

WIDE BAY TEAM OFFICIALS

DUTY OF SUPERVISION

1. At all times Managers / Coaches must display exemplary conduct as a model for students.
2. Where non-teacher personnel are invited, because of their knowledge and expertise, to assist coaches and managers with regional duties, the appointed officials must agree to the invitation and must advise the assistant of the following guidelines:
 - (i) Appointed officials are ultimately responsible for duty of care, as well as ensuring that regional policies are followed eg. Fair and reasonable participation.
 - (ii) Non-teacher personnel may assist with the training and development of the regional team, however only appointed officials may directly coach players while the game is in progress.
 - (iii) Acceptance of any volunteer role with a regional team indicates a willingness to abide by Codes of Behaviour for officials and spectators.
3. In any case of student misbehaviour, ie. A breach of the Code of Behaviour, the Regional School Sport Officer should be contacted within twelve (12) hours of the incident and a written report of the incident should be presented immediately upon the team's return. *Contacting the Principal of the School and forwarding of the report will be the responsibility of the Regional School Sport Officer.*
4. In the event of any major instance of misbehaviour (drinking alcohol, absent without permission, moral misconduct, etc.) the procedure should be as follows:
 - (i) Contact the Regional School Sport Officer immediately.
 - (ii) Contact the student's parents/guardians.
 - (iii) The student must be withdrawn from further competition at the Championship and may be sent home if warranted and if practical.
 - (iv) Forward a written report on the incident to the Regional School Sport Officer immediately upon your return from the Carnival/Championships.
***NB.** Contact with the Principal of the school and forwarding of the report will be the responsibility of the Regional School Sport Officer.*
5. **Students must be made aware of the Team Members Code of Behaviour and it must be enforced by the Manager/Coach.**
6. When students are in the Manager's care ensure they are supervised at a level that would satisfy a prudent parent/guardian.
7. **State Championships** - There is an expectation that team officials will be in attendance at the venue from the time the first Wide Bay students arrive until the last Wide Bay student has been released or at the request of the host region. At least one official must be available, responsible and capable at all times for student supervision 24 hrs/day. All officials should be aware that being responsible and capable will be in accordance with EQ's **Code of Conduct**.
8. When travelling, Managers/Coaches should be seated so they can supervise their team.
9. **Sun Safety** - Managers/Coaches are to ensure that water supply and sun protection is adequate. Sunscreen is available at the Regional Sport Office as an optional item in the levy.
10. **Accident Register** - Managers/Coaches are to ensure that an Accident Report Form is completed in the event of an accident and a copy is sent to the Regional School Sport Officer **AND Students School.**
11. *Regional School Sport Officer.* Phone: (07) 4122 0874
Email: wbssport@qed.qld.gov.au