SCHOOL SPORT AUSTRALIA

APPOINTMENT OF INTERNATIONAL TOUR OFFICIALS

1. **SELECTION CRITERIA**

   School Sport Australia may approve overseas tours and/or internal tours by overseas teams for Australian teams selected following School Sport Australia events.

   Approval for such tours must follow the procedures as outlined in the School Sport Australia Constitution - Section A - By Laws (Section 5 - International Competition.)

   Where such approval is granted, nominations for tour officials must be called for and appointments made prior to the School Sport Australia event at which the team is to be selected.

   For any person to be considered for selection by School Sport Australia as a tour official the following criteria must be used:

   i) They must have the endorsement of their state/territory School Sport Australia member association

   ii) They must have the endorsement of their state/territory education department. (In the case of teachers from non-government schools, the endorsement of their central education office/employer is required)

   iii) They must have had significant involvement at both the School Sport Australia event and their state/territory events in that sport.

   iv) They should have and be able to provide evidence of a current teacher registration number or be working within the school sport system or equivalent education program.

   v) They must be in a position to negotiate any necessary leave arrangements with their respective employer.

   vi) They must be prepared to meet any costs associated with the tour.

   Nominations from non-teachers will 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.

2. **PROCEDURES**

   When an overseas tour for any sport is organised (as per School Sport Australia Constitution - Section A By-Laws No 5) the following guidelines and procedures are to be followed in appointing the Tour Officials to accompany that team/s.

   i) **RECEIPT OF NOTICE**

      The Executive Officer, upon receipt of notice of intent to conduct a tour, shall refer the notice to the Executive Committee.

   ii) **RATIFICATION**

      Upon ratification by the Executive Committee, the Executive Officer, in consultation with the National Secretary shall advertise for Tour Officials to accompany the team.
iii) **ADVERTISING OF POSITIONS**

Positions will be advertised through all member bodies who will be expected to circulate the information, receive and endorse applications on the official School Sport Australia Application Form and return to the School Sport Australia office.

All applicants must be made aware that they are responsible for organising any leave requirements from their state department/education office/employer.

iv) **ELIGIBILITY**

Notices calling for applications must specify:

i) Dates of tour  
ii) Anticipated costs  
iii) Eligibility to apply  
iv) Qualifications and experience necessary

**Notes (i) re 4 (iii) above**

Priority will be given to practicing teachers registered with the relevant state teacher registration body.

**Notes (ii) re 4 (iv) above**

a) It is recommended that persons applying for Managerial positions will be expected to have served in such a position on a minimum of two occasions for their state teams at School Sport Australia Championships, and/or an equivalent age level at National Sporting Organisations Championships.

b) It is recommended that persons applying for Coaching positions will be expected to hold an appropriate level of coaching accreditation relevant to that sport and have coached a state team of an equivalent age level on a minimum of two occasions at School Sport Australia Championships or NSO Championships.

c) It is recommended that persons accompanying international teams in a Sports Trainer role hold accreditation at a minimum Level 1 and preferably Level 2. Preference shall be given to the most suitable applicant who may not necessarily be a registered teacher.

d) School Sport Australia has a policy to provide professional development opportunities through team management appointments and in the selection of team management where appropriate succession planning strategies may be implemented.

e) No applicant will be appointed to more than three successive overseas tours and/or home tours unless there are no other suitable applicant/s for the advertised positions.

3. **APPOINTMENT OF OFFICIALS**

a) Upon receipt of applications, the School Sport Australia International Tour Appointments Sub-Committee shall consider all applications on merit and make recommendations to the School Sport Australia Executive Committee to ratify the appointment of tour positions.

b) In the event of any late withdrawals, a replacement shall be selected from one of the other ranked applicants. Where there is no one available, new applications for the position shall be called.

c) **In order to ensure the duty of care, welfare and the supervision of students, at least one of the team officials must be of the same gender as the team.**

d) Once appointments to the advertised positions have been made by the Executive Committee, no additional officials shall be appointed. Approval will not be given for partners of team officials or any other adults to accompany the team/s on the tour.

e) A list of all international tour appointments will be kept in the School Sport Australia office.
Appointments for all overseas tour positions shall be made by the School Sport Australia Executive Committee in consultation with the respective School Sport Australia National Sports Secretary.

No tour shall proceed without sufficient suitably qualified teacher officials.

If there are insufficient nominations to fill all advertised positions after extensive advertising, the tour shall be cancelled.

Notes: 1. Any exceptional circumstances that may arise which are not covered by this policy shall be dealt with by the School Sport Australia Executive Committee.

2. The International Tour Appointments Sub-Committee consists of the School Sport Australia Executive Officer, the Chairpersons of the School Sport Australia Secondary Management Committee and National Secretaries Committee.