

## POLICY FOR WIDE BAY REPRESENTATIVE SPORT

***This policy is to ensure the efficient and effective operation of Wide Bay Representative School Sport and the opportunity to participate for all students.***

### **1. PARTICIPATION**

1. Wide Bay teams will only participate in State Championships for those sports which have the approval of the Wide Bay School Sport Board.
2. Wide Bay teams will be selected to attend approved State Championships from regional trials conducted across the sporting districts (See Selection Policy).
3. Wide Bay Schools sporting districts are: Bundaberg; Gympie; Hervey Bay; Maryborough; North Burnett and South Burnett.
4. If a sporting district is unable to field a representative team, the district may nominate individuals to the regional trials.
5. Opportunities should be provided for students with disabilities to participate in regional and state sport.
6. Only students from affiliated schools and colleges may participate in Wide Bay School Sport Board activities.
7. Other eligibility rules for student participation in regional representative teams also exist (See Eligibility for Regional Team Participation).

### **2. TEAM OFFICIALS**

The following guidelines will be used in appointing team officials for Wide Bay teams to attend state championships:

1. Managers and coaches of regional teams should be registered teachers. Preference should be given to teachers with appropriate accreditation including CAD/Willing and Able for Disabilities Teams.
2. Parents and outside persons who accompany teams shall have **no official status** in managing and coaching duties and shall not be eligible for any expenses unless approved by the School Sport Board.
3. The regional team officials will be appointed at the last regional management committee each year. Subsequent appointments can be made where deemed necessary by the respective regional management committees.
4. The allocation of personnel will be determined by the relevant constituent bodies ensuring that all aspects of safety are considered.
5. For team sports a coach and manager should be appointed.
6. For individual sports (eg. track and field, swimming) the recommended teacher/student ratio is approximately one (1) teacher for twelve (12) students.
7. Because of the occupational requirements of regional team officials, at least one of the team officials should be of the same sex as the team members.

### **3. TEAM TRAINING/PREPARATION**

1. All regional teams may have a training day(s).
2. In team sports, regional coaches should incorporate at least one official training session to facilitate team preparation/outfitting.
3. Maximum student release for training and travel with Wide Bay teams is two (2) school days for a particular sport.
4. Regional TRS for team officials is **only** provided for approved competition and travel days. **Regional TRS is not provided for training days.**
5. Because of the costs involved, team officials' travel expenses for team training will only be approved for a maximum of two (2) official training sessions.
6. Because regional team members attend training at their own expense, they should only be expected to travel to a maximum of two (2) training sessions.

7. Where students are travelling on officially provided transport they should be accompanied by a teacher from the officially designated starting point unless alternative supervision has been approved by the Regional School Sport Officer.

#### 4. PROTOCOLS

1. Any variation to this Regional Policy must have the prior approval of the School Sport Board. In emergent situations an executive decision may be made with ratification at the next Board meeting. Requests for variation should be forwarded to the Regional School Sport Officer for comments and recommendations to the School Sport Board.
2. All matters of correspondence pertaining to Regional Sport should be forwarded to the Regional School Sport Officer for further action by the respective Regional Management Committees. **No communication should be made directly to the State Committee.**
3. The Wide Bay School Sport Board will approve a calendar of events including all regional trials, management committee meetings and the participation of Wide Bay teams in state championships.
4. School principals can approve teacher/student involvement in inter-school sport. However, approval for all school sporting activities above inter-school level (ie. inter-district and inter-regional) must be sought through the Wide Bay School Sport Board.

#### 5. DUTIES

◆ **Regional School Sport Officer (RSSO)** is responsible for:

1. Collection of affiliation fees from schools through the districts. The RSSO will invoice districts for affiliation fees by the end of March.
2. Seeking nominations for the positions of regional convenor/coach/manager for the various sports. The RSSO will distribute copies of nominations to district secretaries for determination of voting preferences at the last regional management committee meeting each year.
3. Distribution of school sport calendars to schools.
4. Liaising with regional convenors to ensure that information regarding regional trials for each sport is forwarded to all districts approximately one (1) month before the trials.
5. Reprogramming regional trials postponed due to wet weather or other factors after consultation with the executive of the host district/zone and other districts/zones.
6. Issuing managers (through the convenors) with the relevant forms required to prepare regional teams for state championships.
7. Liaising with respective team managers in regard to regional team organisation including the setting/collection of levies, ordering/distribution of uniforms and team travel.
8. Ensuring that regional team officials are aware of Duties of Supervision (Form #20) and Health and Safety requirements of their sport.

◆ **Regional Convenors'** duties are listed in this handbook.

◆ **Regional Team Officials** duties are listed in the Regional Official's Handbook. Both the regional coach and manager **must**:

1. Complete a "Transfer of Duties/Request for TRS - Regional Sport" Form (*Appendix #1*) at least two (2) weeks prior to the team's departure. Under no circumstances should a teacher leave his/her school before approval has been received.
2. Be aware of Duties of Supervision (Form #20) and Health and Safety requirements of their sport.
3. **Ensure that regional team members are aware of and abide by the Team Members Code of Behaviour (Form #16).**

4. **Ensure that all regional team members are given a fair and reasonable amount of participation in games conducted at the state championships.**
5. **Attend ALL official functions at the state championships including opening and closing ceremonies, pre-carnival and post-carnival meetings and the designated official dinner.**
6. **Ensure that ALL incidents occurring at a State Championship are investigated at the State Championship in consultation with the State Championship Convenor and host RSSO. All results/outcomes must be communicated back to the Wide Bay RSSO & relevant Principals.**
7. The manager should notify school principals of student selection in the regional team (Form #10) and seek the principal's approval for student participation (Form #11). Notification should also be made in writing of any training sessions to be conducted during school time.
8. Following the regional trials, the Manager/Coach should forward any relevant correspondence regarding regional team members to the Principal. A copy of all correspondence should also be sent to the Regional School Sport Officer.
9. Be aware of your entitlements/allowances (as listed below).

◆ **School Principals** are responsible for:

1. Approving a student's participation in a regional team and returning the Principal's Approval Form (#11).
2. Approving a teacher's application for a position as regional convenor/coach/manager and subsequent Transfer of Duty/Request for TRS if appointed (*Appendix #1*).
3. Requesting Regional TRS for a teacher official who is attending regional or state trials if no other form of relief is available.

◆ **Regional Liaison Persons** for each sport will be appointed annually at the respective regional selection trials. Their responsibilities include:

1. Acting as a Wide Bay delegate to their sport's state management committee and/or arranging a proxy delegate.
2. Liaising with the relevant coaching and development officer.
3. Attending to any sports-specific matters as referred by the state management committee and/or the Regional School Sport Officer.
4. Acting as a regional resource person/contact for teachers regarding that sport.

**6. ENTITLEMENTS/ALLOWANCES** (*Promaster*)

◆ **Regional Convenors** are entitled to:

1. A Regional Dress Shirt (Discounted)
2. Reimbursement of any out-of-pocket expenses.

◆ **Regional Coaches and Managers** are entitled to:

1. A Regional Dress Shirt (Discounted)
2. Reimbursement of any out-of-pocket expenses including official phone calls (itemised on phone account).
3. Travel as required by the team (actual fares/costs).
4. Accommodation at the State Championship as arranged by the host centre (room only cost) NB. All personal expenses such as phones calls, mini-bar, meals etc. are to be paid by the individual. Only accommodation will be charged to the region (motel to invoice).
5. Meal Allowance at Public Service rates (from time of team's departure for State Championship until your return home). See page Official's Handbook for current rates.