

# Regional officials guide



**SCHOOL SPORT**  
**SUNSHINE COAST**



## Contents

Welcome .....	1
Essential contacts .....	2
Where to find stuff .....	3
About your appointment .....	4
Manadatory all-staff training (MAST) .....	4
Student protection .....	4
Supervision of students .....	5
Working ethically .....	5
Critical incidents .....	5
Allowances for officials .....	5
Annual regional official induction (in-service) .....	7
Record keeping .....	7
Exemptions .....	9
Electronic manager's tool (EMT) .....	9
Regional online shop .....	10
QRSS consent .....	10
Photography .....	11
Health needs .....	11
Risk management .....	14
Travel policy .....	14
Other regional policies and procedures information .....	16
Before the regional trial - all regional officials .....	21
Checklists for all regional officials .....	22
Applying to be a regional official .....	24
Recognition program .....	24



## Orientation

- Welcome
- Essential contacts
- Where to find stuff
- About your appointment
- Mandatory all-staff training (MAST)
- Student protection
- Supervision of students
- Working ethically
- Critical incidents
- Allowances for officials
- Annual induction
- Record keeping

## Welcome

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Congratulations on your successful appointment as a Sunshine Coast Representative School Sport (SUNRSS) regional official.

Together, our goal is to make our regional representative school sport program inclusive, accessible and beneficial to our school communities in Queensland.

We believe in unleashing every regional official's potential to enable you to be successful in your role and this is achieved through effective leadership, role fulfillment and living our culture and values.

This Official's Guide is just the beginning of your journey with us and will assist you with your sport team role. For returning officials, this guide will help you refresh and refocus for the new season.

On behalf of the regional sports office, I wish you a sporting experience that is challenging, rewarding and enjoyable.



**Richard (Dick) Aspinall**

Regional School Sport Officer





## Essential contacts

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OFFICE EMAIL [sport.scrssb@qed.qld.gov.au](mailto:sport.scrssb@qed.qld.gov.au)

### REGIONAL SCHOOL SPORT OFFICER (RSSO)

Richard Aspinall  07 5475 1570      Mobile: 0417 791 632  
 [richard.aspinall@qed.qld.gov.au](mailto:richard.aspinall@qed.qld.gov.au)

### ASSISTANT REGIONAL SCHOOL SPORT OFFICER (ARSSO)

Dan Bandera  07 5475 1574      Mobile: 0431 185 800  
 [daniel.bandera@qed.qld.gov.au](mailto:daniel.bandera@qed.qld.gov.au)

### SPORT SUPPORT OFFICER (Finance, team and general information)

Leigh Halvorsen  07 5475 1571  
 [leigh.halvorsen@qed.qld.gov.au](mailto:leigh.halvorsen@qed.qld.gov.au)

### SPORT ADMINISTRATION OFFICER (Apparel, online shop, team and general information)

Deb Fraser  07 5475 1572  
 [deborah.fraser@qed.qld.gov.au](mailto:deborah.fraser@qed.qld.gov.au)

### POSTAL ADDRESS

PO Box 1522, Sunshine Plaza  
Maroochydore QLD 4558

### PHYSICAL ADDRESS

Block A, Room A14  
Maroochydore State School  
56-68 Primary School Court  
Maroochydore QLD 4558



Our office will usually communicate with you by email, so please ensure that you check your email account regularly for communications from us.

## Where to find stuff

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As a regional team official, you are going to need to find stuff. Where do you look?



Sunshine Coast School Sport website: [www.sunshinesport.eq.edu.au](http://www.sunshinesport.eq.edu.au)

This is your main reference resource. You will find essential information here such as:

- Sport office contact information
- [Regional schedule of events](#) – dates for regional trials and state championships
- [Regional trial notices](#)
- [Regional team officials' information and documents](#)
- [Regional apparel uniform catalogue](#) (stocked items and sizing charts)
- [Online shop](#)



Queensland Representative School Sport website:

[www.queenslandsschoolsport.education.qld.gov.au](http://www.queenslandsschoolsport.education.qld.gov.au)

This is the main place to find Queensland Representative School Sport information such as:

- Sport committee specific competition procedures
- Queensland Representative School Sport management group competition procedures
- Information for state team officials



Department of Education website: [education.qld.gov.au](http://education.qld.gov.au)

You will find whole-of-government information including departmental policies, guidelines and procedures.



Regional online shop: <https://rssshop.education.qld.gov.au/sunshine-coast>

Parents and team officials will use this website for:

- Regional trial levy payments
- Regional team member levy payments
- Regional team member apparel purchases
- Team officials – ordering of regional apparel (including the team officials' polo shirt)



Department of Education's intranet – OnePortal : <https://intranet.qed.qld.gov.au/>

Only DoE staff are able to access this site.

DoE team officials will need to access this site in order to claim travel allowances through the

department's ExpenseMe Pro (formerly ProMaster) application. See link below.

<https://intranet.qed.qld.gov.au/Services/Finance/expenditure/Pages/expensemeapro.aspx>

(note: this link only works when accessing link while logged in at a DoE facility - school or regional office or via the department's VPN and vDesktop).

## About your appointment

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You and your principal should have already received an email confirmation of your appointment.

You will be required to complete the following administrative tasks by the end of February or one week prior to your regional trial (whichever is earlier). Email documents to [sport.scrssb@qed.qld.gov.au](mailto:sport.scrssb@qed.qld.gov.au)

- Complete our annual [induction process](#) including reading through this guide
- Complete and submit a [QRSS Transfer of Duties form](#)
- Complete and submit a [Queensland Representative School Sport \(QRSS\) Consent for staff and volunteers form](#)
- Non-state school officials are also to complete and submit a [DoE Mandatory All-Staff Training Program - Key Messages guide 2024 for contractors, volunteers and visitors](#).

## Mandatory all-staff training (MAST)

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While appointed as a regional team official, you are bound by DoE policies and procedures. This applies whether you are a DoE employee, private/independent school employee or volunteer.

You must complete annual mandatory training in student protection and the department's codes of conduct. This training must be completed annually and before you undertake any regional team official duties.

Your principal or line manager must sign-off that you have completed this mandatory annual training on the [QRSS Transfer of Duties form](#).

## Student protection

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Student protection is paramount whilst representative school sporting events or training sessions are being conducted. Always consider a student's immediate safety as a first priority.

Consider what actions may be required to safeguard students in an emergency or when there is a concern that a child may be at risk of harm. Mandatory reporting requirements apply. Please refer to the department's regional student protection guidelines and the [QRSS: Student Protection Guidelines](#).



## Supervision of students

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Students must be supervised at all times at any representative event (including training sessions) with no exceptions. Team managers must keep an attendance roll for all activities within the Electronic Manager's Tool (EMT) or by using our manual team member attendance roll form.

## Working ethically

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Everyone performing representative school sport duties and roles must apply the following codes, standards and procedures at all times:

- ✓ Queensland Government's [Code of Conduct](#)
- ✓ Department of Education's [Standard of Practice](#)
- ✓ Department of Education's [Use of mobile devices](#) procedure

Please read these codes and standards as part of your induction and role preparation.

Your decisions and actions you make in your role must be transparent and defensible when publicly scrutinized.

If an incident regarding breaches to the code of conduct, standards of practice or use of mobile devices procedure occurs, then regional officials must fill out an [incident report](#) form to record the details and forward it to our office.

## Critical incidents

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A critical incident is a major accident, disaster or traumatic event with serious effects on a student or multiple students. This includes personal injury or loss of life. It may occur during a regional sport event, state championship, on-site or in the community.

If a significant or critical incident occurs at a regional event or state championship, refer to the regional [critical incident guidelines flowchart](#).

## Allowances for officials

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### Discount – regional apparel

Due to departmental policy, we are only able to offer a discount on regional official's polo shirts, a business shirt or blouse or soft-shell jacket. These are the only apparel items we stock that are exclusive to officials.

We will email you the promotional code required to activate this discount. Officials' apparel must be ordered through the regional online shop.



## Domestic travel allowance

You will receive a daily meal allowance and incidentals allowance (if staying in approved accommodation) when attending a state championship. These payments will be paid following the conclusion of the state championship in accordance with DoE standard practice and our sport office policy and procedures.

Payment may be withheld if regional officials have not completed all of the appropriate paperwork associated with their role.



## How to claim your travel allowance

Department of Education employees must make an online claim through the [ExpenseMe Pro](#) system (formerly known as Promaster). Please refer to our [Claim guide](#) for further information. You will receive this meal/incidental allowance through the department's payroll system.

Non-state school employees will receive a manual domestic travel claim form that will be supplied to you. Please follow the instructions you will receive from the sport office regarding claiming your allowances using this form.



## Kilometric allowance

To help keep students costs as low as possible, we encourage all team officials who are travelling by private vehicle to claim kilometric travel on your tax return.

A regional official who uses their private vehicle to attend a state championship event may be entitled to claim kilometric allowances under the government's [Directive 20/16 Motor Vehicle Allowances](#).



To claim kilometric allowance, the use of a private motor vehicle must be pre-approved by the regional office. All kilometric allowance claims will be funded by team members. Advise our office early if you intend to claim kilometric allowance so that we can include the costs in the team levy.

Refer to the [kilometric allowance information](#) on OnePortal info for full details if you are a DoE employee.



Non-DoE officials should seek instructions on how to apply for and claim pre-approved kilometric allowance from the regional sport office.

For Non-DoE officials approved to claim kilometric allowance, our office will manually calculate your kilometric allowance for submitting to our regional office for approval. Payment of approved claims will be made through the department's direct invoice payment process.

## Annual regional official induction (in-service)



This is a compulsory activity for all regional officials.

This guide forms an essential part of your annual [induction process](#) in the representative school sport program.

You will need to certify that you have completed this induction program by completing the [Induction Completion Declaration](#) and forwarding this document to our office. This document certifies that the induction you have undertaken counts towards a teacher's compulsory professional development hours.

## Record keeping

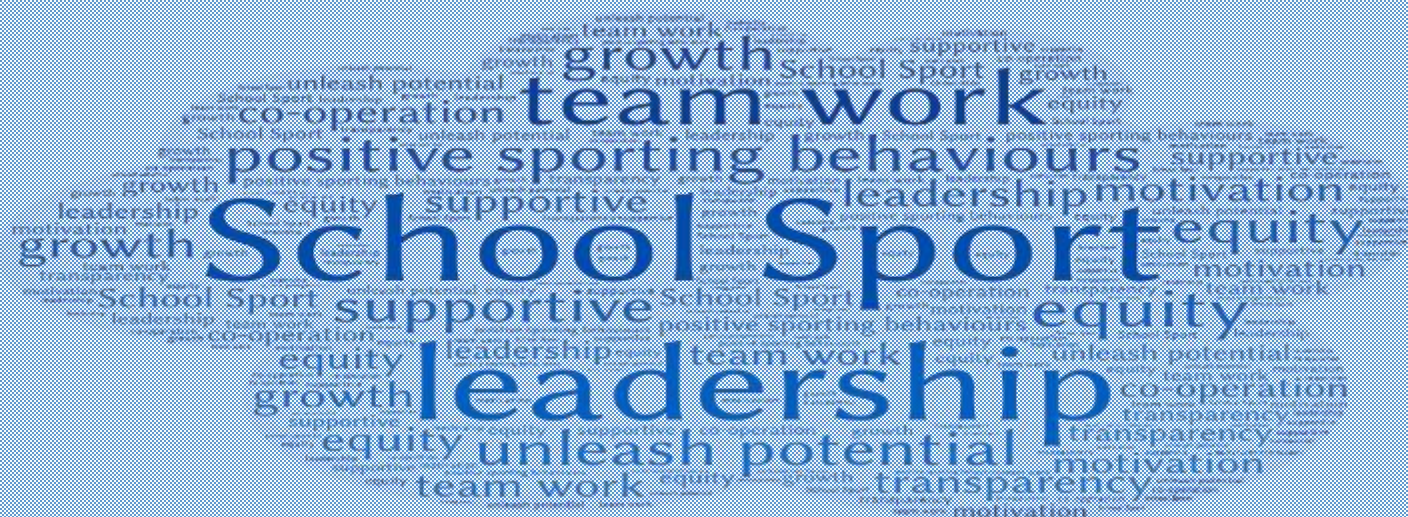


The representative school sport program falls under the Queensland State Archives category of 'service provisions to children'.

- All activities undertaken in your role as a team official may create a record. Every record must be managed correctly as per departmental guidelines.
- Our "[what records do I have to keep](#)" flyer will assist you in your identifying records that must be kept secure and handed over to the sport office at the completion of your team responsibilities. This will ensure your compliance with DoE policies, procedures and standards.
- Many of the team administration records will be stored in the [Electronic Manager's Tool \(EMT\)](#) application.



You are to use our [records archive and checklist sign-off form](#) when handing all team records over to our regional sport office to finalise your team official responsibilities for the year.



## Policies and procedures

- Exemptions
- Electronic Manager's Tool (EMT)
- Regional online shop
- QRSS consent
- Photography
- Health needs
  - Accidents / injuries
  - Anaphylaxis & Allergies
  - Asthma
  - Concussion
  - Hydration
  - Sun safety
- Risk management
- Travel policy
- Other regional policies and procedures information
  - Access to students
  - Apparel
  - Billeting
  - Regional selection policy
  - Regional trial documentation
  - Referees / umpires
  - State championship bulletin
  - State championship documentation
  - State program team list
  - State championship report
  - Team training

## Exemptions

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Generally, students enrolled in an affiliated school must attend a regional trial to be invited to join a regional team. The only exception to this policy is when a student applies for an absentee exemption by meeting an approved exemption criterion. There are a number of exemption processes depending on the pathway.

- [Exemption process for regional trial \(district team format\)](#), using specific application forms for cross-country, swimming and track and field.
- [Exemption process for regional trial \(individual direct to region format\)](#)

If a student wishes to apply for an exemption from participating in a regional trial they must;

- Meet an exemption criterion on the relevant [application for exemption](#) form
- Submit the application for exemption form and supporting documentation at least 24 hours prior to the regional trial

If an application for exemption is approved;

- The regional convenor must announce these exemptions to participants and parents at the beginning of the regional trial, and
- that exempted students are being considered for selection in the regional team

## Exemptions – state championship

Regional team members who meet the exemption criteria may apply for an exemption from participation at a QRSS state championship/event. If this application is granted, it will enable them to still be considered for selection in a QRSS state team.

All QRSS exemption applications must follow the '[Exemption process for state championship](#)' and any applications must be presented at the state pre-championship meeting by our team officials.

Please contact our office to access the QRSS state championship exemption application form.

## Electronic manager's tool (EMT)

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The current version of the [EMT](#) is a cross-platform MS-Excel spreadsheet. It now works in MS-Excel on either MAC or WINDOWS PC or laptops.

It is an all-in-one team manager records tool. Please refer to the EMT [user guide](#) for further details. With this tool you will enter your team details, team members and their team playing uniform items and sizes.

You will then be able to forward to our office the following compulsory tasks:

- Save the playing uniform order to your computer for you to email to our office by the due date

- Save the regional team list and consent summary form to your computer for you to email to our office by the due date
- Assist in the generation of principal approval requests for you. You must receive this document back for all team member demonstrating school principals' approval.

This tool now caters for the collection checklists, parent contact list and details, training attendance rolls, and the manager's state championship report.

All records should be retained in the EMT.



You must return your completed EMT file to our sports office following the conclusion of your team's state championship.


If for some reason a team manager is unable to use this EMT, then you will need to complete all necessary team administration tasks manually using the [manual forms](#) available for download from our website.

## Regional online shop

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Parents, students and officials need to use the regional online shop for:

- Regional trial levy payment
- State championship team member levy payment and regional apparel purchases
- Regional officials – purchase of regional apparel

The [online shop](#) can be accessed via our regional website homepage. Please click on the  button to order your official's apparel.

Instructional guides are located on the regional website homepage below the "Pay now" button.

Schools and other organisations can also register at the online shop and make payments on behalf of students if required.

Sport team specific codes will be provided in each regional team instruction document (part of the team invitation pack) to enable team member access to our online shop.

## QRSS consent

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Each of us performing responsibilities in representative school sport have responsibilities associated with obtaining and managing student and individual consent for the publishing of student names, images, and other personal information in programs, on the web, on social media sites, etc.

Consent must be obtained by using the sport specific *Queensland Representative School Sport - Student Consent* form which will be contained in the student permission booklet.

Regional team officials must also complete a *Queensland Representative School Sport - Staff and Volunteer Consent* form by the date deadlines that will be advised to you from our office.



It is our responsibility to ensure that every participant has given permission to disclose personal information (e.g. name) before their name can be published in a program, team photo, on the web, on social media, or other publicly accessible place. This also includes disclosing student personal information to third parties.



The QRSS team list and consent form must be submitted to the regional sport office, who will forward it on to the host region prior to the state championship to allow for the printing of the state championship program.

An updated QRSS team list and consent form will only need to be forwarded to all relevant parties if there is a change to a team (e.g. replacement player).



**Team managers** – you are to retain in electronic format all team member QRSS consent forms. For data storing purposes, please name the PDF document using the following naming convention:  
<Lastname>, <Firstname> – DOB <00-00-0000> – SUN - ,<sportteam> - student consent form.pdf

**Example:** Bloggs, Joe – DOB 10-03-2010 – SUN – AFL 12 boys – student consent form.pdf



Team officials QRSS consent forms must be provided to our office prior to attending your regional trial. Please name the PDF document using the following naming convention:

<Lastname>, <Firstname>– SUN - ,<sportteam> - staff and volunteer consent form.pdf

**Example:** Jones, May – SUN – AFL 12 girls – staff and volunteer consent form.pdf

## Photography

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

Please refer to the [QRSSMG competition procedures](#) (section 5.15) for greater detail.

## Health needs

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The Queensland Government has a number of procedures on the [education.qld.gov.au](http://education.qld.gov.au) website. You are to be aware of and use these procedures when dealing with a team member's health support needs.



Regional team managers are required to check each team member's medical details / history once they return their student permission booklet.

A team member will require a medical clearance certificate to train and play if a team member's forms have indicated the team member has a medical condition which may affect their safety while participating in their sport.

Medical issues of particular concern are:

- Anaphylaxis or allergies
- Asthma
- Diabetes
- Epilepsy



Students who suffer any of the medical conditions above are to present the team manager with an action plan for managing these medical conditions.

## Accidents / injuries

Every sporting event has the potential for accidents and incidents to occur. Our policies and procedures are designed to minimise the risks of accidents and incidents.



If an accident or incident occurs at a representative school sport event it must be reported using the [MyHR WHS – Health and Safety Incident Data collection form](#).

A copy of all completed injury/accident forms must be forwarded to both the student's school and the sports office as soon as possible following the injury/accident occurrence.

## Anaphylaxis and allergies

Students affected by anaphylaxis must supply a personal school Action Plan for Anaphylaxis completed by a medical practitioner. Regional officials need to be familiar with the following procedure document:

- [Supporting students with asthma and/or at risk of anaphylaxis at school](#) procedure

## Asthma

Team officials need to be aware of, and refer to, the following documents when you become aware that a team member suffers from Asthma:

- [Supporting students with asthma and/or at risk of anaphylaxis at school](#) procedure
- [Asthma Guidelines for Queensland Schools](#) procedure

If you become aware that a student is diagnosed with asthma, the request the student or their family supply you with an Asthma Action Plan or Asthma Care Plan.



## Concussion

A player does not need to be knocked unconscious to have a concussion. Recognising a suspected concussion at the time of injury is extremely important to ensure appropriate management and to prevent further injury.

All regional officials are to adhere to the [QRSS Concussion management guidelines](#) and are to view the [QRSS concussion training resource video](#).

Officials are also to take into account the following QRSS documents during events;

- [Appendix 3 – Concussion referral and return form](#)
- [Appendix 5 – Concussion register](#)

All regional officials are to have completed one of the following online concussion course options and provided proof of completion (screen shot of final slide of the course) to our sport office.

- [Sport Australia's Concussion Management Online Training](#)
- [Connectivity Traumatic Brain Injury Australia's Concussion Short Course](#)

Officials involved with the following sports must also provide proof of completion of the following extra mandated relevant sport specific concussion course/video;

- AFL – [Coach AFL Concussion Management videos](#)
- Rugby League – [Rugby League's Concussion Management – Community and Participants course](#)
- Rugby Union – [Rugby Union's Concussion & Serious Management – course](#)

The current concussion policy is due to be updated and further information will be emailed out to officials when available.

## Hydration

All officials should be aware of the hydration guidelines and ensure that students are properly hydrated before, during and after participation in physical activity. Remember, thirst is a poor indicator of fluid need.

Please see [QRSSMG Competition Procedures](#) (section 5.8.5) for greater detail.

## Sun safety strategies

We should all be guided by the [Department of Education's sun safety strategies](#). Regional officials should encourage school sport participants to:

- Maximise the use of available shade at outdoor activities.
- Use a SPF 30+ broad spectrum water-based sunscreen on uncovered areas of the skin.
- Purchase a regional bucket hat or cap to wear at the state championships if not already compulsory for their team sport.

Regional officials should refer to the Department of Education's Sun safety strategies webpage for further information.

## Risk management

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To ensure the safety and well-being of all students participating in school sport and the representative school sport program, the Queensland Department of Education is committed to ongoing risk management education. The purpose is to reduce risk to students and yourselves at trials and events throughout the year.

Please view the [QRSS risk assessment procedures training video](#) and read the [QRSS risk assessment handbook](#) to understand your requirements and responsibilities.

All officials are to complete the [QRSS risk assessment form](#) and return to the sport office prior to your regional trial. This form can be used for more than one role. For example, a regional coach who fulfils the role of regional convenor can use the one form by ticking the appropriate boxes on page 2.

Please note that you must be able to tick off that you have completed the following training when completing the risk assessment form;

- regional induction, including concussion training
- DoE Mast (Mandatory All Staff Training)
- Student Protection Training
- First Aid Training.

## Travel policy

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Our office follows the Sunshine Coast region's travel policy. This policy allows for approved travellers to:

- Stay in approved accommodation whilst attending the team's state championship
- Fly to certain destinations and be entitled to a hire vehicle for the duration of the team's state championship
- Be entitled to a hire vehicle to travel to and from select destinations and for use during your team's state championship
- Eligible travellers to claim travel allowances in accordance with the whole of government [Directive 13/23 – Domestic travelling and relieving expenses](#).

The mode of travel you will use when attending a state championship is now based on the distance travelled from our Maroochydore Office location.

**0-200 kms**, private vehicle

**200-400 kms**, hire vehicle entitlement

**Over 400 kms**, flight and hire vehicle entitlement.

Alternative travel modes may be used with prior approval from our office.



## Airport parking

When flying, we highly recommend that team officials consider carpooling and parking at a preferred airport car parking provider, either Andrew's Airport Parking or Alpha Airport Parking.

We will reimburse the parking expenses for one private vehicle per team, unless our office has approved reimbursement for more than one private vehicle prior to your travel and flights. Any additional services provided by approved parking facilities, such as car wash service, cannot be included in the reimbursement claim.

Parking at the airport will only be reimbursed if our office grants prior approval. If you choose to park at the airport, you can claim the parking expenses on your tax.

## Hire vehicles

Officials have the option of requesting a hire vehicle when travelling distances greater than 200 kilometres from the Sunshine Coast sport office. Fuel can be reimbursed for hire vehicles only. Regional officials have to confirm that they want to use this option by liaising with the RSSO or A/RSSO prior to the team levy being finalised. Vehicle hire pick-up and drop-back will occur in Maroochydore or at the Maroochydore Airport.

## Accommodation

Our office will book accommodation for eligible team officials. Our program encourages shared accommodation where appropriate (eg. 2 males sharing a twin room). Accommodation will be allocated according to your request in your regional official application form. Please contact the sports office if you have any issues with this arrangement.

## TRS entitlement for travel

TRS will be available for travel to your team's state championship according to the table below.

Travelling to Region / Championship Venue	TRS claim entitlement
Met North, Met East, Sunshine Coast	None
Darling Downs, Met West, Wide Bay, South Coast	Half day for travel
All other regions	Full day for travel

## Other regional policies and procedures information

### Access to students



All officials must be aware of their duty of care, responsibilities and the protocols necessary when dealing with requests for access to students at representative school sport events.

Protocols for team officials, school agents and club/player agents stipulating communication with, and gaining access to, any student can be viewed in Appendix 4 of the Queensland Representative School Sport Management Group document located on the [QRSS Website](#).

### Apparel

Regional playing uniforms are manufactured specifically for each team. At each regional trial, a sizing kit containing the playing uniform samples as well as the dress uniform samples will be provided.

Team officials are to assist the team manager in sizing up the selected players and recording down these apparel sizes for the ordering of playing uniform strips.



Playing uniform orders must be forwarded to the sports office (using the EMT spreadsheet or the manual form) by the due date on the regional invitation.

We have a [product catalogue](#) with sizes and prices available on the regional website for parent's reference. All apparel items must be purchased through the [regional online shop](#).

Apparel orders will come directly from the online shop to the sport office where orders will be individually packed and placed in a team order. Team managers will receive scheduled payment reports from the online shop stating which students have paid their levy and purchased apparel.

The team manager needs to follow up with parents to ensure that all payments have been made for their team by the due date.

Team orders can be collected by the team manager and dispersed at a training session prior to departure to the state championship.

Regional officials will need to purchase their regional apparel through the online shop. Officials are eligible for a discount only on apparel items that are available to officials exclusively.

## Billeting

The representative school sport program does not offer billeting for team members. It is up to each team member's family to organise suitable and appropriate accommodation for their children when travelling away with the team to a state championship.

## Regional selection policy

Regional officials must follow the [regional selection policy](#) when considering selections in the regional team.

## Regional trial documentation

Regional officials need to be aware of the different forms used by students attending the regional trial. If the regional trial has district teams attending, then the district officials will collect the student paperwork.



Regional convenors are responsible for the following tasks:

- ✓ Collect district team registration sheets (if a district team trial format)
- ✓ Collect student regional trial student permission / student health record paperwork (if a direct-to-region trial format)
- ✓ View all receipts for regional trial levy payments (if a direct-to-region trial format)
- ✓ Mouthguard Consent Form (if applicable)

Our office will also forward a list of all students who have registered and paid the regional trial levy to regional convenors prior to the trial.

## Referee/umpires

Any referees / umpires for the regional trial must be organised by the regional convenor.



Working with children Blue card checks are mandatory.

- All referees / umpires who are not registered teachers working in a school must have a current valid blue card or blue card exemption
- All blue cards and blue card exemptions must be checked prior to the commencement of a representative school sport event each day.

Sourcing of referees and umpires from clubs, associations or school organised must be your first preferences. This will allow an efficient payment system via the department's SAP accounting system.

Only as a last resort should referees or umpires be sourced individually. Each individually contracted referee or umpire must complete a [referee/umpire payment request](#) form as well as the ATO Statement by Supplier form.



It is the regional convenor's responsibility to collect these forms and forward the forms to the sports office for payment immediately following the regional trial.

Referees and umpires claiming payment must be made aware that there may be delays in payment if the forms are not filled out correctly and if they are not set up as an existing supplier in the department's accounting system.

## State championship bulletin

The sport office will email you with a copy of the state championship bulletin. This bulletin (sometimes called 'newsletter') will provide you with vital information regarding the state championship. Please read it and the email that you will get with it carefully and fully.

It is important that you do not forward this document to team members or their family members.

Please extract relevant information from the bulletin to be passed onto parents. (e.g. championship draw, team photo schedule, opening & closing ceremony time-frames, etc).

Regional officials must ensure that all required documentation is submitted to our sports office prior to the deadlines.

## State program team list

Once students have been confirmed in the regional team, the manager is required to forward a copy of the QRSS team list summary form to the sport office as soon as possible, but no later than the due date for payment listed in the regional invitation. This team list should be sent from the EMT

The sport office will forward the QRSS team list summary form to the region hosting the state championship by the due date listed in the state championship bulletin.

## State championship report

Upon completion of the state championship, it is the responsibility of the team manager to liaise with the coach to compile a State Championship Report – Team Manager within the EMT which must be emailed to the sport office within one (1) week of the championship.

## Training for regional teams

Training for regional teams is the responsibility of the team coach. Planning for training must occur prior to the sports regional trial.



Team coaches are responsible for the following tasks:

- ✓ Organise a team training venue. Any costs associated with training must be approved by our office prior to booking a venue.
  - ✓ Prepare a training schedule in consultation with fellow team officials and team members
  - ✓ Communicate the team training schedule to all team members using a team training letter
  - ✓ Communicate the team training schedule to fellow team officials
  - ✓ Forward the team training schedule to our office
- Every training session must have a registered teacher in attendance.
  - Every training session must have a first aid certified official in attendance.
  - A team attendance roll must be completed for each training session (you can record this in the Electronic Manager's Tool).



# Checklists

Before the regional trial – all regional officials

Checklists for all regional officials

- Regional trial convenor checklist
- Regional trial convenor - Pre-trial meeting checklist
- Regional team coach / trainer checklist
- Regional team manager checklist



## Before the regional trial - all regional officials

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There are a number of mandatory tasks that all regional officials are to have completed by the end of February or one week prior to your regional trial (whichever is earlier). All documents are to be emailed to [sport.scrssb@ged.qld.gov.au](mailto:sport.scrssb@ged.qld.gov.au)

- Complete the [induction process](#) and submit [induction declaration certificate](#)
- Complete and submit a [QRSS transfer of duties form](#)
- Complete and submit a [QRSS consent form - staff and volunteers](#)
- Non-state school officials are to complete and submit a [Key messages guide for non-state school staff and community members](#).
- Be aware of the [QRSS concussion management guidelines](#) and the [QRSS risk assessment handbook](#)
- Be familiar with the content of your sport specific regional trial notice that will be emailed to you and that is available on our website
- Be familiar with your role specific checklist listed below.

## Checklists for all regional officials

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We encourage you to download and use your team role's specific checklist.

- Your role specific checklist will help to ensure that all your roles, tasks and responsibilities get fulfilled at the right time.
- If you are fulfilling more than one role, you will need to download and use each role specific checklist (e.g. performing trial convenor role and team manager role, you will need to download both checklists, review each of them and use them to check-off you have completed your role tasks as appropriate.
- Each checklist covers task that need to be completed:
  - Prior to the regional trial
  - At the regional trial
  - After the regional trial and when preparing for the state championship
  - At the state championship
  - After the state championship

Please do not hesitate to contact our office if you need further clarification on your role and responsibilities.

Below are links to your role specific checklists:

- ✧ Regional trial [convenor checklist](#)
- ✧ Regional trial convenor - [pre-trial meeting checklist](#)
- ✧ Regional team [coach's checklist](#) (trainers and assistance coaches need to liaise with coach)
- ✧ Regional team [manager's checklist](#)



## Off season

- Applying to be a regional official
- Recognition program

## Applying to be a regional official

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Each year the Sunshine Coast sport office invites eligible school staff and others to apply to become a regional team official.

If you are interested in applying to become a regional team official, please carefully read the [application process](#) and our [eligibility guidelines](#) prior to applying through our online application process.

Applications open in the middle of term 3.

## Recognition program

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### Appreciation evening

Each year, the sports office holds an appreciation evening whereby all appointed regional officials for that year are recognised and presentations for service award recipients occur.

Whilst attending this event is not mandatory, we hope that as many of you as possible would attend this event to debrief and celebrate your hard work, team efforts and contribution to the regional representative school sport program.

### Service awards

School Sport Sunshine Coast recognises key milestones of service for regional officials who have performed multiple years of service in the Sunshine Coast region. The categories include:

- 5 years service
- 10 years service
- 15 years service
- 20 years service
- Life membership

<b>C</b>	
Critical incidents - Accidents and Incidents.....	5

<b>E</b>	
Electronic manager's tool.....	9
Essential contacts.....	2
Exemptions.....	9

<b>F</b>	
Finding information - Where to find stuff.....	3

<b>O</b>	
Officials - About your appointment.....	4
Officials - Accommodation.....	15
Officials - Airport parking.....	15
Officials – Allowance entitlements.....	6
Officials - Applying to be a regional official.....	24
Officials - checklists.....	22
Officials - Hire vehicles.....	15
Officials - Mandatory all-staff training (MAST).....	4
Officials - Recognition program.....	24
Officials - Student protection training.....	4
Officials - Supervision of students.....	5
Officials - Travel policy.....	14
Officials – TRS for travel entitlements.....	16
Officials - Working ethically.....	5
Officials- Induction program.....	7
Officials –mandatory tasks.....	21

<b>P</b>	
Photography.....	11

<b>Q</b>	
QSS consent.....	10

<b>R</b>	
Record keeping.....	7
Referee/umpires.....	17
Regional online shop.....	10
Regional selection policy.....	17
Regional trial documentation.....	17
Risk management.....	14
Risk management – access to students.....	16

<b>S</b>	
State championship bulletin.....	18
State championship report.....	18
State program team list.....	18
Student health needs.....	11
Sun safety strategies.....	13

<b>T</b>	
Team Training.....	19
Team uniforms.....	16

<b>W</b>	
Welcome message.....	1