contact sports and infectious diseases.

Other hazards may not be as common and may be harder to identify. For example, activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as, with younger students, with large groups of students, in unfamiliar settings, or for the first time.

Once the hazards have been identified, the level of risk they pose needs to be assessed.

**Step 2. ASSESS THE LEVEL OF RISK**

***Risk*** is the likelihood that a harmful consequence (e.g. injury) will occur when we are exposed to a hazard.

As such, a risk level is made up of two elements, the:

(a) **Likelihood** of an incident happening, and

(b) **Consequence** if it did happen.

***Risk = Likelihood x Consequence***

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

* duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
* competence of those undertaking the activity (no training or inexperience may lead to an accident)
* environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
* speeds, heights and weights of objects being used. The greater the force, the greater the impact.

To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.

***Use the matrix below as a guide to assist with your risk assessment.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | | | |
| 1. Insignificant | | 2. Minor | 3. Moderate | 4. Major | 5. Critical | |
| 5. Almost Certain | Medium | | Medium | High | Extreme | Extreme | |
| 4. Likely | Low | | Medium | High | High | Extreme | |
| 3. Possible | Low | | Medium | High | High | High | |
| 2. Unlikely | Low | | Low | Medium | Medium | High | |
| 1. Rare | Low | | Low | Low | Low | Medium | |
| **Consequence Rating** | | **Description of Consequence** | | | | |
| 1. Insignificant | | No treatment required | | | | |
| 2. Minor | | Minor injury; First Aid treatment (e.g. minor cuts, bruises, bumps) | | | | |
| 3. Moderate | | Injury requiring medical treatment or lost time of four or fewer days | | | | |
| 4. Major | | Serious injury (injuries) requiring specialist medical treatment or hospitalisation, or greater than four days lost time | | | | |
| 5. Critical | | Loss of life, permanent disability or multiple serious injuries | | | | |

**Step 3. DECIDE ON THE CONTROL MEASURES** Your assessed inherent risk level will determine the degree of planning and approval required

|  |  |  |
| --- | --- | --- |
| Risk Level | | Action Required / Approval |
| **Low** | Little chance of incident or serious injury. | * Manage through regular planning processes |
| **Medium** | Some chance of an incident and injury requiring first aid. | * Document controls in planning documents and/or complete a *Curriculum Activity Risk Assessment* * Consider parental permission |
| **High** | Likely chance of a serious incident and injury requiring medical treatment. | * *Curriculum Activity Risk Assessment* required * Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment * Once approved, activity details to be entered in the *School Curriculum Activity Register* * Parental permission is recommended |
| **Extreme** | High chance of a serious incident resulting in highly debilitating injury. | * Consider alternatives to doing the activity * *Curriculum Activity Risk Assessment* detailing significant control measures will be required * Principal to review and approve risk assessment * Once approved, activity details to be entered in the *School Curriculum Activity Register* * Parental permission must be obtained for student participation |

If a [Curriculum Activity Risk Assessment Guideline](http://education.qld.gov.au/schools/healthy/) (<http://education.qld.gov.au/curriculum/carmg/sport.html> ) exists for a specified activity being planned, that guideline is to be adhered to. The [Curriculum Activity Risk Assessment Template](http://education.qld.gov.au/schools/eppr/health/hlspr012/assess.pdf) and Guidelines set the minimum requirement for the documentation of a risk assessment. Where a minimum recommendation of the guideline cannot be met, alternative controls are to be implemented to ensure an acceptable level of safety is provided. It is recognized that some schools or curriculum departments may adopt more detailed risk assessment proformas.

Control measures are the things we do to lower the level of risk to an acceptable level. The types of control measures are listed below in the ‘hierarchy of control’ – they should be considered and used in this preferred order:

1. **Elimination**: remove the hazard completely from the workplace or activity
2. **Substitution**: replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
3. **Isolation**: separate people from the hazard (e.g. safety barrier)
4. **Redesign**: making a machine or work process safer
5. **Administration**: putting rules or training in place to make a workplace safer
6. **Personal Protective Equipment**: protective clothing and equipment (e.g. helmet, gloves, shin-pads)

**Step 4. IMPLEMENT THE CONTROL MEASURES**

You will need to implement sufficient control measures to reduce the risk to an acceptable level. For all high and extreme risk activities, the controls measures should be implemented in accordance with the approved Curriculum Activity Risk Assessment.

**Step 5. MONITOR AND REVIEW**

At all times the control measures should be monitored to ensure they are providing the intended level of safety.

It is important to assess the effectiveness of the controls you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked.

If necessary, modify or add control measures to ensure safety.

Record any changes to the safety measures in the Monitor and Review section of the Curriculum Activity Risk Assessment for future reference.

**IMPORTANT LINKS**

* Managing Risks in School Curriculum Activities  
  <http://ppr.det.qld.gov.au/education/management/Pages/current-procedures.aspx>
* Curriculum Activity Risk Assessment (CARA) Guidelines  
   <http://education.qld.gov.au/curriculum/carmg/sport.html>
* **NOTE: The above link will allow access to Sport Specific CARA Guidelines**
* QSS Risk Management Event Convenor

<https://southwestschoolsport.eq.edu.au/Supportandresources/Policies-and-procedures/Pages/Policies-and-procedures.aspx>

**NOTE: The above link will allow access to the QSS proforma**

* QSS Risk Management Event Team manager

<https://southwestschoolsport.eq.edu.au/Supportandresources/Policies-and-procedures/Pages/Policies-and-procedures.aspx>

**NOTE: The above link will allow access to the QSS proforma**

* SCM-PR-02: School Excursions <http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>

**FURTHER INFORMATION**

For further support with risk management contact:

* Trained staff in schools such as:
  + Curriculum Risk Management Coordinators
  + Workplace Health and Safety Officers (WHSOs)
  + Workplace Health and Safety Representatives (WHSRs),
* Regional staff such as, Senior Health and Safety Consultants.

**QSS RISK MANAGEMENT**

All Queensland School Sport events require a risk management process to be performed prior to the event commencing. This process is the responsibility of the teachers involved with the activity.

Principals and teachers should be aware that there are in effect three risk assessment areas as identified by the Department:

1. Curriculum Activity Risk Assessment (CARA) for the particular sport – Completed by the Team Coach
2. Representative Sports Event: Team Manager – Completed by Team Manager
3. Representative Sport Event: Convenor – Completed by Convenor

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Management:Representative Sports Event *The following table summarises the risk management process and who has the associated responsibilities* | | | |
| **Event Level** | **Risk assessment prepared by** | **Risk assessment approved by** | **Location of Approved Documentation** |
| **District Events** | District Convenor [3] – usually teachers | Chair of the District Sport Management Committee/Principal | School of the District Sport Committee Chair/Teachers school |
| School Team Manager [2] - usually teachers | Principal from the school of the teacher official | Teacher’s school |
| School Team Coach [1] - usually teachers | Principal from the school of the teacher official | Teacher’s school |
| **Regional Events** | Regional Convenor [3] – usually teachers | Regional School Sport Officer | Regional School Sport Office |
| District Team Manager [2] - usually teachers | Chair of the District Sport Management Committee | Teacher’s school |
| District Team Coach [1] - usually teachers | Chair of the District Sport Management Committee | Teacher’s school |
| **State Events** | State Convenor [3] – usually teachers | Regional School Sport Officer | Regional School Sport Office |
| Regional Team Manager [2] - usually teachers | Regional School Sport Officer | Teacher’s school |
| Regional Team Coach [1] - usually teachers | Regional School Sport Officer | Teacher’s school |
| **Queensland hosted Interstate & International events** | Convenor [3] – usually teachers | Qld School Sport Unit | Qld School Sport Unit |
| Team Manager [2] - usually teachers | Qld School Sport Unit | Teacher’s school |
| Team Coach [1] - usually teachers | Qld School Sport Unit | Teacher’s school |
| **Other Interstate & International events** | Team Manager [2] - usually teacher | Qld School Sport Unit | Teacher’s school |
| Team Coach [1] - usually teachers | Qld School Sport Unit | Teacher’s school |

**Note:** For International and Interstate events hosted outside of Queensland and where the event conveners have not published a risk assessment, then the team manager will complete the “Sport Event – Convener” document and upon their return to Queensland have the document stored as per the above schedule.**7. CODE OF CONDUCT**

* You are bound by the Department’s Code of Conduct
* Provide a safe and supportive sporting and learning environment
* Initiate and maintain constructive communication and relationships with students and parents/carers
* Promote the skills of responsible self-management
* Communicate high expectations for individual achievement and behaviour
* Ensure consistency and fairness in implementing the school sport behaviour codes.
* Ensure that your behaviour at till times, whether at or away from the playing venue, does not bring the name of “School Sport” into disrespect
* Avoid over-playing the talented players. All players need and deserve appropriate time
* Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches
* Compliment participants on their efforts
* Condemn unsporting behaviours
* Ensure that your behaviour is consistent with the principles of good sporting behaviour
* Refrain from criticism of or reaction to the umpire’s / referee’s judgment and decision
* Maintain a standard of dress appropriate to the presentation of the team
* Refrain from over-zealous coaching from the side-line.
* Refrain from smoking and consuming alcohol at any time while in the direct supervision of students.
* These Codes of Conduct apply to all events conducted by, or participated in, by Queensland School Sport.

Attention is drawn to the 2009 changes to the Department’s Code of Conduct regarding interactions with students, namely:

Section 2.2.2 (b) Interactions with Students

* You must not communicate with students using a personal mobile phone, either verbally or by text message unless prior approval has been given by your Principal or supervisor. You must discourage students from such communication with staff. Use of a departmental mobile phone must be for official purposes only.
* You must ensure that you do not communicate with students from a private or personal email address. School or institute policies which allow for communication with students via departmental email should be for official purposes only.
* You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or supervisor. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students.
* You must not use internet social networks such as Face Book, My Space or YouTube to contact or access present students enrolled in any school or institute.
* If you use internet social networks in your personal time you must ensure that the content is appropriate and private, and that you restrict access to specific people who are not students.

**DISCIPLINARY REPORT**

District Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carnival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Students Involved | |
| Name | School |
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| Official’s Recommendation for Future Action |
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##### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Manager/ Coach] Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

##### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Manager/Coach] Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***COPIES OF THIS REPORT ARE TO BE FORWARDED TO:***

* ***District Committee***
* ***Principal – School[s] of students involved***

#### TEAM OFFICIAL’S EXPENDITURE SHEET

**Dsitrict TEAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signed: ......................................................... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**(Receipts must be attached**

TEAM MEMBER DETAILS SHEET

**TEAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BOYS / GIRLS U19 / U15 / U12 *[Circle]***

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| **SHADOWS** |  |  |  |  |  |  |
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| **Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** EACH TEAM OFFICIAL TO HAVE A COPY OF THIS FORM ONCE COMPLETED | | | | | | |