

SCHOOL SPORT SUNSHINE COAST (SS SUN) ABSENTEE APPLICATION FOR EXEMPTION FROM A DISTRICT TRIAL

PROCESS

Student:

- Attends a SS SUN affiliated school / Home Education Program.
- Is selected / identified to represent the school for the specified sport.
- Advises School Sport Coordinator of their inability to attend the District Trial.
- Meets the approved criteria for exemption – see '**Absentee Application**' for criteria.

School Sport Coordinator (SSC):

- SSC must make a judgement that the student has the ability to be selected in that district team for that sport.
- If the student meets the criteria for exemption, then the SSC gives the '*Absentee Application for Exemption from a District Trial*' Form to the student.
- Inform the student that the application must be completed and signed by the Parent or Guardian / Authorised School Delegate.
- The application must have the appropriate documentation attached supporting the criteria for exemption.
Eg. If student is applying for an exemption on medical grounds, then the application MUST be accompanied by a signed medical certificate.
- Applications must be submitted **at least 24 hours prior to the district trial**. Only in the case of an extremely recent injury / illness, would a late application be considered.
- Applications and documentation must be emailed to the District Secretary / District Exemption Approver.

Student:

- Completes '*Absentee Application for Exemption from a District Trial*' Form and has it signed by:
 - Parent or Guardian / Authorised School Delegate
- Student attaches any required documentation and returns form to School Sport Coordinator.
- **If timelines are too short, it is the student's responsibility to forward straight to District Exemption Approver.**

School Sport Coordinator (SSC):

- Email completed '*Absentee Application for Exemption from A District Trial*' form, along with required documentation, to the stipulated district person for approval.
- If student is going straight to a regional trial, then email application to Regional School Sport Officer (RSSO) for approval.

District Exemption Approver:

- District must have an approval process in place with a line of command of who is going to approve exemptions.
For eg. "All applications must be approved by District Secretary or District Chair".
- If exemption is NOT APPROVED, inform student and SSC and justify reasons.
- If exemption is approved, continue to follow process below.
- Inform the student of their success in gaining an exemption.
- Inform the student that they will be considered for selection in the district team but that there is no guarantee of automatic district selection.
- Notify the District Trial Convenor and forward the application and attached student resume to the convenor and any district officials.

District Trial Convenor (DTC):

- Consult with the District Secretary / District Exemption Approver to enquire if there are any exemptions for the district trial.
- ***If any approved exemptions - make an announcement at the beginning of the District Selection Trial, informing all participants and spectators that there are students, who meet the exemption criteria, not in attendance who are being considered for selection.***

District Team Selectors:

- Consider the exempted student in district team selection.
- Consult School Sport Coordinator on player's skill level if possible.
- Consult supplied student's resume.
- Retain copies of all '*Absentee Application for Exemption from a District Trial*' forms / resumes with district team selection notes.
- Notify the student if they have been successful / unsuccessful in being selected in the District Team.