



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

Congratulations on your appointment as a Bundaberg District Official. Your contribution to school sport in Bundaberg is highly valued and I wish you every success in your position of BDSSS 13-19yrs official. To assist you in performing the duties and meeting the responsibilities of your role please find enclosed the following documentation:

- Responsibilities as an official
- Bundaberg district selection trials
- Team notification form for the BDSSS 13-19yrs Secretary – **MUST BE SENT WITHIN 2 DAYS OF BDSSS 13-19yrs TRIALS**
- Player notification letter – **example only****
- Principal approval and notification (F10 & F11 forms) – **MUST BE SENT WITHIN 2 DAYS OF BDSSS 13-19yrs TRIALS**
- Wide Bay selection nomination form
- Wide Bay representative selection form
- Parent consent and team member code of behaviour form – collected by coach before Wide Bay trials**
- Student personal details form – collected by coach before Wide Bay trials**
- Player Profile for BDSSS 13-19yrs Trials
- Wide Bay Exemption Form

** To be distributed to players at the conclusion of the BDSSS 13-19yrs trials

The above forms are templates, which in some cases may need to be modified for your individual sport. If you have any concerns regarding your responsibilities please contact the BDSSS 13-19yrs Secretary or your school's Sports Coordinator as soon as possible.

Yours faithfully

Simon Gills
BDSSS 13-19yrs Secretary



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

RESPONSIBILITIES AS A BUNDABERG DISTRICT COACH/OFFICIAL (GUIDELINES BASED ON WBSS)

- ☐ Obtain your school principal's approval prior to the acceptance of the position as an official;
- ☐ Complete a Risk Assessment (CARA) for your trial;
- ☐ Inform your school and the BDSSS 13-19yrs Secretary of your absence from school during the trials in order to claim for TRS or associated relief;
- ☐ Arrange appropriate training prior to the trials, if required;
- ☐ Arrange, with other coaches and staff members, selection trials and venues;
- ☐ Notify the BDSSS 13-19yrs Secretary of Bundaberg trial information;
- ☐ At the conclusion of the trials hand to all successful players their letter of congratulations and parental/medical information sheets. **Avoid having Sports Coordinators pass this information on to students if possible.**
- ☐ Complete the Team Notification form and pass on details to the BDSSS 13-19yrs Secretary **WITHIN 2 DAYS OF BDSSS 13-19yrs TRIALS**;
- ☐ Complete F10 & F11 forms and send to all relevant schools **WITHIN 2 DAYS OF BDSSS TRIALS**;
- ☐ Ensure selected Bundaberg team members are informed about:
 - Appropriate dress - remember students must travel to Wide Bay trials in their own schools sport uniform.
 - Bus levy – this must be paid to their own school
 - Wide Bay levy – must be paid to WBSS using the online payment system
 - Travel times, bus departure venue and Wide Bay trial venuesThis can all be achieved through the distribution of a **player notification letter** given to students at the Bundaberg trials once they are selected in the Bundaberg District Team
- ☐ Contact the school in-charge of the district uniform (currently St Luke's) to arrange the distribution of the uniform to students;
- ☐ Arrange for all necessary equipment including first aid kits to be at trainings and trials;
- ☐ Complete the Wide Bay Selections Nomination Form for the selectors prior to the trials for the students competing for Bundaberg District;
- ☐ Collect all Parent Consent and Team Member Code of Behaviour forms from students prior to travel;
- ☐ Confirm with the BDSSS 13-19yrs Secretary the students that **ACTUALLY** attended Wide Bay trials and their schools – **WITHIN 2 DAYS OF WIDE BAY TRIALS**; and
- ☐ **REMAIN with students** and in position of 'loco parentis' of team members upon return from Wide Bay Trials until all students are collected.
- ☐ Complete the Wide Bay Representative Selection form and send to the BDSSS 13-19yrs Secretary – **WITHIN 2 DAYS OF WIDE BAY TRIALS**.

Remember as coach you must provide all players with the best opportunity for selection and allow them to demonstrate their abilities at the Wide Bay trials fairly with the policy of equal time for all players being adhered to.



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

The following are maximum team numbers for all sports at Wide Bay and if possible coaches are to fill all positions.

DISTRICT and REGIONAL TEAMS (13-19yrs)

SPORT	MAXIMUM TEAM SIZE	
	DISTRICT	REGIONAL
Australian Football	23	23
Basketball	10	10
Cricket	12	13
Golf	12 (7 Boys, 5 Girls)	12 (7 Boys, 5 Girls)
Hockey	15	15
Netball	10	10
Rugby League	19	19
Rugby Union	22	22
Soccer	16	16
Softball	14	14
Squash	16 (4 Boys, 4 Girls – 19Yrs & 15Yrs)	16 (4 Boys, 4 Girls – 19Yrs & 15Yrs)
Surfing	22	22
Tennis	8 (4 19Yrs Boys, 4 19Yrs Girls)	8 (4 19Yrs Boys, 4 19Yrs Girls)
Touch	14	14
Triathlon		60
Volleyball	10	12

PLEASE NOTE: As these numbers are the MAXIMUM number of students that can be selected in a Wide Bay team, Bundaberg Coaches must ensure that Bundaberg Teams going to Wide Bay Trials also DO NOT exceed these numbers. You are **not** obliged to take the maximum number to Wide Bay Trials, but you cannot exceed the maximum number.

VERY IMPORTANT:

Regional Coaches are reminded of the Regional Policy Statement

"Those students selected to represent the Region at State level must be given a fair and reasonable amount of participation in games conducted at the State Championships."



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundayschoolsport.com

BUNDABERG DISTRICT TRIALS

Responsibilities of the coach as a selector:

- ☐ In consultation with the Bundaberg District Trial Convenor arrange a suitable time, venue, equipment and referees required for the Bundaberg District selection trials (preferably the same as the other divisions of a similar sport);
- ☐ Notify the District Secretary of the selection trials details as soon as possible after your appointment as a Bundaberg Coach;
- ☐ Allow for adequate time to give all students a fair trial and have a wet weather plan;
- ☐ Negotiate to have at least ONE other staff member from other schools to be present at the selection trials to assist you in the roles as selectors. Where possible, avoid using parents and club personnel as selectors. **PLEASE NOTE: TRIALS SHOULD NOT PROCEED IF TWO SELECTORS (coach plus one other) ARE NOT PRESENT – TRIALS SHOULD BE RE-SCHEDULED.**
- ☐ Selection criteria shall be based on the WBSS selection policy. 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, and
 - the attendance of an affiliated school within the Bundaberg District with the following exception: - *A student/s from another Wide Bay School Sport affiliated district may participate in Bundaberg sports trials for selection in a Bundaberg team for Wide Bay trials, when that affiliated district does not have its own team in that sport participating in Wide Bay trials. This is restricted to sports that compete on a team basis. In this circumstance, the sports coordinator (or proxy) from the school involved is to contact the relevant BDSS coach in advance of the trials to inform him/her of this situation.*
- ☐ Players who are participating for another representative sport at the time of the trials may be considered for selection, provided written application, supported by their Principal, has been submitted to the BDSSS association and/or the district coach (based on WBSS policy).
- ☐ A student who has an approved absence (eg illness, injury, family bereavement) at the time of the trials, may be considered for selection in the district team, provided that appropriate documentation or evidence is submitted to the district coach (based on WBSS policy).
- ☐ Selectors must be seen to provide all students a fair opportunity to demonstrate their ability in the selections trials. Game formats are normally used to identify the student's understanding and ability of the game, followed by possibles/probables scenarios. Some sports will require outside proof of player's ability eg golf handicaps at the record cards;
- ☐ All members selected to represent the Bundaberg team must be informed (including shadows if necessary), by way of written confirmation immediately following the final selection trials. Avoid sending letters and forms to schools to distribute to players. (See example of the player's notification letter).

Remember selectors are to choose the best players and to be fair and equal in their judgements of player's abilities. Players must therefore perform well at the trials before they can be eligible.



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

STUDENTS UNABLE TO ATTEND BUNDABERG TRIALS

Students unable to attend BDSSS 13-19yrs trials should make the Bundaberg Coach aware of this either directly or through their own school's Sports Coordinator. If the student is to be considered for BDSS team selection, the Bundaberg Coach must be aware that the student is unable to trial **BEFORE** the trials commence. Once trials commence (and particularly after the BDSS team is announced) there will be no further consideration of students for teams.

Students who are unable to attend BDSSS trials should:

- See their own school's sport coordinator to get an 'unable to attend trials' form.
- Complete the form – including reason for non-participation at trials and a player profile section to assist in selector decisions.
- Return the form to the school sport coordinator or the BDSSS coach within the timelines indicated on the form (see guidelines identified on form below):

Where at all possible students should make arrangements to participate in Bundaberg Trials; including rescheduling appointments or work commitments. Students should understand that failure to attend trials may, in some cases, disadvantage them in the selection process. If students are unable to attend trials or are unable to participate due to injury or illness please ensure you:

- Complete this section of the form
- Return this form (including a medical/ permission form) to your school's Sports Coordinator or the Bundaberg Coach.

Forms must be handed to your school's Sport Coordinator early on (or before) the day of Bundaberg trials in order to allow time for the Sports Coordinator to pass on your details to the Selectors **BEFORE** trials. Alternatively, this form can be given directly to the Bundaberg District Coach or delivered to selectors at the Trial venue **prior to the commencement** of Bundaberg trials. In all cases the Bundaberg Coach, Manager or Selectors **MUST** receive information about students who are unable to participate in Bundaberg Trials **prior to the commencement** of those trials if students are to be considered in the selection process.

I am unable to participate in the Bundaberg District Trials for _____ on the _____ (date), as: _____ (please outline details)

I am however available to attend Wide Bay Trials and I wish to be considered for the Bundaberg Team. Please use my Player Profile to assist in your selection process and be assured it is a true reflection of my ability and participation in this sport.

Student Signature: _____ Parent/ Guardian Signature: _____



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

BUNDABERG DISTRICT TEAM NOTIFICATION FORM

SUMMER/WINTER SPORT

TEAM SPORT: _____ DIVISION: _____

DISTRICT COACH: _____ SCHOOL: _____

OTHER STAFF INVOLVED WITH THE TEAM AT THE WIDE BAY TRIALS INCLUDE:

_____ SCHOOL: _____

	SCHOOL	FIRST NAME	SURNAME	DOB
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
RES				

**PLEASE FAX THESE DETAILS TO THE BDSSS 13-19yrs SECRETARY
WITHIN 2 DAYS OF BUNDABERG TRIALS**



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

PLAYER NOTIFICATION LETTER

EXAMPLE ONLY – MAKE CHANGES WHERE REQUIRED BEFORE GIVING TO STUDENTS

Dear Player

Congratulations on your selection to play for the Bundaberg District 13-19yrs School (DIVISION AND SPORT) team for your age group. With the numbers of students currently playing this sport in the district at the present time this is quite an achievement. You are one step closer to Wide Bay and possibly even Queensland selection.

As a Bundaberg representative you have a responsibility to attend the following training sessions prior to Wide Bay Trials: (INCLUDE VENUE AND TIME INFORMATION)

You all have realistic chances of representing at a Wide Bay level and attending training sessions will be very important to improving your game to a standard that will warrant your selection in a Wide Bay team.

If you are not catching the bus YOU MUST still pay the full cost.

PLEASE NOTE: As transport costs are split evenly between the participants attending these trials, you have until three days prior to trials to indicate to your coach/ manager or school sport coordinator that you are NOT attending these trials. After this date you will incur the full transport cost, even if you do not attend these trials, unless your non-attendance is a result of illness, injury or other justifiable circumstances. School sport is unable to absorb the costs of transport for students that simply 'fail to show'.

DECIDE WELL IN ADVANCE IF YOU ARE NOT GOING TO PARTICIPATE AND ENSURE THIS IS INDICATED TO RELEVANT OFFICIALS.

School sport needs your assistance in this area to ensure transport to all trials remains financially viable and therefore access to representative sporting opportunities is a reality for ALL Bundaberg students.

The Wide Bay selection trials be held in (VENUE) on (DATE). Details of times, travel and costs will be given to you as the date nears by your coach and schools' sport coordinator (INCLUDE DETAILS HERE IF KNOW). Please ensure you arrive early for the bus on the trial day. ALL students must travel to Wide Bay trials in their own school's sport uniform; students may be refused entry to the bus if they are not dressed according to this standard.

Enclosed with this notification letter is a Team Member's Code of Behaviour, Parental Consent and Medical form, which must be completed and returned to me at the first training session. (OR IF NO TRAINING) before the bus departs on the day of the Wide Bay Trials.

Once again congratulations on your selection.

Yours sincerely

Coach of the _____



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

FORM F10

Email this document to the principal of each school that has a representative in your Bundaberg Team WITHIN 2 DAYS of the Bundaberg Trials -

- To be accompanied by a "Principal Approval – F11" Form -

The Principal

Dear Sir/Madam

Please find attached a list of all students who have been selected in the Bundaberg _____

Team to contest the Regional Carnival in _____

on the following dates : _____

The levy to be charged to the student by your school is: _____

As school time is involved, it is necessary to obtain your permission for students selected from your school to participate in the Wide Bay Trials before they can attend.

Could you kindly **complete the attached "Principal Approval – F11" form**. By doing this you will be confirming the student is enrolled at your school, their date of birth is accurate and that the behaviour/ attendance of the selected student is suitably appropriate for their participation in Wide Bay trials.

Please make **three (3) copies of the Principal Approval – F11 form**: retain one copy for your school records, pass one copy to your school's Sport Coordinator and return one completed copy to me as coach/ manager of the Bundaberg team.

Yours faithfully

Coach/ Manager of the Bundaberg _____ Team

School _____



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

FORM F11

Form to be completed by the Principal and returned to the Bundaberg Coach/ Manager –

The Coach/ Manager

I hereby certify that the students listed below are currently enrolled in my school and that their dates of birth are as shown.

Bundaberg _____ Team to compete in the Regional Carnival in _____

	SCHOOL	FIRST NAME	SURNAME	DOB	School/Principal consent Y or N	Project Consent Signed Y or N
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
RES						

I confirm that a Project Consent form permitting publication of the students name, image and school has been received from the parent / caregiver. (Please indicate student/s who do not have this consent

I hereby consent to the student's participation in the team.

I further declare that these students' records of attendance at this school and their conduct is satisfactory.
Comment on desirability of their participation in the team (if considered necessary):

Signed : _____ (Principal) Date : _____

BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

**COMPLETE AND GIVE TO WIDE BAY SELECTORS AT THE BEGINNING OF
WIDE BAY TRIALS**

SPORT: _____

COACH/ MANAGER: _____

CONTACT PERSON/ DISTRICT SECRETARY: _____

TEAM: _____

[illegible]



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151

Email: gillss@shalomcollege.com

WEB SITE: www.bundyschoolsport.com

**- TO BE COMPLETED AND EMAILED TO THE BDSSS 13-19yrs SECRETARY
WITHIN 2 DAYS OF WIDE BAY TRIALS -**

WIDE BAY REPRESENTATIVES SELECTED FROM THE BUNDABERG DISTRICT TEAM

TEAM SPORT _____

DIVISION _____

DISTRICT COACH _____

SCHOOL _____

	SCHOOL	FIRST NAME	SURNAME	PUBLICATION APPROVAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

PLEASE EMAIL THESE DETAILS TO THE BDSSS 13-19yrs SECRETARY



BUNDABERG DISTRICT 13-19yrs SCHOOL SPORT

District Secretary – Simon Gills

Shalom College

9 Fitzgerald St, BUNDABERG, QLD, 4670

Phone (07) 41558151 Email: gillss@shalomcollege

WEB SITE: www.bundyschoolsport.com

PLAYER PROFILE

PLEASE NOTE: All students should complete the Player Profile section of this form. This form is used to inform Bundaberg coaches, managers and selectors; it however is **NOT** the major selection tool. Where Bundaberg selection trials are held, **player ability displayed at trials will constitute the major selection criteria**. In the case that a student is unable to attend Bundaberg Trials this Player Profile form can also be used to help guide the selection process.

Player Name: _____ Player School: _____

Preferred Position/s: _____

Player history (last 3 years)

Relevant Schools teams	Relevant Club Teams

Representative Information (last 3 Years)

Representative Schools teams	Representative Club Teams

Experience (any other relevant information for selectors to consider):



EXCEPTIONAL STUDENT APPLICATION FOR EXEMPTION FROM WIDE BAY REGIONAL TRIAL

Applications close on the day prior to the commencement of the competition: ____ / ____ / ____

Wide Bay School Sport (WBSS) reserves the right to refuse late applications.

If you want to be considered for selection, you must provide WBSS with documentation that indicates that you are an exceptional student in the sport you are nominating for. **Exceptional** refers to a student who has represented the sport at a state or National level in the previous 12 months

Forward your completed application to your Regional School Sport Officer by the day before the competition.

Contact details can be obtained on the WBSS website: www.widebayschoolsport.eq.edu.au

Sport you wish to be considered for: _____

Title of Trial: _____

Dates of Trial: from ____ / ____ / ____ to ____ / ____ / ____ Competition Venue: _____

Surname: _____ Given name(s): _____ M / F

School attended: _____ School contact: _____

School postal address: _____ School Phone: () _____

WBSS Record Management

Date received: ____ / ____ / ____

Approved: **YES / NO**

Student

Notified: ____ / ____ / ____

Filed: ____ / ____ / ____

GROUND'S FOR APPLICATION:

1. Sport that you WILL be trialling for at WB Trials. (Note: Documentation must cover the days of the competition)

2. The two sports do not have the same State Championships Yes / No

DOCUMENTATION ATTACHED:

1. Resume of past performance in the last 12 months

STUDENT'S DECLARATION: I am aware that –

1. This WBSS competition is held once only, on _____
2. I should not assume that my application will automatically be granted as each application is decided individually.
3. By signing this I give permission for DDSS Staff to contact me, my parents / guardians or staff at my school to clarify information about my application.
4. My School Principal endorses my application.

Principal's signature: _____

Date: ____ / ____ / ____

Student's signature: _____

Date: ____ / ____ / ____

Parent / Guardian's signature: _____

Date: ____ / ____ / ____



BUNDABERG DISTRICT SCHOOL SPORT

DISTRICT & WIDE BAY SELECTION TRIALS

STUDENTS MUST WEAR THEIR SCHOOL SPORTS UNIFORMS TO ALL DISTRICT TRIALS. DISTRICT OFFICIALS CAN REQUEST STUDENTS NOT TO TRIAL IF THEY ARE NOT WEARING APPROPRIATE ATTIRE

The following code of conduct highlights the level of expected behaviour of students, parents and spectators when participating in or attending Bundaberg District 13-19yrs School Sport (BDSSS) or affiliated events. Please ensure that you have read and understand this code and associated consequences prior to participating in or attending BDSSS events. **Please be aware that ignorance of the contents of this Code will not be accepted as an excuse for any breach.**

CODE OF BEHAVIOUR – STUDENT PARTICIPANTS

At Bundaberg District Trials or as a Bundaberg District team member:

- Take responsibility for your own behaviour and performance
- Compete by the competition conditions and rules.
- Never argue with the Judge's, Referee's or Umpire's decision.
- Control your temper – no criticism by word or gesture.
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- Be a good sport. Encourage and support your own team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Behave in a manner that respects the rights of others
- Smoking, drinking of alcoholic beverages, use of any illegal substances and substance abuse is strictly forbidden.
- Entering or remaining upon restricted licensed premises, unless under the supervision of team officials, is strictly forbidden.
- Wear the official team uniform at all times, as directed by team management/officials.
- Stay in the designated team area and support other team members during times when you are not competing.
- Follow all directions of team management/officials.
- Ensure that you have telephone numbers of team managers with you at all times that you are not with the team.

CONSEQUENCES FOR BREACHES OF THIS CODE BY STUDENTS

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. Bundaberg District School Sport (BDSSS) is responsible for imposing any longer term consequences to your future participation in BDSSS events.

Students may be notified orally or in writing of a temporary ban from participating or attending BDSSS fixtures until formal processes are conducted by BDSSS to determine complaints under this Code.

Students will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA. Furthermore, BDSSS may provide a report to your school about your conduct and, as a school representative, you may be subject to discipline in accordance with the *Education (General Provisions) Act 2006* (EGPA).

I, _____, have read and understand the Student Participant's Code of Behaviour and agree to its conditions.

Signed: _____ (Student) Date: _____

Parents' Code of Conduct

- Cooperate with the school to achieve the best outcomes for your child
- Support team and event officials in maintaining a safe and respectful learning environment for all students
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and behaviour
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Support School Sport Australia's policy of a smoke and alcohol free environment.

Spectators' Code of Conduct

- Demonstrate appropriate social behaviour at BDSSS / WBSS events.
- Remember children play for enjoyment; please don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support our policy of a smoke and alcohol free environment

CONSEQUENCES FOR BREACHES OF THIS CODE BY PARENTS OR SPECTATORS

Team managers and event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary. Bundaberg District School Sport is responsible for imposing any longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely.

Parents and spectators may be notified orally or in writing of a temporary ban from attending BDSSS fixtures until formal processes are conducted by BDSSS to determine complaints under this Code. Parents and spectators will be afforded natural justice in respect of breaches of this code.

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state educational institution in the presence or hearing of students – s.333(2)(b) Wilful Disturbance, of the *Education (General Provisions) Act 2006* (EGPA). Breaches of this section of the EGPA may result in a complaint being made to police.

I have **read** the Parents' and Spectators' Code of Conduct, **accept the responsibilities** contained therein and hereby **give consent** for my son/daughter, _____ (name) to participate in any competition or trials for _____ (list sport) arranged by or participated in by Bundaberg District School Sport or any affiliated body; this includes Wide Bay Trials.

I also agree:

- that during the period/s of the competitions in which my son/daughter participates, and during travel and other such activities as may be deemed necessary, my son/daughter shall be under the sole direction of the person/s duly appointed in charge of the team/s.
- to pay the levy as set by the BDSSS Management Committee **prior to** departure.

Signed: _____ (Parent/ Guardian) Date: _____



BUNDABERG DISTRICT SCHOOL SPORT

STUDENTS WILL NOT BE ABLE TO TRIAL UNLESS THEY HAVE SUBMITTED THIS FORM TO THEIR DISTRICT COACH

STUDENT DETAILS

NAME:
(Christian Names) (Surname)

DATE OF BIRTH:

HOME ADDRESS:
Post Code:

PRIMARY CONTACT: (Parent/ Guardian 1)

PARENT'S MOBILE NUMBER:

PARENT'S EMAIL ADDRESS:

EMERGENCY CONTACT DETAILS:

SECONDARY CONTACT: (Parent/ Guardian 2)

DAY TIME PHONE NUMBER: MOBILE:

TERTIARY CONTACT: (an alternative contact)

RELATIONSHIP TO STUDENT:

DAY TIME PHONE NUMBER: MOBILE:

DOCTOR'S NAME: PHONE NUMBER:

I do ☐ do not ☐ give permission for Education Queensland to reproduce photographs, sound or vision (eg. videos or film) taken in the course of my student's representative sporting activities for the purposes associated with the promotion of the activity or Education Queensland.

I do ☐ do not ☐ give permission for my student to be named in such media that may include team photographs, local media releases and other publications including Internet web sites.

I do ☐ do not ☐ give permission for this consent form to be used, if my son / daughter, gains selection as a Bundaberg District school representative player to compete at the next level, at a Wide Bay Regional selection trial; realising that this may involve both bus travel and fees.

Signed: (Parent/ Guardian) Date:

MEDICAL INFORMATION

1. My student has been immunised against? (Please show years immunised if known).
.....

2. Date of last anti-tetanus injection:

3. My student is known to be allergic to:

4. My student **suffers / does not suffer** from asthma. Medication required:

5. My student **is / is not** currently taking medication.

If so, please give details:

6. Is your student suffering from an injury or condition which is likely to be aggravated by the competition? **YES / NO**

If so, please give details:

7. Any other relevant medical history:

MEDICAL INSURANCE DETAILS

a. Is your student issued with their own Medicare card ? **YES / NO**

b. If 'NO' please state Medicare card holder's name:
(This is the first name on the card)

c. State your student's or family's Medicare Membership No.

d. Does your student have private health cover? **YES / NO**

If 'YES' Health Insurance Company:

Membership/ Policy Number:

f. Does your student have Personal Accident Insurance cover against accident/injury for competitions and associated activities (e.g. training, travel)? **YES / NO**

If so, detail the type of cover:

NOTE: It is the **responsibility of parents/ guardians** to ensure that their student is adequately covered by Medical, Hospital, Dental and Personal Accident Insurance to meet the costs for any illness, accident or unforeseen circumstances which may occur during the period in which their student is engaged in BDSSS associated activities (including travel, training and trials). Bundaberg District School Sport cannot accept financial liability for any of these expenses should they be incurred. **Neither, the BDSSS or the Department of Education, Training and the Arts has personal accident insurance cover for students.**

MOUTHGUARDS - I understand that mouth protection is mandatory in this sport (**Aust Football, Hockey, Rugby League, Rugby Union, Water Polo**). I have read the information provided to me about mouth protection and accept responsibility for the type of mouth protection I/my child will wear whilst playing this sport.

I hereby authorise the obtaining on my behalf of such medical assistance as my son/daughter may require in the event of an accident or illness and guarantee to meet any costs incurred. I authorise the administering of anaesthetic if this is deemed necessary by the medical officer attending.

Signed: (Parent/ Guardian) Date:

Education Queensland is bound by Information Standard 42- Information Privacy. Education Queensland is collecting the information on this form for the purpose of facilitating the attendance of students at excursions/competitions organised by Bundaberg District Secondary School Sport. The information provided on this form will not be used or disclosed for any other purpose. The information will be held securely and protected against unauthorised access. The information will be provided to staff on a need to know basis and the privacy of the individuals whose information is provided on this form will be respected. If you wish to access or amend the personal information provided on this form, please contact your team coach or manager.

