

DARLING DOWNS 13-19 YEARS SCHOOL SPORT COMPETITION PROCEDURES

OCTOBER 2021

These competition procedures represent decisions of policy by the Darling Downs School Sport Management Group and are binding on all Sport Specific Committees.

1.1 Competition Structure, Conditions and Rules

1.1 Approval of Competitions

- 1.1.1 Sport Specific committees shall seek Departmental approval, through Darling Downs School Sport Management Group for all competitions conducted under their auspices. It shall be the responsibility of each sport committee to furnish this information to Darling Downs School Sport Management Group prior to the final Darling Downs School Sport Management Group meeting each year.
- 1.1.2 No sport committee shall take up a matter with the Regional Director DDSW Region or with any other senior departmental officer without having first presented the matter to the executive of Darling Downs School Sport Management Group.

1.2 Sport Committees

- 1.2.1 Approved sport committees are Australian Football, Baseball, Basketball, Cricket, Cross Country, Football, Futsal, Golf, Hockey, Netball, Orienteering, Rugby League, Rugby Union, Softball, Squash, Swimming, Tennis, Track & Field, Touch, Triathlon, Volleyball and Water Polo.

1.3 Approval of New Sport Committees

- 1.3.1 Once a survey has been conducted ascertaining that a majority of schools are prepared to participate in a Regional Championships in a particular sport, an application may be lodged with the Executive Officer of Darling Downs School Sport Management Group for consideration by the management committee.
- 1.3.2 Such applications must contain the following:
 - . The names and signatures of three (3) registered teachers willing to conduct a Regional championships.
 - . A guarantee that, should the new sport committee be approved, the committee will have a representative at all Darling Downs School Sport Management Group meetings.

1.4 Loss of Regional Championship Status

- 1.4.1 If fewer than a significant number of schools are willing to participate in an Inter-school competition, then a Regional Championship will not be run.
- 1.4.2 If a Regional championship in a particular sport is not conducted for a period of two (2) consecutive years, that sport committee will be required to show cause why its activities should not be terminated.

1.5 Regional Sport Committee Reports

- 1.5.1 All regional sport convenors shall furnish to Darling Downs School Sport Management Group by 30 November each year a report on their activities for inclusion in the annual report.
- 1.5.2 All regional convenors shall furnish to the Darling Downs School Sport Management Committee no later than one (1) week prior to each general committee meeting a report on their activities for presentation at the meeting.

1.6 Regional Sport Committee Finances

- 1.6.1 All financial activities must be in strict accord with the Financial Procedures document approved by the Internal Operational Audit Group.
- 1.6.2 All requests for payment from sport committees shall be by numbered tax invoice only. Such tax invoice shall stipulate the purpose for which payment is intended.

1.7 School Affiliation Fee

- 1.7.1 Darling Downs School Sport Management Group will collect an annual affiliation fee from each school based on the school's enrolment for years 7 to 12 inclusive. The fee will be determined by the management committee and subject to annual review.
- 1.7.2 These affiliation fees will be collected by district sport committees and forwarded to Darling Downs School Sport Management Group.
- 1.7.3 A school's failure to pay its affiliation fee renders its students ineligible to participate in any events conducted under the auspices of Darling Downs School Sport Management Group.

1.8 Non Government School TRS Levy

- 1.81 A TRS levy will be collected from each school based on the school enrolment for Years 7 - 12 inclusive. The fee will be determined by the management committee and subject to review annually.
- 1.82 The TRS levy will be used to assist schools provide TRS levy to Regional Officials attending State Championships.

1.9 Regional Trial Levy

- 1.9.1 A regional trial levy will be collected from each student who attends a regional trial. The levy will be determined by the management committee and subject to review annually.
- 1.9.2 The regional trial levy will be used to assist schools provide TRS to Regional Convenor and Coach/Manager attending Regional Trials.

2.0 TEAM SELECTION PROCEDURES

2.1 Student Eligibility

- 2.1.1 To be eligible for selection in a Darling Downs team a student must attend a school which is currently affiliated with Darling Downs School Sport Management Group.
- 2.1.2 Participants must be of a minimum age of twelve (12) years in the year of competition and of the maximum age as stipulated in the rules of the School Sport Australia.
- 2.1.3 Ages are to be calculated according to year of birth.

2.2 Criteria

- 2.2.1 A student must participate at the regional championships to be considered for selection unless an Application for Exemption Form is submitted for reasons listed in section 2.2.3
- 2.2.2 The major criteria for selection shall be the age of the student and the performance of the student at the regional championships. Areas considered shall include:
 - . the level of skills exhibited by the student
 - . the performance of the student as a member of a team
 - . the attitude and behaviour of the student on and off the field of competition
 - . the age of the student
- 2.2.3 A student may be considered for selection in a regional team if
 - . ill or injured (provided a medical certificate is supplied)
 - . absent due to competing at a higher level of competition (State/National/International) in the same sport.
 - . absent due to competing with another QSS or SSA Championship in a different sport.
 - . absent due to bereavement or compassionate reasons,
 - . student to submit an 'Absentee Application for Exemption Form' including resume prior to Regional Trial to the Regional Sport Officer.
 - . This application will be considered for selection in regional team.
- 2.2.4 An exceptional student who wishes to trial for more than one sport on the same day must submit an Exceptional Student Application Form resume for the sport they can't trial for due to the clash to the Regional Sport Officer. This resume may be considered for selection in the regional team. An exceptional student refers to a student who represented Queensland in that particular sport in either community or school sport in the previous 12 months.
- 2.2.5 A student selected in a regional team must be available compete for the full duration of the state championship.

2.3 Team Size

- 2.3.1 The number of players and shadow players to be selected shall be determined by the regional sport committee prior to the regional championships.

2.4 Selection Panel

- 2.4.1 The number of selectors shall be determined by the regional sport committee.
- 2.4.2 A chairperson of the panel shall be appointed.

2.5 Procedures

- 2.5.1 The selectors shall meet on a regular basis on each day of competition.
- 2.5.2 The selectors shall meet with the coaches of competing teams and give them the opportunity to put forward the names of and comment upon students they consider worthy of selection.
- 2.5.3 Team coaches may submit a written report to the selectors.
- 2.5.4 At least one (1) selector shall be present at all times of competition.
- 2.5.5 The selectors shall maintain a written record of all competition viewed.
- 2.5.6 Team coaches shall advise the selectors of students not available for selection.

2.6 Announcement

- 2.6.1 The regional team shall be announced at the conclusion of the regional championships.
- 2.6.2 The names of shadow players can be announced.
- 2.6.3 Train on Squads will not be selected.

2.7 Notification

- 2.7.1 The convenor of the regional sport committee shall ensure that a list of the names of children (and their schools) selected in the team is advised to the Regional Sports Officer within one (1) week of selection who will advise School Principals.
- 2.7.2 All available information concerning the regional team shall be provided by the manager to the students immediately upon selection. Further information shall be provided as soon as possible thereafter.

2.8 Preparation

- 2.8.1 A student in any one sport shall be required to be absent from his/her enrolled school for more than five (5) school days they must attend a school determined by the sport specific for the purpose of team preparation.

2.9 Dress

- 2.9.1 Teams shall be attired in the dress uniform stipulated by Darling Downs School Sport Management Group with the proviso that the attire of officials need not be that of students.
- 2.9.2 Playing uniforms which if practicable, are to be royal blue, red and white in colour.

2.10 Costs

- 2.10.1 All costs associated with the operation of a regional team shall, unless available from donation, sponsorship or fundraising, be met by an equal levy on all student members of the team.

3.0 APPOINTMENT OF OFFICIALS

3.1 Advertising of Positions

- 3.1.1 The Regional Sports Officer shall ensure that:
- . nominations for positions are invited through schools and principals in September each year and due back within two (2) weeks.
 - . nominees are instructed to forward their nomination, complete with principal's/supervisor's counter signature to the Regional Sports Office.

3.2 Method of Appointment

- 3.2.1 Managers and coaches will be forwarded to the Regional Convenor for his/her recommendations following the "Guidelines for selection of Coaches/Managers for Darling Downs School Sport Teams".
- 3.2.2 These recommendations are forwarded to a selection committee comprised of
- . Executive Darling Downs School Sport Management Group
 - . Two (2) nominations from each Darling Downs 13-19 Years School Sport District.
One (1) of whom should be a School Principal
- 3.2.3 Final selections are endorsed by the selection committee and subsequently approved by Education Queensland through the Darling Downs School Sport Board.

3.3 Qualifications of Coaches/Managers/Selectors

- 3.3.1 Each regional sport committee shall determine and advertise with invitations for nominations, the accreditations it considers appropriate for persons nominating for official positions, provided that coaches be required to hold at least a current Level 1 Coaching Accreditation in that particular sport and **ALL** team officials possess at least a current Senior First Aid Certificate (or equivalent) and CPR certificate.

3.4 Student/Official Ratios

- 3.4.1 No more than two (2) teachers employed by Education Queensland or an affiliated non-government school shall be appointed as officials of a team with fewer than thirty (30) students, with the exception of Australian Football, Rugby League, Rugby Union & Softball who will have three (3).
- 3.4.2 For teams of thirty (30) or more students, another official who may be a teacher employed by Education Queensland or an affiliated non-government school is to be appointed for every fifteen (15) students or part thereof in excess of that number.
- 3.4.3 In female teams at least one (1) official must be female.
- 3.4.4 In mixed teams, there must be at least one (1) official of each gender.

3.5 Letter of Appointment

- 3.5.1 The executive officer of Darling Downs School Sport Management Group is to forward to each regional coach and manager a letter of appointment acquainting him/her of certain procedures to be observed in assuming that position.