

Induction completion declaration

Name:	
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Instructions: Check off each statement and sign and date this form.

- I have completed the QRSS induction course and have retained the certificate of completion for my records.
- I am familiar with the contents of the current regional officials guide.
- I am familiar with the Sunshine Coast School Sport website and the location of specific documents required in my role as a regional representative school sport team official.
- I will consult my role's checklist when performing my team official role.
- I acknowledge my responsibility to report any suspicions of student harm.
- I know about the risk management procedures for the school sports program. This includes completing online concussion training and having valid first aid certification. I also understand which risk assessment documents need to be completed within specific time-frames.
- I acknowledge my obligations to follow Department of Education policies and procedures.
- I am aware of my responsibilities to keep and maintain secure records of team members, interactions, and parent communications.
- I know where to go for further support or information regarding my appointed role and responsibilities.

Signed: _____

Date: _____

*Please save this document as: <Name> regional induction declaration 2024.pdf
(e.g. Dan Bandera regional induction declaration 2024.pdf)*

**Email this signed declaration certificate to sport.scrssb@qed.qld.gov.au
when completed.**

Credit hours: 2 hours of professional development for a formal short course relevant to teaching context.

