

# ***SCHOOL SPORT AUSTRALIA***



## **INTERNATIONAL TOUR OFFICIALS'**

## **INFORMATION MANUAL**



**MEMO TO: SCHOOL SPORT AUSTRALIA INTERNATIONAL TEAM OFFICIALS**

The enclosed information is designed to assist you in carrying out your duties as a Team Official accompanying a School Sport Australia Team either overseas or during international events within Australia.

School Sport Australia expects that all Touring Team Officials become familiar with the contents of these documents and follow any prescribed procedures and processes described therein.

The information contained in this package includes:

- 1. International Tour - Acceptance of Position as a Tour Official Form**  
To be signed and returned to School Sport Australia by the nominated date by each person appointed as a Tour Official.
- 2. International Tour Protocols** [Attachment 1]  
To assist Team officials with planning for the tour.
- 3. Role of Tour Officials** [Attachment 2]  
Details the specific role and supervision responsibilities of each appointed Tour Official.
- 4. School Sport Australia Codes of Behaviour** [Attachment 3]  
To be distributed to every team member by the Tour General Manager and supported by all Tour Officials.
- 5. Student Behaviour – Team Management Procedures** [Attachment 4]  
To be implemented during the tour or at any other time the team is together if required.
- 6. School Sport Australia Consent Forms** [Attachment 5]  
All forms must be completed and signed as appropriate before any team member can join the team on tour or within Australia. **Team Officials are required to complete Form B.**
- 7. Team Sheet** [Attachment 6]  
To be completed by the Tour Manager and returned to School Sport Australia prior to departure.
- 8. School Sport Australia Hydration Guidelines** [Attachment 7]  
To be adhered to as appropriate.
- 9. School Sport Australia Sun Protection Policy** [Attachment 8]  
To be adhered to as appropriate.
- 10. International Tour Financial Protocols** [Attachment 9]  
To be adhered to as stipulated.
- 11. School Sport Australia Accident Report Form** [Attachment 10]  
To be completed in the event of any accident during the tour and returned to the School Sport Australia office.
- 12. Tour Report Pro Forma** [Attachment 11]  
To be used as a guide when preparing the Tour Report.



## SCHOOL SPORT AUSTRALIA

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### INTERNATIONAL TOUR

### ACCEPTANCE OF POSITION AS A TOUR OFFICIAL

Name:	
Position:	
Sport / Tour Destination / Dates	

I accept the above tour position and agree to:

1. Undertake the duties of the position as specified in the attached School Sport Australia International Tours "Role of Tour Officials" document. **[Attachment 2]**
2. Accept responsibility for the duty of care of all students for the duration of the tour, regardless of my official position with the team.
3. Abide by and enforce the attached School Sport Australia Codes of Behaviour. **[Attachment 3]**
4. Become familiar with and follow the School Sport Australia Student Behaviour Management Procedures in the event of any student misbehaviour. **[Attachment 4]**
5. Refrain from smoking in the presence of team members for the duration of the tour
6. Pay the official's tour levy as determined by School Sport Australia

**I have read the contents of the International Tour Officials' Information Manual and agree to abide by all requirements contained therein.**

Signature:	
Date:	

**Please return to:**  
**School Sport Australia**  
**PO Box 4757**  
**Higgins ACT 2615**

# School Sport Australia International Tour Protocols

This document is to be used as a guide for procedures to follow while planning an overseas tour or while on the overseas tour.

## 1. Before departure:

- 1.1 Check the DFAT website prior to organizing the trip for information on destination countries. ([www.dfat.gov.au/consular/advice/index.html](http://www.dfat.gov.au/consular/advice/index.html))
- 1.2 Complete travel application forms by your government department.
- 1.3 Check on Workcover insurance regarding areas of risk to personal safety.
- 1.4 Check your State Education Department, Independent Schools Organization with regard to their insurance cover.
- 1.5 Telephone or fax Australian embassies, high commissions and consulates overseas (ask to speak to a member of the consular staff).
- 1.6 Day before departure, check DFAT Travel Advisory and discuss with School Sport Australia Executive Officer any increased risks.
- 1.7 Management and students must complete all School Sport Australia forms.
- 1.8 Tour Manager organises a method of paying in all tour costs to their own State School Sport Office.
- 1.9 All members of the touring party are strongly advised to take out appropriate health insurance for the period of overseas travel.
- 1.10 Tour manager advises all tour party members of the risks of travelling and the inherent limitations of insurance policies and any inoculation requirements.
- 1.11 Australian Customs regulations concerning fire arms (fake, especially), fireworks, drugs etc
- 1.12 Students must also be aware of their Education Department's liabilities with regard to insurance.
- 1.13 All tour members have adequate Private medical cover and be part of the Group Travel Insurance for International Travel.
- 1.14 Collate all documentation forms and ensure their confidentiality. Have a spare endorsed passport photo of each team member & official (makes it very easy to get a replacement passport).
- 1.15 Excess Baggage – contact airline to ensure that all team baggage is counted as a whole group and not individually. Notify airlines of any oversize items (eg massage tables, pole vault poles)
- 1.16 Clearly define and establish the roles of all team management in relation to SSA roles and responsibilities document and the requirements of the tour and sport. A hierarchy of command in times of emergencies and crisis to be defined. Leave a copy of all documents & relevant paperwork, emergency contacts etc with School Sport Australia Office.
- 1.17 Photocopy all documents of students and management (include passports) and place in the care of the Assistant Team Manager.
- 1.18 Take copy of all Host nation bulletins, invoices, bank transactions, money transfers for team deposits, entry fees, vouchers etc from travel agents.
- 1.19 Money – carried with the use of money belts. Advise all tour members of the best method (travellers cheques, cash, plastic cards etc)
- 1.20 Obtain the tour endorsement from the National sport parent body and the National Sport Association of the country/s visited.
- 1.21 Make up alphabetical check lists of team members for such things as noting travellers cheque numbers, visa card numbers, passport numbers etc
- 1.22 If moving from hotel to hotel, room lists prepared beforehand
- 1.23 Any variation to team travel by team officials or team members should be pre arranged before the tour in consultation with the School Sport Australia Office.
- 1.24 Appropriate adult supervision must be available throughout the tour.

## 2. On Arrival Overseas

- 2.1 Register all names of team members and management with the Australian Embassy or nearest Consulate. Particularly in countries with a security risk for Australians.
- 2.2 Registration can be made on [www.orao.dfat.gov.au](http://www.orao.dfat.gov.au)
- 2.3 Those non Australians should register with the relevant Embassy.

- 2.4 Collect travel documents from all tour party members and keep them secure in the hotel/accommodation safe.
- 2.5 Students are directed to ensure that their money is safe with hotel security or ask it to be held by a team official.
- 2.6 Make contact with travel agents counterpart in destination countries & ensure you have all contact details especially after hours of bus companies etc

### 3. Critical Incidents

- 3.1 Contact School Sport Australia Executive Officer (must be available 24hours when a tour is in progress)..
- 3.2 Australian Embassy or Consulate in the country of competition.
- 3.3 Host country organising committee.
- 3.4 Student – contact parent/care giver and school/college.
- 3.5 Management – contact next of kin and school/college.
- 3.6 If the Tour Manager/Head of Delegation is for some reason unable to fulfil his/her duties a hierarchy of command established prior to departure will be instigated.
- 3.7 Sickness – contact travel insurance help number
- 3.8 Select appropriate medical treatment.
- 3.9 Evacuate or isolate on medical advice.
- 3.10 Organise for transport home earlier or later if necessary or appropriate.
- 3.11 Ensure adequate supervision.
- 3.12 Complete School Sport Australia Accident Report Form (**Attachment 10**)
- 3.13 Inappropriate behaviour – identify student/s and or management concerned and access the situation and problem.
- 3.14 Contact School Sport Australia Executive Officer .
- 3.15 Follow appropriate procedures as per the School Sport Australia “Student Behaviour – Team Management Procedures” document
- 3.16 Management – contact state Education Department, State School Sport Officer and school/college
- 3.17 Arrange for transport home if necessary and under supervision.
- 3.18 Make all relevant arrangements with the organising committee of the host country and appropriate travel arrangements. Inform the relevant people in Australia of changed travel plans.
- 3.19 Security – bomb scares, terrorist attacks, life threatening and death.
- 3.20 Ensure the safety of the touring party.
- 3.21 Follow directions of the host organising committee and local law enforcement.
- 3.22 Student - contact parent/care giver and school/college
- 3.23 Management – contact state Education Department, State School Sport Officer and school/college
- 3.24 Make all relevant arrangements with the organising committee of the host country, local Embassy with appropriate expedited travel arrangements. Inform the relevant people in Australia of changed travel plans.
- 3.25 Ensure safety and welfare of any touring party members who may be injured.
- 3.26 Identify the status and welfare of any touring party members who may be captured.

### 4 On Return to Australia

- 4.1 Report arrival in Australia to the School Sport Executive Officer .
- 4.2 Document in a report the full details of circumstances of situations which arose on tour causing any actions taken. (Officials are encouraged to keep a tour diary)
- 4.3 Attach any police or hospital reports available to the relevant authorities in Australia.
- 4.4 Communicate with student tour members, management and family members pertaining to the tour on a regular basis.
- 4.5 Communicate and contact schools/colleges of students and management regarding their performance and/or health and welfare.
- 4.6 Complete a Tour Report.

# SCHOOL SPORT AUSTRALIA



(Attachment 2)

## ROLE OF TOUR OFFICIALS

### Introduction

Tour officials need to be aware of the Child Protection Act and their duty of care as a team official and as a representative of School Sport Australia.

- i) It is most unwise for any tour official to be in a situation where the official is alone with a team member without the knowledge of the team management.
- ii) At least two (2) tour officials should always be in attendance in team change rooms.
- iii) No tour official of the opposite gender should enter team change rooms until all team members have completed changing.
- iv) A tour official should always be in attendance during the treatment of injuries to team members.

### 1 Tour General Manager

The Tour General Manager shall:

- a) Be responsible for the overall organisation of the tour.
- b) Have the ultimate responsibility for all matters relating to the tour. The General Manager shall represent School Sport Australia and shall be empowered to interpret School Sport Australia policy as it affects the team.
- c) Be responsible for the establishment and enforcement of discipline and rules as they affect the team as a whole and have the power to discipline any member of the team.
- d) Be responsible for seeking sponsorships and merchandise pertaining to the tour.
- e) Upon completion of the tour produce a report in detail on all matters on the tour. This report will also include reports from the team's manager, coach/s and captain/s. The report shall be tabled at the next annual championships of the sport and at the next General Meeting of School Sport Australia.
- f) Write letters of appreciation to all involved in aiding the tour and send a copy of the tour report to:
  - the hosting school sporting association/organisations
  - the hosting sport association
  - School Sport Australia
  - all sponsors.

### 2 Team/s Manager

- a) Shall assist the General Manager as required.
- b) In conjunction with team coaches be responsible for formulating and enforcing discipline of their respective teams.
- c) Shall be responsible for the welfare and well being of the team.
- d) Shall keep the General Manager informed of any proposed actions relating to team members.

- e) Shall deal with and report to the General Manager any incidents which may affect team members, injuries, sickness, breaches of discipline etc.
- f) Shall be responsible for all "off game" activities of the teams.
- g) In conjunction with the General Manager shall prepare a tour program comprising of individual photographs, pen pictures and team photographs, a copy of the itinerary and any other necessary inclusions.
- h) Be responsible for the ordering of all team uniforms and necessary equipment for the tour in consultation with General Manager.
- i) Shall assist coaches as required during the progress of matches.
- j) Shall keep team members fully informed of their responsibilities.
- k) Shall be in charge of team uniforms and refreshments.
- l) Shall submit to the General Manager within one month of the completion of the tour a typewritten report for inclusion in the Tour Report.
- m) In the absence of a General Manager the Team Manager will also undertake those responsibilities.

### 3 **Team Coach**

Team coaches shall be responsible to the General Manager for the following duties:

- a) The submission of a training program for team players prior to the meeting of the team.
- b) Shall have full control of teams during the progress of matches and training sessions.
- c) Shall formulate and enforce team discipline in cooperation with teams manager.
- d) Shall secure through the manager any requirements, training facilities etc.
- e) Shall submit to the General Manager within one (1) month of the completion of the tour a typewritten report for inclusion in the Tour Report.

### 4 **Sports Trainers**

**Sports Trainers** are appointed to accompany School Sport Australia teams on international tours and to perform duties during international competitions hosted in Australia under the following conditions:

- i) Nominations are accepted on the understanding that some costs will be incurred and, where necessary, leave/transfer of duty is granted by the respective Departments/Employing Authority.
- ii) All applicants are responsible for making their own insurance arrangements.  
Applicants nominating for Sports Trainer positions must provide proof of suitable accreditation and professional indemnity / public liability insurance.
- iii) Successful applicants will be required to sign an "International Tour Acceptance of Position as a Tour Official" form and agree to requirements as stipulated, including undertaking the prescribed duties .
- iv) Nominations from non teachers will only be considered if there are insufficient suitable teacher nominations to fill all advertised positions and if such nomination is endorsed by the respective School Sport Australia member body.

## **Duties**

Where applicable, duties may include:

### **Pre Tour:**

- Where possible, and in consultation with the Tour Manager, research and identify accessibility to available medical facilities at proposed destination
- Assess injury risk and management of each team member
- Develop an acclimatisation program for destination climate demands
- Hydration norms and re-hydration program education
- Assess any nutritional needs for foreign cuisine
- Consult with Tour Manager re first aid/ sports trainer equipment requirements
- Collect information from team members re any medication and any pre-existing medical conditions
- Become familiar with any ASADA requirements

### **During Tour**

- Assist other team officials in the general welfare and management of students
- Maintain accurate records of injuries and treatments
- Assist with any hospital/doctor visits
- Attend all scheduled activities associated with the tour
- Carry basic first aid equipment to all non-playing activities
- It is inappropriate for Sports Trainers to treat any team member unless in the presence of another team official

### **Pre Match:**

- Liaise with any host appointed sports trainers or other medical personnel and become aware of any local sport specific procedures for on-field treatment of injuries
- Taping procedures of team members as required
- When requested, assist team coach with any physical warm up routines
- Assess and implement individual stretching routines for team members
- Collaborate with coaching staff in advising fitness of previously treated team members to play

### **During Match/Training Sessions:**

- Be responsible for Ice set up and management
- Observe movements of players and identify "hidden" injuries
- Assess and manage acute injuries

### **Post Match:**

- Assist with team cool down
- Monitor stretching routines of team members
- Conduct hot/cold recovery as required
- Establish appointment schedule for massage and injury management
- Facilitate on-going recovery sessions and any necessary referrals to medical specialists

### **Post Tour:**

- Prepare summary of injury treatments administered on tour for the Tour Manager and forward a copy to the School Sport Australia office
- Report to parents on treatments administered to team members during the tour

5 **Team Members**

- a) Shall abide by any rules or regulations stipulated by team officials both on and off the field of play.
- b) Shall consult team officials on any personal problem, injury, sickness etc.
- c) Shall at all times act in a manner befitting an Australian representative at an International Tournament.

6 **Reports, Recommendations, Evaluation**

It will be the National Secretary's responsibility to ensure that detailed, adequate reporting is undertaken by tour officials and presented to the Secondary Management Committee along with an audited financial statement in full detail no later than six (6) weeks after the conclusion of the tour.

7. **Tour Officials' Responsibilities of Supervision**

- Tour Officials must display exemplary conduct as models for students at all times.
- When students are in the Tour Officials' care, ensure that they are supervised to a level that would satisfy a prudent parent/carer.
- When students are being billeted, Tour Officials are to be responsible for the supervision of the students. It is the responsibility of the Tour Officials to exercise duty of care until the appropriate time negotiated with the respective billets. There is an expectation the Tour Officials will be responsible for students for the majority of the day.
- If Tour Officials are attending other functions or activities during the tour, at least one of the officials must at all times be available to attend to students in case of an emergency. A telephone contact at all times is essential.
- Ensure that billeting family and team members have a telephone contact for Tour Officials.
- When Tour Officials are responsible for student accommodation, (eg. Motel) the following rules must be adopted:
  - i) Tour Officials are to supervise to such a level that a prudent parent/carer would be completely satisfied. eg. dress, inappropriate behaviour, mixed boy/girl activities.)
  - ii) Sleeping arrangements should ensure that the girls are completely separate from the boys and that Tour Officials, where possible, are to situate themselves between the two groups.
  - iii) Tour Officials must ensure that all students are accounted for before retiring themselves.
  - iv) A supervision roster for Tour Officials should be drawn up and adhered to.
- When travelling, Tour Officials should be positioned so that they can supervise their team.
- The School Sport Australia Codes of Behaviour must be disseminated, explained and implemented by all Tour Officials.
- The Tour Officials' expectations must be outlined to the students prior to the tour and the School Sport Australia Student Behaviour – Team Management Procedures must be followed if there is any infringement of the Codes of Behaviour.

# SCHOOL SPORT AUSTRALIA



## CODES OF BEHAVIOUR

### **Players' Code of Behaviour**

- Be a good sport.
- Play for enjoyment.
- Strive for personal excellence
- Work hard for your team as well as yourself.
- Treat all team mates and opponents as you enjoy being treated yourself.
- Play by the rules.
- Cooperate with team and game officials.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.

### **Inappropriate Behaviour**

Examples of inappropriate behaviour that is unacceptable includes:

- Having or consuming alcohol
- Having or using other illegal drugs or substances
- Smoking
- Sexual activities
- Sexual harassment
- Vandalism or other criminal offences
- Swearing or abusing others
- Physical violence towards others
- Harassment or vilification of others
- Violating the School Sport Australia Student Accommodation Policy
- Violating team curfews
- Refusing to comply with instructions
- Poor sportsmanship or cheating

### **Team Managements' Code of Behaviour**

- Set a good example for your players.
- Encourage and create opportunities to develop individual skills.
- Teach a wide range of team skills.
- Ensure that the sport is appropriate for the age group and the skill development level of the players involved.
- Teach your players to be friendly towards officials and opponents.
- Give all interested students a chance to participate in training and in games.
- Remove from the field of play any of your players whose behaviour is not acceptable.
- Keep your own knowledge of coaching and the developments of the game up to date.
- Support School Sport Australia's policy of a smoke and alcohol free environment.
- No tour official of the opposite gender should enter the team change rooms until all team members have completed changing.
- It is inappropriate for any team official to be in a situation where the official is alone with a team member without the knowledge of the team management.
- Adhere to appropriate mandatory reporting requirements for student protection.

### **Parents' Code of Behaviour**

- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous 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 Behaviour**

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. 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 School Sport Australia's policy of a smoke and alcohol free environment

### **Administrators' and Officials' Code of Behaviour**

- Ensure rules, equipment, training schedules and games are safe and match the needs and skill level of the children involved.
- Ensure that equal opportunities for participation in sports are available for **all** children.
- Involve children in planning, evaluation and decision making.
- Ensure everyone involved, including parents, understand their responsibilities regarding fair play and appropriate behaviour.
- Encourage a positive attitude towards children's sport
  - i) emphasise fun and enjoyment
  - ii) encourage both teams
  - iii) set a good example
  - iv) encourage the pursuit of personal excellence
- Be consistent, courteous and helpful toward all participants.
- Use common sense to ensure that the 'spirit of the game' for children is not lost by overcalling violations.
- Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique, and that these officials are given the opportunity to improve their coaching and officiating.
- Remember that children play for enjoyment, downplay the importance of rewards.
- Avoid allowing children's sports programs to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of the spectators.
- Distribute a Code of Behaviour sheet to spectators, officials, parents, coaches, players and the media, and take other positive steps to ensure people understand their responsibilities regarding fair play in children's sport.
- Support School Sport Australia's policy of a smoke and alcohol free environment

### **Media Code of Behaviour**

- Provide coverage of children's sport as well as reporting adult sport.
- Be aware of the difference between adult's sports programs and children's sports programs.
- Children are not miniature professionals and adults should not place unfair expectations upon them.
- Place in proper perspective the isolated incidents of unsportsmanlike behaviour rather than make such incidents the "highlight" of the event.
- Focus upon children's fair play and their honest effort.
- Identify and report on the benefits of children participating in sport.
- Be aware of the difference between the goals of amateur sports and those of professional sports. Make the readers, viewers and listeners aware of these differences. Make it clear that the professional is an entertainer and wage earner and this, on occasions, may be reflected in the professional athlete's behaviour.

## SCHOOL SPORT AUSTRALIA



### STUDENT BEHAVIOUR TEAM MANAGEMENT PROCEDURES

#### **Introduction**

Whilst student duty of care is a key priority at all School Sport Australia events, every effort is also made to afford all students the opportunity to accept leadership roles within its programs. School Sport Australia is also proactive in providing students with opportunities to participate in ambassadorial roles which assist in enhancing their self-esteem and social development..

It is recognised that for the large majority of School Sport Australia events and international tours, participants compete and behave in an outstanding manner in line with the expectations of the School Sport Australia **Codes of Behaviour**. **All participants and their parents must be made aware of these Codes and the consequences of breaking them prior to all events and tours.**

These procedures are intended to assist team management in dealing with student misbehaviour at any School Sport Australia event and during international tours.

#### **Codes of Behaviour**

The following are the School Sport Australia Codes of Behaviour for team members at School Sport Australia events and during international tours:

- ✓ Be a good sport
- ✓ Play for enjoyment
- ✓ Strive for personal excellence
- ✓ Work hard for your team as well as yourself
- ✓ Treat all team-mates and opponents as you enjoy being treated yourself
- ✓ Play by the rules
- ✓ Co-operate with team and game officials
- ✓ Control your behaviour on and off the field
- ✓ Learn to value honest effort, skilled performance and improvement

#### **Inappropriate Behaviour**

Examples of inappropriate behaviour that is unacceptable includes:

- Having or consuming alcohol
- Having or using other illegal drugs or substances
- Smoking
- Sexual activities
- Sexual harassment
- Vandalism or other criminal offences
- Swearing or abusing others
- Physical violence towards others
- Harassment or vilification of others
- Violating the School Sport Australia Student Accommodation Policy
- Violating team curfews
- Refusing to comply with instructions
- Poor sportsmanship or cheating

## Procedures

### a) School Sport Australia Events

It is recognised that students participating in School Sport Australia events are under the direct control of team management from their state/territory and may be dealt with according to that state/territory's student behaviour management policy.

However, where misbehaviour occurs during School Sport Australia events which contravenes the School Sport Australia Codes of Behaviour and is considered serious enough to warrant immediate and/or further action, the following procedures are recommended:

- Team management should investigate the incident/s thoroughly and obtain written documentation of the sequence of events from all parties. This investigation must include interviewing the student/s involved and providing them with the opportunity to respond to the alleged misbehaviour.
- To ensure natural justice during any interview process, team management must ensure that students have access to an individual advocate of their choice.
- If in the opinion of team management any offences are proven, they should immediately inform the **event convener**, their respective school sports association **Executive Officer** and the **parents/guardians** of the student/s
- Team management, in consultation with their respective school sports association Executive Officer should decide on any action to be taken. Courses of action could include:
  - Dealing with the incident on the spot
  - Suspending the student from further participation in the event
  - Advising the Principal of the student's school
  - Sending the student home

Where appropriate, the host state Executive Officer may participate in this process

- Any disciplinary action taken by the student's team management should be reported immediately to the event convener, the student and his/her parents/guardians, and the School Sport Australia National Sports Secretary who should inform the School Sport Australia office.
- At the conclusion of the event, team management should present a full written report to their respective state school sports association who shall decide if any further action is warranted

### b) International Tours

**Prior to any international tour, all participants and their parents must be made aware of the School Sport Australia Codes of Behaviour and the consequences of breaking them prior to all tours. Students and their parents must sign a statement acknowledging that they have read, understood and agree to abide by these codes and any other tour rules and accept the consequences of breaking them.**

Where misbehaviour occurs during School Sport Australia international tours which is deemed serious enough to warrant immediate and/or further action, the following procedures should be implemented:

- Team management should investigate the incident/s thoroughly and obtain written documentation of the sequence of events from all parties. This investigation must include interviewing the student/s involved, advising them that a breach has occurred and providing them with the opportunity to respond to the alleged misbehaviour.
- To ensure natural justice during any interview process, team management must ensure that students have access to an individual advocate of their choice.

- All written records should be signed and dated by the contributor and countersigned by a member of the team management. Information should include precise facts and detail without any emotional connotation. All documentation must be forwarded to the School Sport Australia office.
- If in the opinion of team management any offences are proven, they should immediately inform the **School Sport Australia Executive Officer**, who shall inform the **parents/guardians** of the student/s and the Executive Officer of the respective state/territory school sports association.
- Team management, in consultation with the School Sport Australia Executive Officer shall decide on any action to be taken. Courses of action could include:
  - Suspending the student/s from further participation in tour activities
  - Sending the student/s home
- Should the decision be made to send the student/s home, team management should consult with the School Sport Australia Executive Officer to co-ordinate transport requirements and appropriate consultation with the student/s parents/guardians.
- At the conclusion of the event, team management should present a full written report which includes any documentation gathered as detailed above to School Sport Australia.
- At the conclusion of the tour, the School Sport Australia Welfare Committee (nominated members of the Executive Committee) reserves the right to take or recommend to its member bodies any further disciplinary action it feels may be warranted.

### **Appeals**

Any student/s who has/have been disciplined using the above procedures shall have the right to lodge an appeal if they believe that natural justice has not been served.

In the case of School Sport Australia events held in Australia, this appeals process shall be determined by the state/territory school sports association of the student/s involved.

In the case of School Sport Australia approved international tours, the following procedures will apply:

- i) Any intention to appeal must be in writing and submitted within one week of the conclusion of the tour or within one week of receipt of advice of any decision made by the School Sport Australia Welfare Committee.
- ii) Where an appeal is submitted, the student/s and his/her parents/guardians may request to appear before the appeals panel to put their case.
- iii) The appeals panel shall consist of the School Sport Australia President, the student's School Principal and a representative of the student's state school sports association.
- iv) The outcome of any appeal shall be final and will be communicated in writing to all relevant parties

**SCHOOL SPORT AUSTRALIA****FORM A****STUDENT PERSONAL DETAILS**

Student's Full Name <b>[As on Passport]</b>		Date of Birth	
Passport Number		Expiry Date	
Home Address			
	(Postcode)		
Home Telephone		Student's Mobile	
Student's Email			
School Attended			
Parent / Carer's Name			
Parent / Carer's Business Address			
	(Postcode)		
Parent / Carer's Business Phone			
Parent / Carer's Mobile		Parent / Carer's Fax	
Parent / Carer's Email			
Parent / Carer's Name			
Parent / Carer's Business Address			
	(Postcode)		
Parent / Carer's Business Phone			
Parent / Carer's Mobile		Parent / Carer's Fax	
Parent / Carer's Email			
Additional Contact Person <i>(Please provide name and contact details)</i>			
Comments			

The personal information provided on this consent form, will be used by School Sport Australia for general administration and communication and other matters of welfare relating to your child at this event and will be kept strictly confidential. The provision of this information is voluntary but your child may not be able to participate if it is not provided. This information will be stored securely and may be amended at any time by contacting the team management. All information will be destroyed at the conclusion of the event.

Please be aware that the media exposure at this event may result in your child's name, school details and/or photograph appearing in print and/or electronic media or on websites including the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

# SCHOOL SPORT AUSTRALIA



## FORM B

### STUDENT MEDICAL HISTORY AND AUTHORISATION

1. My son/daughter has been immunised against: <b>(Please show year immunised if known):</b>	
2. Date of last Tetanus Booster injection:	
3. My son/daughter is known to be allergic to:	
4. My son/daughter suffers from asthma:	YES / NO
5. My son/daughter is currently taking medication: <b>(If YES, please give details)</b> [Please i) provide any instructions for the supervision of the administration of self medication if required ii) provide copies of relevant scripts	YES / NO
6. Is your son/daughter suffering from an injury or condition which is likely to be aggravated by the competition? <b>(If YES, please give details)</b>	YES / NO
7. Any other relevant medical history:	
8. Medical Insurance details:	
a) Is your son/daughter issued with his/her own Medicare card?	YES / NO
b) If NO please state Medicare Card holders name (this is the first name on the card):	
c) State your son's/daughter's or family's Medicare Membership number:	
d) Detail any additional health benefits cover: e.g. private hospital, ancillary, dental etc:	
e) Additional Health Insurance Company and membership number:	
f) Does your son/daughter have a Personal Accident Insurance cover against Accident/injury for competitions and associated activities (e.g. training, travel etc)?	YES / NO
If YES, please detail the type of cover:	

The personal information provided on this consent form, will be used by School Sport Australia for general administration and communication and other matters of welfare relating to your child at this event and will be kept strictly confidential. The provision of this information is voluntary but your child may not be able to participate if it is not provided. This information will be stored securely and may be amended at any time by contacting the team management. All information will be destroyed at the conclusion of the event.

Please be aware that the media exposure at this event may result in your child's name, school details and/or photograph appearing in print and/or electronic media or on websites including the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

## **STUDENT MEDICAL HISTORY AND AUTHORISATION (Continued)**

- Notes:** i) It is the parents' responsibility to ensure the child is adequately covered for Medical, Hospital, Dental and Personal Accident and Injury Insurance. School Sport Australia cannot accept financial liability for any of these expenses.
- ii) Whilst some Travel Insurance may be organised, School Sport Australia cannot accept financial liability for any of these expenses.
- I hereby authorise the obtaining on my behalf of such medical assistance as my son/daughter may require in the event of 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.

<b>Name (Parent / Carer)</b>	
<b>Signature</b>	
<b>Date</b>	

### **DRUG TESTING**

**It should be noted that drug testing may take place during competition at destinations visited by School Sport Australia teams.**

**It is the responsibility of all team members and team officials to familiarize themselves with all drug testing procedures and protocols (including the banned drug list, suitability of any current prescribed medication and completion of appropriate forms etc) by visiting the Australian Sports Anti Doping Authority website at [www.asada.org.au](http://www.asada.org.au)**

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The personal information provided on this consent form, will be used by School Sport Australia for general administration and communication and other matters of welfare relating to your child at this event and will be kept strictly confidential. The provision of this information is voluntary but your child may not be able to participate if it is not provided. This information will be stored securely and may be amended at any time by contacting the team management. All information will be destroyed at the conclusion of the event.

Please be aware that the media exposure at this event may result in your child's name, school details and/or photograph appearing in print and/or electronic media or on websites including the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

# SCHOOL SPORT AUSTRALIA



## FORM C

### PRINCIPAL'S APPROVAL FORM

I hereby certify that

<b>Name:</b>
<b>School:</b>

who has been selected in the **SCHOOL SPORT AUSTRALIA TEAM** to travel to

<b>Destination/s:</b>
<b>Dates:</b>
<b>Competition:</b>

is enrolled as a bona fide student of this school.

I further declare that the student's record of attendance at school and his/her conduct are of such standard that I have no hesitation in recommending the student as one who merits selection in the above team.

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

According to our school records the student's <b>date of birth</b> is:	
--	--

<b>Principal's Name</b>	
<b>Principal's Signature</b>	
<b>Date</b>	
<b>School Stamp</b>	

The personal information provided on this consent form, will be used by School Sport Australia for general administration and communication and other matters of welfare relating to your child at this event and will be kept strictly confidential. The provision of this information is voluntary but your child may not be able to participate if it is not provided. This information will be stored securely and may be amended at any time by contacting the team management. All information will be destroyed at the conclusion of the event.

Please be aware that the media exposure at this event may result in your child's name, school details and/or photograph appearing in print and/or electronic media or on websites including the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

# SCHOOL SPORT AUSTRALIA



## FORM D

### PARENT / CARER CONSENT FORM

I hereby give my consent for my son/daughter

<b>Name:</b>	
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to attend and participate in the

<b>Event:</b>	
<b>Venue:</b>	
<b>Dates:</b>	

I also give my permission for him/her to use such forms of transport as may be deemed necessary.

I agree that, during the period/s of the above competitions in which my son/daughter participates, and during such travelling and other 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 squad/s and/or team/s in which he/she is included.

I agree to meet the costs associated with participation in the above mentioned competition. I also agree to meet additional costs for any illness, accident, or unforeseen circumstances, including use of ambulance, which may occur during the periods of the activities in which my son/daughter participates and during such travelling and other activities as may be deemed necessary. I accept that the sending home of any team member due to inappropriate behaviour shall be at the parents' expense.

I understand that money committed to the tour which is not covered by insurance may not be able to be refunded if the tour is cancelled due to any Federal Government Travel Advice or other exceptional circumstances.

I understand that it is a condition of selection for international tours organised by School Sport Australia that all tour officials and team members travel from Australia to the tour destination as a group according to the arrangements made by the Tour Manager.

I have read the School Sport Australia Codes of Behaviour, understand its contents and conditions, and accept the parental/guardianship responsibilities contained therein.

<b>Parent's / Carer's Name</b>	
<b>Parent's / Carer's Signature</b>	
<b>Date:</b>	

### STUDENT'S AGREEMENT TO CODES OF BEHAVIOUR

I have read and understand the School Sport Australia Team Members' Codes of Behaviour and agree to abide by its conditions.

<b>Student's Signature</b>	
<b>Date</b>	

The personal information provided on this consent form, will be used by School Sport Australia for general administration and communication and other matters of welfare relating to your child at this event and will be kept strictly confidential. The provision of this information is voluntary but your child may not be able to participate if it is not provided. This information will be stored securely and may be amended at any time by contacting the team management. All information will be destroyed at the conclusion of the event.

Please be aware that the media exposure at this event may result in your child's name, school details and/or photograph appearing in print and/or electronic media or on websites including the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

# SCHOOL SPORT AUSTRALIA



## FORM E

### INDEPENDENT STUDENT CONSENT FORM

(Where applicable)

I,

<b>Name:</b>	
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hereby agree to attend and participate in the

<b>Event:</b>	
<b>Venue:</b>	
<b>Dates:</b>	

I also agree to use such forms of transport as may be deemed necessary.

I agree that, during the period/s of the above competitions in which I have been selected to participate, and during such travelling and other activities as may be deemed necessary, I shall be under the sole direction of the person/s duly appointed in charge of the squad/s and/or team/s in which I am included.

I agree to meet the costs associated with participation in the above mentioned competition. I also agree to meet additional costs for any illness, accident, or unforeseen circumstances, including use of ambulance, which may occur during the periods of the activities in which I participate and during such travelling and other activities as may be deemed necessary. I also understand that should I have to be sent home due to inappropriate behaviour that it shall be at my expense.

I understand that money committed to the tour which is not covered by insurance may not be able to be refunded if the tour is cancelled due to any Federal Government Travel Advice or other exceptional circumstances.

I have read the School Sport Australia Codes of Behaviour, understand its contents and conditions, and accept the responsibilities contained therein.

<b>Student's Name</b>	
<b>Student's Signature</b>	
<b>Date:</b>	

The personal information provided on this consent form, will be used by School Sport Australia for general administration and communication and other matters of welfare relating to your child at this event and will be kept strictly confidential. The provision of this information is voluntary but your child may not be able to participate if it is not provided. This information will be stored securely and may be amended at any time by contacting the team management. All information will be destroyed at the conclusion of the event.

Please be aware that the media exposure at this event may result in your child's name, school details and/or photograph appearing in print and/or electronic media or on websites including the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

# SCHOOL SPORT AUSTRALIA



## OVERSEAS TOUR - TEAM SHEET

(To be returned to School Sport Australia prior to departure)

<b>SPORT</b>	
<b>DESTINATION/S</b>	
<b>TOUR DATES</b>	

	<b>FULL NAME OF PLAYER (Surname First)</b>	<b>SCHOOL</b>	<b>ADDRESS</b>	<b>PHONE</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

*I declare that the students listed above have completed all the relevant documentation, have been provided with a copy of the School Sport Australia Codes of Behaviour and paid the appropriate tour levy.*

<b>Tour Manager's Signature</b>	
<b>Date</b>	

## **SCHOOL SPORT AUSTRALIA HYDRATION GUIDELINES**

**DRINK WATER - DRINK FLUIDS - DRINK WATER - DRINK FLUIDS**

### **Introduction**

School Sport Australia programs provide both sporting and educational opportunities for students. The purpose of these guidelines is to ensure that students become aware of the benefits of proper hydration practices before, during and after physical activity.

It is essential therefore that all team management at School Sport Australia events ensure that students are not placed at risk and are properly hydrated before participating in physical activity.

### **Key Messages**

The following messages should be used to help convey the benefits of proper hydration.

- ❑ THIRST IS A POOR INDICATOR OF FLUID NEED
  - ❑ HYDRATE BEFORE, DURING AND AFTER PLAY
- 

### **Suggested Procedures**

The following procedures are suggested for all School Sport Australia events:

- ✓ Host organizations should ensure that water is available at all venues at all times and if necessary, water carriers should be provided during matches. Other fluids which may be used include diluted sports drinks, diluted cordial and diluted fruit juices. Carbonated drinks should not be used.
- ✓ The procedures to be followed for providing fluid to students during competition should be clearly identified at the pre-event meeting.
- ✓ Sports which do not have appropriate scheduled re-hydration strategies (eg drinks breaks) should implement strategies for allowing fluid to be provided to participants during matches.
- ✓ Scheduled breaks in matches should be used to actively promote the benefits of hydration to participants.
- ✓ Where possible, team management should actively promote the use of interchange rules as a tool to prevent dehydration.
- ✓ Participating teams may designate their own water carriers. These may be adults but cannot be the team coach.
- ✓ No water carrier is to engage in the coaching of individuals or the team whilst on the field of play.
  - ✓ School Sport Australia member bodies should ensure that all their teams are provided with individual water bottles for every event. During matches, these should be located immediately next to the playing area to enable players to help themselves (at appropriate times) during matches.

## **SCHOOL SPORT AUSTRALIA** **SUN PROTECTION POLICY**

### 1. **INTRODUCTION**

- i) It is well known that Australia has the highest incidence of skin cancer in the world.
- ii) Levels of ultraviolet radiation are particularly high in many locations around Australia.
- iii) Many sporting events organised by School Sport Australia and its member bodies are conducted outdoors and in locations which have been identified as high skin cancer risk areas, particularly at certain times of the day.
- iv) It is, therefore, incumbent on School Sport Australia and its member bodies to protect students and staff, to the greatest extent possible, from the dangers of exposure to the sun.

### 2. **AIMS** - The aims of this policy are to promote:

- i) An awareness of the dangers of exposure to the sun and the need for protective measures.
- ii) The need for positive attitudes and responsible behaviours towards skin protection.
- iii) Practices which can reduce the incidence of skin cancer.

### 3. **IMPLEMENTATION STRATEGIES**

In order to ensure that all participants at School Sport Australia events are afforded the best possible protection from skin damage caused by the sun, the following implementation strategies are recommended:

- i) State associations should ensure that team uniforms are suitable for the locations to be visited and that hats are included when travelling to high sun risk venues.
- ii) State associations, where possible, should schedule matches outside the identified high risk times.
- iii) State associations, where possible, should ensure that adequate shade areas are provided at competition venues
- iv) State associations should ensure that team officials provide team members with adequate instruction on sun sense and protection measures.
- v) State associations should ensure that team officials provide modelling behaviours which are appropriate for protection from the sun.
- vi) State associations should ensure that team officials encourage personal protection measures for students at all times, including
  - Encouraging the wearing of hats when in the sun
  - Encouraging the use of broad spectrum sunscreen
  - Encouraging the use of available shade areas whenever possible

The above are protective measures which School Sport Australia encourages all participants to embrace so as to ensure that appropriate precautions are taken when exposed to the sun.

### 4. **HEAT STRESS**

Heat stress can also affect sporting performance.

It is recommended that state associations ensure that their team officials are familiar with Sports Medicine Australia's Heat Stress and Exercise Guidelines.

## **SCHOOL SPORT AUSTRALIA**

### **INTERNATIONAL TOURS**

### **FINANCIAL PROTOCOLS**

#### **1. Tour Approval**

- 1.1 When an international tour is approved by School Sport Australia, it shall be the responsibility of the National Secretary and/or Tour Manager (in consultation with the School Sport Australia Executive Officer) to make all the team financial arrangements for the tour.
- 1.2 When an international competition is approved to take place in Australia, it shall be the responsibility of the National Secretary and or the Tour Manager (in consultation the with School Sport Australia Executive Officer) to make all the financial arrangements for the event, including the team.

#### **2. Procedures**

- 2.1 Upon approval, the Tour Manager or National Secretary shall, in consultation with the School Sport Australia Executive Officer, identify an existing account or make arrangements to set up a new tour/event account.
- 2.2 A minimum of two signatories must be identified, one of whom must be the tour manager, except where an existing account is to be used.

Two signatories must also be identified for financial delegation to approve expenditure.

- 2.3 A tour/event account shall be set up:

- a) With the School Sport Australia member body in which the Tour Manager or National Secretary resides **OR**
- b) Within an existing School Sport Australia approved account which the National Secretary may already operate **OR**
- c) Within the accounts of the Tour Manager's school **OR**
- d) With the School Sport Australia office

- 2.4 All income and expenditure items for the tour/event must be recorded using the attached Income and Expenditure Statement. All income and expenditure must be acquitted.
- 2.5 At the conclusion of the tour, the Tour Manager or National Secretary shall provide the School Sport Australia Executive Committee with a detailed income and expenditure statement for the tour/event.

#### **3. Student Levies**

For any international tour, participants at the School Sport Australia event from which the team is selected shall be levied \$10 per person to assist in covering the cost of the tour officials. This levy must be included in the event budget and collected by the host state.

Selected team members may also be levied an additional amount sufficient to cover up to 50% of the tour officials' levies.



**SCHOOL SPORT AUSTRALIA**  
**INTERNATIONAL TOUR ACCIDENT REPORT FORM**

Must be completed by the Tour General Manager within 24 hours of an accident to any member of touring party

***Personal Details of Injured Person***

Surname	
First Name	
Address	
Gender	M / F
Date of Birth	

***Date / Location of Accident***

Date:	Location:
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***Description of Accident***

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***Nature of Injury***

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***Initial Severity Assessment***

Minor	Major
-------	-------

***Treatment***

Immediate	Nil	First Aid	Doctor	Hospital
Follow-up:	Nil	First Aid	Doctor	Hospital

***Parent/Guardian/Relative Notification***

Name of Person Notified	
Relationship	

***Signatures***

Tour General Manager		Date
Injured Person		Date
Witness		Date

**This Accident Report Form must be returned to School Sport Australia within 7 days of the accident**

## **TOUR REPORT**

At the conclusion of the any international tour, it is the Tour General Manager's responsibility to compile a Tour Report.

This report should include:

- A Tour General Manager's summary of the tour
- A Team Manager's report of the tour
- A Team Coach's report of the tour
- A Team Captain's report of the tour
- A copy of the tour itinerary
- A list of all tour participants including their school and state
- Results of all matches played on tour
- Any recommendations for future tours
- A list of acknowledgements
- An acquitted tour budget

**The Tour Report must be forwarded to School Sport Australia no later than 4 weeks following the conclusion of the tour.**

**A copy of the Tour report must also be forwarded to all School Sport Australia member bodies.**