

Queensland Representative School Sport

This booklet has been designed as an electronic version for your convenience. Fields with the same information will auto-populate. Please use the latest version of Adobe Reader, Mac Preview or any other PDF reader that can fill in PDF form fields.



Sunshine Coast School Sport Regional team permission booklet

Congratulations on being offered an invitation to join our regional team to attend this QRSS state championship.

Please select your specific sport team (age / gender / sport) below using the drop-down box.

To participate in this state championship, students must have this form signed by:

- Your school's authorised school delegate (principal, deputy principal or sports coordinator)
- Your parent or carer (unless you are an independent student)

To accept this offer, return this booklet to your team manager by the due date written in the team invitation.

This booklet includes:

Section A: Student details	Section B: School permission
Section C: Parent or carer details	Section D: Student health information
Section E: Mouthguard consent (if applicable)	Section F: Parent or carer consent
Section G: QRSS name consent	Section H: Code of conduct

SECTION A: Student details

Name:		Date of birth:	
School:			

Student's agreement to the Code of Conduct

I have read and understand the attached 'Student's Code of Conduct' and agree to abide by its conditions.

Student name (please print)	Student signature	Date

SECTION B: School permission

I give approval for the student above to attend this QRSS state championship. I verify that the student is enrolled at our school and that their date of birth is correct.

Principal or authorised school delegate (please print name)	Signature	Date

SECTION C: Parent, carer or independent student details

Parent or carer 1:

Parent name:		Mobile:	
Contact email:		Contact ph:	
Home address:			

Parent or carer 2: (optional)

Parent name:		Mobile:	
Contact email:		Contact ph:	
Home address:			
(if different to above)			

Additional emergency contact details (Emergency contact must be at least 18 years old)

Emergency contact only required if two people are not listed above.

Name:		Mobile:	
Relationship to student:		Contact ph:	

Privacy statement:

The Department of Education (DoE), through Queensland Representative School Sport, is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purposes of participating in representative school sport activities.

This information will only be accessed by authorised departmental employees and persons authorised by Queensland Representative School Sport, including appointed team officials. In accordance with section 426 of the [Education \(General Provisions\) Act 2006](#) (regarding student's personal information) and the [Information Privacy Act 2009](#) (parent/carer's personal information), this information will not be disclosed to any other person or body unless DoE has been given permission or is required or authorised by law to disclose the information.

SECTION D: Student health information

Student name:

Date of birth:

Concussion or suspected concussion

- | | | |
|--|--------------------------------------|---------------------------------------|
| 1. Has the student had any recent head injuries or concussion? | <input type="checkbox"/> No, go to 4 | <input type="checkbox"/> Yes, go to 2 |
| 2. Does the student have graduated return to play advice from their treating doctor? | <input type="checkbox"/> No, go to 3 | <input type="checkbox"/> Yes, go to 4 |
| 3. Had the student received medical clearance to participate in this sport event at the date of signing this form? | <input type="checkbox"/> No, go to 3 | <input type="checkbox"/> Yes, go to 4 |

Note: If your child has had concussion or suspected concussion, staff will follow advice from the treating doctor. Students who have graduated return to play advice from their treating doctor may be eligible to join the team, however, medical clearance is required for your child to fully participate in the sport.

Other injuries

- | | | |
|---|--------------------------------------|---------------------------------------|
| 4. Does the student have any current or previous sprains, strains or other injuries (eg to the knee, hip, shoulder, ankle or back) with may affect their participation? | <input type="checkbox"/> No, go to 6 | <input type="checkbox"/> Yes, go to 5 |
|---|--------------------------------------|---------------------------------------|

5. Describe the injury and recent treatment.

Health conditions

- | | | |
|--|--------------------------------------|---------------------------------------|
| 6. Does the student have any health conditions that affect their participation in sport? | <input type="checkbox"/> No, go to 8 | <input type="checkbox"/> Yes, go to 7 |
|--|--------------------------------------|---------------------------------------|

7. Indicate the student's health condition or conditions:

- ☐ Asthma
- ☐ Anaphylaxis
- ☐ Diabetes
- ☐ Epilepsy
- ☐ Other:

Attach any emergency health plans, action plans or medical advice relating to the condition. Contact the team official as soon as possible to discuss any support required to manage the student's health condition, especially if the student requires medication or an emergency response and/or if they require additional support to manage their condition.

Medication requirements		
8. Will the student require routine medication (at a set time) during this activity?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Could the student require medication as an emergency response? Eg for asthma or anaphylaxis?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10. Had the student received medical clearance to participate in this sport event at the date of signing this form?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
11. Does the student have parent approval to self-administer their medication?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>If YES to any of these questions:</p> <ul style="list-style-type: none"> Complete the <i>Consent to administer medication</i> form (available in the administration of medications in school procedure – https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure). Attach the completed <i>Consent to administer medication</i> form and any additional advice from the health practitioner (eg action plan, letter, medication order) to this acceptance form. Contact the student's team manager as soon as possible to ensure that the student's medication needs can be supported. 		
Other		
<p>Describe below if the student has any other health or well-being issues which may affect their participation in representative school sport:</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>		
<p>Activity risks and insurance</p> <p>The Department of Education does not have personal accident insurance cover for students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer/independent student. Some incidental medical costs may be covered by Medicare. If the parent/carer/independent student has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer/independent student. It is up to the parent/carer/independent student to decide the type/s and level of private insurance they wish to arrange to cover for their child/themselves (if an independent student). Please take this into consideration in deciding whether or not to allow your child/yourself (if an independent student) to participate in this activity.</p>		

SECTION E: Mouthguard consent (if applicable) for Australian football, Hockey, Rugby league, Rugby union and Water polo

Student name:		Date of birth:	
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Sport in which the above student is participating

<input type="radio"/> Australian football	<input type="radio"/> Hockey	<input type="radio"/> Rugby league	<input type="radio"/> Rugby union	<input type="radio"/> Water polo
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It is a Department of Education requirement for students wishing to participate in Australian football, Hockey, Rugby league, Rugby union and Water polo to wear mouthguards. The Department of Education strongly recommends that student wear custom-fitted mouthguards.

Please refer to the [Sport Medicine Australia—Preventing Dental Injuries in Sport](#) and the [Australian Dental Association and Sports Medicine Australia's Mouthguard Policy](#) in order to make an informed decision about which mouthguard is most suitable for your child.

If your child is unable to wear a mouthguard for medical reasons, then a medical certificate or letter signed by the student's treating doctor is required prior to your child participating in this representative school sport event.

If you have any issues regarding purchasing a mouthguard, please contact the team manager and/or your school's principal.

To address student safety, if this mouthguard consent form is not completed, signed and returned, your child will be unable to participate in the specific representative school sport event.

Acknowledgement and signature block

- ☐ I understand that mouth protection is mandatory in this sport. I have read the information provided to me about mouth protection and accept responsibility for the type of mouth protection the student listed above will wear whilst playing this sport.
- ☐ I confirm that the student listed above has NO identified medical condition or conditions that may impact on their safety by wearing a mouthguard during participation in this sport.

OR

- ☐ I confirm that the student listed above has an identified medical condition that may impact on their safety during participation in this sport and therefore cannot wear a mouthguard. The required medical certificate or letter from their treating doctor is attached.

Name of parent or carer or independent student:	
Signature of parent or carer or independent student:	
Date:	

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SECTION F: Parent or carer consent

Name of representative sporting event:	
Name of student:	

By signing this form, I agree to all the following statements:

- I have read all of the information contained in this document in relation to the QRSS program (including any attached material) and will commit to participation in all aspects of the program.
- I give consent for the student listed above to participate in the identified QRSS program.
- To the best of my knowledge, the student named in this form is medically fit and able to participate in this representative school sport event.
- I have provided the team official with all relevant details of the student's medical and physical needs on registration/enrolment and where relevant have updated this information.
- I will notify the team official if there is a change in any health conditions detailed above or if the student is no longer medically fit or able to participate for health/injury reasons in this representative sporting event. This includes concussion that may occur during an event.
- I agree that should the student be medically unfit to participate fully in the representative school sport event for which they have been selected, they may be required to withdraw.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the student may reasonably require, including contacting a doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including transportation costs) and undertake to reimburse the department the full amount of those costs.
- I give consent for my child/student contact information to be shared in relation to the representative school sport event in compliance with relevant Queensland Chief Health Officer's directions.
- I am aware that the department does not have personal accident insurance cover for students.
- I will pay the Queensland Representative School Sport costs as outlined by the sport offices for the student's participation in the event.
- I acknowledge that transport and or accommodation may be provided to attend trials or championships.
- I acknowledge that the team officials have no responsibility for students during privately arranged travel to and from competition venues, or whilst in private accommodation.
- I have reviewed the information I have provided on this form and confirm that this information is correct to date.
- I will adhere to all QRSS program policies, including the Department of Education and QRSS codes of conduct.


Name of parent, carer or independent student:			
Signature:		Date:	

SECTION G: QRSS name consent

Department of Education

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Instructions to complete the Consent Form for Queensland Representative School Sport

For a parent/carer:	<ol style="list-style-type: none"> Read the Information sheet: Consent Form for Queensland Representative School Sport (pages 7-10) and retain for your records. Complete and return the Consent Form for Queensland Representative School Sport – 2025 (pages 11-12) to the appropriate person for the level of trial you are attending: <ol style="list-style-type: none"> District Trial – District Convenor/Coach/Students school Regional Trial – District Coach/Manager State Championship – Regional Manager SSA Event/Exchange – State Manager
For a mature age student or student over 18 years old*:	<ul style="list-style-type: none"> Read the Information sheet: Consent Form for Queensland Representative School Sport (pages 1-4) and retain for your records. Complete and return the Consent Form for Queensland Representative School Sport – 2025 (pages 5-6) to the appropriate person for the level of trial you are attending as outlined above.
For an independent student*:	<ol style="list-style-type: none"> A staff member will assist you in reading and comprehending the Information sheet: Consent Form for Queensland Representative School Sport (pages 1-4), and the Consent Form for Queensland Representative School Sport – 2025 (pages 5-6). The staff member who assisted you will complete Section C of the Consent Form for Queensland Representative School Sports – 2025. You will complete and return the Consent Form for Queensland Representative School Sport – 2025 (pages 5-6) to the appropriate person for the level of trial you are attending as outlined above.
If you need help ¹⁾ with English: 	Ask the school for an interpreter . <ol style="list-style-type: none"> Ask the interpreter to read the Information sheet: Consent Form for Queensland Representative School Sport (pages 1-4) and the Consent Form for Queensland Representative School Sport – 2025 (pages 5-6). Keep the Information sheet: Consent Form for Queensland Representative School Sport for your records. Complete and return the Consent Form for Queensland Representative School Sport – 2025 (pages 5-6) to the appropriate person for the level of trial you are attending as outlined above.

*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.

An independent student is a student younger than 18 years who:

- (in most cases) is living independently of their parent/carer
- does not have another adult exercising parental responsibility for them (i.e. taking care of the student's housing, food, clothing and transport needs)
- has the capacity to make decisions on their own behalf.

This does not include primary school-aged students, students in out-of-home care, international students living in a homestay arrangement or with a relative, and dependants of temporary visa holders living in Queensland.

A **mature age student** is a person who is 18 years or older and actively enrolled in a [mature age state school](#) under the provisions of ss. 155-156 of the Education (General Provisions) Act 2006 (Qld).

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Information sheet: Consent Form for Queensland Representative School Sport

Read the information below and retain for your records

This Consent Form for Queensland Representative School Sport is designed to gain consent to collect, record, use and/or disclose selected personal information for a student participating in one or more representative school sports at District, Regional, State, National and International level, managed by Queensland Representative School Sport.

Personal information and materials covered by this form

The department may use, record, collect and/or disclose the following personal information and/or materials:

(a) **personal information** that may identify the person in **Section A**:

- Name
- School name
- School year level
- Age
- Date of birth
- Image/photograph
- Sporting Organisation Personal Identification Number
- Recording (voices and/or video)
- Copyright materials (artistic works or performances)
- Achievement or performance results

(b) audio-visual recordings of the individual/team, image and voice during associated sporting events

(c) photographic recordings of the individual/team during sporting events

(d) written materials and reports recording information about the individual/team, including written summaries

(e) annotated samples of the individual/team sporting performance, (including video or image)

(f) representing Indigenous knowledge or culture.

Purpose

If consent is given in **Section B** below, the Department of Education (DoE) through Queensland Representative School Sport (QRSS) will be able to use, record, collect and/or disclose the Individual's personal information and/or materials to the relevant third-party, including sporting organisations, School Sport Australia, and/or education departments of other Australian state and territory governments for any of the following approved purposes :

(a) Facilitation, organisation and administration of representative school sport events (often with assistance from the relevant sporting organisation or other relevant third-party)

- Includes talent identification, grading, competition draws and timetables, publication of results, and arranging travel and accommodation associated with event participation.
- May include disclosure of personal information to third-party providers of software programs/applications (licensed to DoE by an external provider) in order to facilitate administration of the competition. (Refer to the Third-party software and application providers in the definitions section of this form.)

(b) Promotion of DoE, QRSS and representative school sport events

- Includes any activities engaged in during the course of the representative school sporting events, as described in the attached letter, for purposes of public relations, promotion, advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities.
- includes recording, publishing and promotion of representative school sport events via social media, online or in printed or other forms of media as set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management> including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials (DoE may need to accept contractual obligations that are perpetual and irrevocable in uploading material to such websites); and transfer of the personal information outside of Australia in the course of the operation of the website.

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(c) Event merchandising and memorabilia

- Products may be complementary (e.g. event programs) or available for purchase by participants of representative school sport events (e.g. team photographs, action photography, videography, t-shirts) which involve disclosure of personal information to external suppliers.

Third-party organisations, contractors and volunteers

Personal information and/or materials may be disclosed by DoE to the following third-parties:

- Commercial photographers and videographers
- Commercial printers and merchandise providers
- Sporting organisations as authorised by DoE
- Technical support providers
- Third-party software and application providers
- Travel agents, airlines and accommodation providers
- Non-employee volunteers as authorised by DoE to assist with facilitation, organisation and administration of representative school sport events, in roles including but not limited to coaches, managers, convenors and team marshalls.

(Refer to **Appendix 1** of this form for more detail about third-parties and other definitions.)

Important information regarding offshore hosting

If you provide consent, DoE may disclose your personal information to third-party organisations or services. These organisations or services will include private companies hosted offshore or outside of Australia. This means that data that is entered into these third-party software and application provider sites, including the Individual's personal information, will be transferred outside Australia and stored on servers based in other countries and therefore not subject to Queensland or Australian privacy laws.

Before you complete this consent form we strongly advise that you understand the purposes for which these third-party software and application providers collect this information, what will be done with it, who else may have access to it and where the data is stored. Further information can be found on <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>. refer to each application/s and website's terms and conditions and/or privacy policy.

Timeline for consent

Consent applies for the calendar year or until you decide to limit or withdraw consent. Further information on limiting or withdrawing consent can be found on <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

During the school year there may be circumstances where the DoE may seek additional consent. If this consent form, or attachments are updated during the period of consent, the department will provide you with information advising of the changes or updates and seek confirmation of continued consent.

No form, no consent

If a student does not return the completed and signed **Consent Form for Queensland Representative School Sport - 2025**, Queensland Representative School Sport will record that consent has **NOT** been provided.

Contact details

Please contact **the student's school** if you have any queries regarding this information.

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APPENDIX 1: DEFINITIONS

Approved Purposes has the meaning given in **Information sheet: Consent Form for Queensland Representative School Sport** of this Consent.

Commercial photographers and videographers are third-party contractors engaged by the department to provide photography and videography services at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. Photography and videos may be published on the commercial photographer/videographer's website for display or retail sale. A list of commercial photographers and videographers are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

Commercial printers and merchandise providers are third-party contractors engaged by the department to provide printed materials and merchandise at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. A list of commercial printers and merchandise providers are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

Consent, for the purposes of this form, means completing and signing Section B of the Consent Form for Queensland Representative School Sports – 2025 to give permission for the department to collect, use and disclose a student's personal information as described in the form.

The department or DoE means the Department of Education (Queensland).

Individual is the person whose Personal Information and/or Materials consent is being sought for. The Individual is identified in **Section A** of this Consent.

Materials are those specifically listed in the **Information sheet: Consent Form for Queensland Representative School Sport**.

Personal Information means information (including captured electronically in databases) and images recorded in a material form (e.g. paper) or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information that is specifically listed in **Section A** of this Consent Form for Queensland Representative School Sports – 2025.

Queensland Representative School Sport (QRSS) is the Department of Education unit that administers the representative school sport program in Queensland. Queensland Representative School Sport includes the District, Regional, State and National school sport pathway.

School Sport Australia is an incorporated association responsible for the development and promotion of school sport in Australia. School Sport Australia provides high-quality national sport championships for representative State and Territory school sports teams.

Sporting Organisations are third-party local, state and/or national organisations who administer, support and promote a specific sport. These organisations are recognised and may receive funding from the state and/or federal government. They collaborate with, and support Queensland School Sport to deliver representative school sport events.

Sporting Organisation Personal Identification Number is a number created by some Sporting Organisations, including golf (TQ number), tennis, triathlon. It is used to administer an Individual's involvement in that particular sport. A Sporting Organisation will provide the student a PIN application form for completion on registration if required. The list of representative school sports using a sporting organisation personal identification number are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

Technical Support Providers are individuals/organisations engaged by the department to provide a service for the operation of the representative school sport program.

Third-party software and application providers of software and applications currently used by DoE Queensland Representative School Sport and relevant sporting organisations are set out by sports at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

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Consent Form for Queensland Representative School Sport - 2025

Section A: Complete the staff details below:

Privacy Statement

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of you and your child's personal information to manage and promote district, regional, state and national representative school sports. The information will be used and disclosed by authorised departmental employees for the purposes outlined in Sections A and B. Personal information may also be used or disclosed to third-parties as authorised in **Section A** or where authorised or required by law. This information will be stored securely.

Student Details

Full name of student			
Date of birth			
Name of School			
Year level			
Age group			
Sporting organisation Personal Identification Number – if required (see appendix 1 for details)			
Where the above student's personal information and materials are to be disclosed (e.g. in media, on display boards at events), please indicate if and how you would like your name disclosed: If no selection is made or do not disclose name is selected, the student will be assigned a code to identify then.	<input type="checkbox"/> Full Name <input type="checkbox"/> First Name only <input type="checkbox"/> Do not disclose name		
If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the appropriate person for the level of trial you are officiating.			

Representative School Sports

The student listed above is playing the following representative school sport/s (tick as applies):

<input type="checkbox"/> Australian football	<input type="checkbox"/> Football	<input type="checkbox"/> Rugby union	<input type="checkbox"/> Tennis
<input type="checkbox"/> Baseball	<input type="checkbox"/> Futsal	<input type="checkbox"/> Rugby 7's	<input type="checkbox"/> Touch football
<input type="checkbox"/> Basketball	<input type="checkbox"/> Golf	<input type="checkbox"/> Softball	<input type="checkbox"/> Track and field
<input type="checkbox"/> Cricket	<input type="checkbox"/> Hockey	<input type="checkbox"/> Squash	<input type="checkbox"/> Triathlon and Aquathlon
<input type="checkbox"/> Cross country	<input type="checkbox"/> Netball	<input type="checkbox"/> Surfing	<input type="checkbox"/> Volleyball
	<input type="checkbox"/> Rugby league	<input type="checkbox"/> Swimming	<input type="checkbox"/> Water polo

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Section B: Complete the details below:

Consenter details – the person giving the option of consent

I am (tick as applies):

- ☐ parent/carer of the student listed in **Section A**, OR
☐ the student listed in **Section A** (independent student).

I confirm that:

- ☐ I have read the **Information sheet: Consent Form for Queensland Representative School Sport**, or it has been read to me.

Consent options – Select **Option 1: YES** or **Option 2: NO**

Option 1:

- ☐ YES. I provide my consent.

By indicating YES (above), I consent to DoE recording, using and/ or disclosing (publishing) the personal information and materials for the Approved Purposes identified in **Section A**.

I acknowledge that I will not be paid for giving this consent nor will a payment be made for the use of personal information or material.

By signing, I also agree that this Consent Form is a legally binding and enforceable agreement between the consenter, DoE and the State. For the benefit of having the materials (detailed in **Information sheet: Consent Form for Queensland Representative School Sport**) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify DoE of any third-party intellectual property incorporated into the licensed materials.

Consent applies for **this calendar year** or until you decide to limit or withdraw consent.

Option 2:

- ☐ NO. I do not provide my consent.

By indicating NO (above), I do not consent to DoE recording, using and/ or disclosing (publishing) the personal information and materials for the Approved Purposes identified in **Section A**.

Name, date and signature of Consenter – Please complete

Name of consenter

Signature

Date

Section C: For school staff use only:

I assisted the independent student listed in Section A in reading, comprehending and completing the **Information sheet: Consent Form for Queensland Representative School Sport** and the **Consent Form for Queensland Representative School Sport – 2025**.

Name

Job title

Signature

Date

SECTION H: Codes of conduct

Student's Code of Conduct

- Take responsibility for your own behaviour and performance.
- Compete by the competition conditions and rules.
- Respect the judge's, referee's or umpire's decisions.
- Encourage and support your team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Respect the rights and worth of every person.
- Behave in a manner that respects the rights of others regardless of mediums of communication used (e.g. 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 or parents / guardians is strictly forbidden.
- Ensure you adequately prepare and recover for competition.
- Wear the official team uniform as directed by team officials.
- Check-in and check-out with team officials each day.
- Stay in the designated team area and support other team members during the event.
- Follow all directions of team officials.
- Ensure that you have telephone numbers of team managers at all times in case of emergency.

Parent and Community Code of Conduct

- Cooperate with the team officials 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 behaviour.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Behave in a manner that respects the rights of others regardless of mediums of communication used (e.g. digital mediums such as Twitter, Facebook, email and texts).
- Let game officials conduct events without interference.
- Demonstrate respect for opposing players and their supporters.

*Refer to the [Department of Education Parent and Community Code of Conduct](#) for further information.