

# 2010 SCHOOL SPORT ACT OFFICIALS HANDBOOK

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## **A MESSAGE FROM SCHOOL SPORT ACT**

**This Manual has been prepared to assist Managers and Coaches carry out their responsibilities efficiently. We are extremely fortunate here in the ACT to have many dedicated people prepared to devote the extra time and commitment to training and managing representative teams.**

**On behalf of School Sport ACT I thank you most sincerely for your excellent contribution to representative school sport and trust that you find the experience rewarding and enriching.**

*Annette Harasymiv  
Chair  
School Sport ACT*

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***School Sport ACT acknowledges the  
generous support of the following organisations:***

ACT Department of Education and Training

Catholic Education Office

Association of Independent Schools

Teachers Credit Union

Fytex Pty Ltd

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## INTRODUCTION

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**Purpose** This document is designed to provide School Sport ACT team officials with all necessary information to enable the preparation of School Sport representative teams in a manner consistent with the School Sport ACT financial and administrative guidelines.

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**Author** This document has been prepared by the School Sport ACT Executive Officer, Mark Sterland.

The contact numbers are:      ph (02) 6205 9174  
   fax (02) 6205 7799  
   mobile 0405 767 107  
   email [ssact@bigpond.com](mailto:ssact@bigpond.com)

The postal address is              P O Box 4743  
   Higgins ACT 2615

The street address is              School Sport Centre  
   Fullagar Crescent  
   Higgins ACT 2615

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**Origin** The ACT Schools Sports Council is an independent incorporated body, now operating under the name of School Sport ACT.

The School Sport ACT ABN is 95 825 767 889.

It should be noted that as a requirement of the Corporate Affairs Commission the ACTSSC is subject to audit and the guidelines contained in this manual are designed to satisfy audit requirements.

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**Support** If you have difficulties with any aspect of this manual or the financial or administrative arrangements spelled out by this manual, please contact the School Sport ACT Office on the numbers listed above.

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## CONTACT INFORMATION

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**Chair** Annette Harasymiv  
Calwell Primary School  
Phone: 6205 6911  
Facsimile: 6205 6900

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**PSSA  
Secretary** Antonia Matthew  
Canberra Girls Grammar Junior School  
Phone: 6202 6411  
Facsimile: 6273 2401

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**SSSA  
Secretary** Brad Lynch  
Lyneham High School  
Phone: 6205 6394  
Facsimile: 6205 6411

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**School Sport  
ACT Office** Mark Sterland – Executive Officer  
  
School Sport Centre – Old Higgins Primary School Site  
Fullagar Crescent  
Higgins ACT 2615  
  
Phone: Executive Officer 6205 9174  
  
Facsimile: 6205 7799  
  
Email: Executive Officer [ssact@bigpond.com](mailto:ssact@bigpond.com)  
  
Web: [www.schoolsportact.asn.au](http://www.schoolsportact.asn.au)

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## GENERAL INFORMATION

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**Email**                    **It is a requirement that Team Officials use email when sending any forms through to the School Sport ACT office to help avoid any confusion.**

The School Sport ACT email address is: [ssact@bigpond.com](mailto:ssact@bigpond.com)

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**Team Selection**        School Sport Australia has a purely age-based policy for the attendance of students at School Sport Australia Championships. School Sport ACT has endorsed this policy and will implement it for all representative teams. This means that the only requirement for the selection of School Sport ACT representative teams is that (i) the athletes are in the correct age category and (ii) they attend a school in the ACT affiliated with School Sport ACT. Ensure you are fully aware of the rules and guidelines for your particular sport. These are on the School Sport Australia website at [www.schoolsport.edu.au](http://www.schoolsport.edu.au)

The School Sport Australia **Primary** Management Committee has granted the ACT & NT a generic age dispensation of up to six months for all team sports for 2008 – 2010.

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**Team Member Information Bulletin**                    It is strongly recommended that managers prepare an Information Bulletin for each team member, which will contain the following information.

1.        dates of departure and return
  2.        levies and due dates for payment
  3.        training requirements
  4.        uniform details
  5.        codes of behaviour
  6.        additional information as required by Team Management.
- 

**Team List**                    The team list is to be sent to the School Sport ACT office immediately after the team has been selected and **before** notification has been given to the students. This is to allow a check to be made on any current financial or disciplinary issues with each student's school or School Sport ACT.

It is requested that the Executive Officer is provided with names and addresses of team members as well as current school. This list is to be sent to the School Sport ACT office via email.

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**Billet List**                    All athlete billet information must be completed by the requested dates as outlined in the Information Bulletins distributed by the host State / Territory. Please remember to include any special requirements or medical details.

School Sport ACT endorses the School Sport Australia preferred method of accommodating students, which is billeting. Parents are allowed to make suitable alternative accommodation arrangements but must be made aware of their responsibility for students meeting all set timetables.

It is advisable that team managers should personally call at the billeting schools and thank the Principal and the billeting coordinator for their assistance.

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**Uniform**

The 2010 prices are listed on the enclosed order sheet. School Sport ACT requires that the following garments are compulsory for all students/teams to purchase when representing the ACT:

Tracksuit top & bottom

Polo shirt

Dress shorts

Sun hat

**NOTE:** When ordering sport specific uniforms please ensure that the colours are predominately royal blue and gold. Sport specific rules for uniforms must also be adhered to.

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**Consent Forms**

The consent forms are to be signed and stamped by Parents and School Principals and held by the Team Manager until the completion of the Championship, in addition to a copy of the student's birth certificate. These forms are then to be sent to the School Sport ACT Office.

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**Transport**

Bookings are made by the School Sport ACT Executive Officer only, and details will be forwarded to you when airline bookings have been completed.

Please remind athletes that it is a requirement of the ACT Schools Sports Council that, as a member of an ACT representative team, everyone will travel together unless a 'variation to team travel' form has been submitted and approved (see form attached).

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**Report**

A written report is to be submitted within two weeks of return and sent to the Executive Officer.

The report should cover such aspects as team trials and selection processes, an evaluation of the performance of the team at the event, and any problems and/or recommendations for future teams. Other elements that should be remarked upon include the problems/success of billeting, the excursion, and any decisions/motions (including the rationale) passed at the AGM/Closing meeting of the Championships.

The consolidated team result sheet along with the Handbook & Officials Evaluation forms, which are included in this handbook, should also be submitted at this time.

It is requested that all reports and forms are sent electronically to the SSACT Office so they can be easily included into an overall SSACT Annual Report.

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<b>Sponsorship/ Fundraising</b>	<p>Some teams have organised parent committees. These committees have successfully raised several thousand dollars through business contacts. All sponsorship arrangements and agreements are to be sent to the School Sport ACT office as the Council has agreements with organisations that may conflict.</p> <p>It is recommended that Team Managers prepare letters that can be distributed to athletes to assist them in seeking individual sponsorships. An example has been included in this Handbook for your assistance.</p>
<b>Codes of Behaviour</b>	<p>This information needs to be <b>explained fully</b> to all students before leaving for the championship. A copy of the Codes of Behaviour needs to be given to each student (see attached). <b>Students</b> are to <b>sign for receipt</b> of the Codes of Behaviour and to sign the <b>agreement</b> to adhere to these codes. (Please see consent form attached).</p>
<b>Gifts</b>	<p>Suitable gifts should be organised for Host State Officials and Billeting schools. Provision for these gifts must be made in the Team budget. Please contact the Executive Officer for further information.</p>
<b>Team Photograph</b>	<p>The official School Sport ACT photographer is Photosport. Please contact Terry Lawrence on 6231 4722 to make arrangements for your team photo at least 6 weeks prior to departure.</p>
<b>First Aid Kits</b>	<p>The Council has first aid kits available for Team Managers. These are to be restocked by the team before returning to School Sport ACT.</p>
<b>Event Meetings</b>	<p>Team officials are expected to attend all meetings, excursions and functions associated with a School Sport Australia Championship.</p>
<b>Educational Excursions</b>	<p>Any team that contains Government school students must gain permission from the Education Department for them to participate in any Outdoor Education Activity as defined in the “Outdoor Adventure Activities Policy &amp; Mandatory Procedures” whilst on an educational excursion. For a copy of the policy or further information / clarification please contact the School Sport ACT office on 6205 9174.</p>

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## FINANCIAL MANAGEMENT

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### Budget

School Sport ACT is an independent body and as such relies on all teams being cost neutral with the exception of some expenses incurred by officials.

Each team manager **must prepare and submit a budget** to the School Sport ACT Office for approval. A pro-forma has been included in this package for this purpose. This is the first stage in ensuring that adequate amounts have been allocated to costs incurred by the team.

**All orders and bookings are to be placed through the School Sport ACT office.**

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### Costing Sheet

This sheet must be filled in with the amount of money received for each item from each student.

**Please include the following**

- |                                 |                                |              |
|---------------------------------|--------------------------------|--------------|
| <b>1. Tournament levy</b>       | <b>(set by host state)</b>     |              |
| <b>2. School Sport ACT levy</b> | <b>Events held in the ACT:</b> | <b>\$85</b>  |
|                                 | <b>All interstate events:</b>  | <b>\$170</b> |

The School Sport ACT levy covers athlete insurance, volunteer Team Officials costs and contributes to administrative expenses.

1. The **reconciliation sheet** along with the **deposit and receipt books** are to be returned to the School Sport ACT Office **ten (10) days prior to departure** for checking.
2. The amount deposited, receipt books and reconciliation sheet should all balance.

*(As an appointed official of an incorporated body it is an offence for an official to deposit money in any other account or to withhold money collected (punishable by law). Managers should liaise with the ACTSSC Executive Officer. It is the manager's responsibility to ensure the security and collection of all monies / cheques.)*

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**Receipt Book** Receipt books are available from the Executive Officer when you start to collect money from teams. **These must be returned to the Office with the reconciliation sheet and deposit book ten (10) days prior to competition.** This is an important part of the checking process of the SSACT finances. School Sport ACT reserves the right to withdraw a team or individual if the financial details are not in place.

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**Deposits** All team funds are to be deposited into the following account

**St George Bank** (BSB: 112 908)      **Account: 040004381**

***NOTE: Teams must also include a specific deposit number on all deposit slips. (See [Team Deposit Numbers](#)). St George will not accept a deposit into this account without a deposit number.***

If a student pays using a company cheque, please indicate on the back of the deposit page which student the cheque refers to.

Please note that St George Bank branches have extended trading hours.

**Return the deposit book, reconciliation sheet and receipt book to the Executive Officer ten (10) days prior to the championship.**

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**Credit Cards** School Sport ACT offers the ability to make payments via Mastercard or Visa only. Team Managers must have the credit card holder complete the [payment form](#) and submit this to the School Sport ACT office as soon as possible. (Forms may be faxed to School Sport ACT, but only send in one copy of each form please.) Team Managers must receipt the credit card amount and send the payment form to the School Sport ACT Office within 1 week. Team Managers are also requested to confirm that the credit card expiry date has not expired, or expected to, within a two-week period.

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**Ordering** When booking or ordering items that require payment to be made, it is a requirement that the School Sport ACT name and postal address is used.

**DO NOT GIVE your SCHOOL or HOME ADDRESS for BILLING PURPOSES.**

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<b>Team</b>	<b>Deposit Number</b>	<b>Sport</b>
<b>Deposit</b>	2	Secondary Triathlon
<b>Numbers</b>	3	Secondary Boys Hockey
	4	Secondary Girls Hockey
	5	Secondary Softball
	6	Secondary Girls Waterpolo
	7	Secondary Boys Waterpolo
	8	Secondary Baseball
	9	Secondary Rugby League (U15)
	10	Secondary Tennis
	11	Secondary Girls Soccer
	12	Secondary Boys Soccer
	13	Secondary Netball
	14	Secondary Australian Football
	15	Secondary Cross Country
	16	Secondary Boys Volleyball
	17	Secondary Girls Volleyball
	18	Secondary Boys Basketball
	19	Secondary Girls Basketball
	20	Secondary Golf
	21	Secondary Boys Touch
	22	Secondary Swimming
	23	Secondary Rugby Union
	24	Secondary Orienteering
	27	Primary Swimming
	28	Primary Rugby League
	29	Primary Australian Football
	30	Primary Cross Country
	31	Primary Boys Hockey
	32	Primary Girls Hockey
	33	Primary Boys Soccer
	34	Primary Girls Soccer
	35	Primary Girls Touch
	36	Primary Tennis
	37	Primary Track & Field
	38	Primary Netball
	39	Primary Girls Softball
	46	Primary Boys Basketball
	47	Primary Girls Basketball
	48	Primary Boys Softball
	51	Secondary Cricket
	52	Primary Girls Cricket
	53	Primary Boys Cricket
	55	Primary Boys Touch
	56	Secondary Girls Touch

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## CREDIT CARD PAYMENT FORM

Parent Name: \_\_\_\_\_

Athlete Name: \_\_\_\_\_

Team: \_\_\_\_\_ Destination: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

I authorise that the amount of \$ \_\_\_\_\_ as payment towards my son/daughter's School Sport ACT representative fees be charged to my:

Visa       Mastercard

Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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## CREDIT CARD PAYMENT FORM

Parent Name: \_\_\_\_\_

Athlete Name: \_\_\_\_\_

Team: \_\_\_\_\_ Destination: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

I authorise that the amount of \$ \_\_\_\_\_ as payment towards my son/daughter's School Sport ACT representative fees be charged to my:

Visa       Mastercard

Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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## PROCEDURES FOR TEAM MANAGEMENT

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### **Management Tools**

Each team manager will be given the following items approximately eight weeks (where feasible) before the competition begins:

1. Receipt book
  2. Deposit book and account number
  3. Team budget sheet (included in Officials Handbook)
  4. Equipment order form (included in Officials Handbook)
- 

### **Management Steps**

The following stages are provided to ensure administrative arrangements for all teams are consistent with School Sport ACT requirements.

#### **Stage 1- Preparation**

##### **Prepare Team Information Booklet**

Managers should prepare team information booklets for all team members that should specify the following:

1. Payment and ordering deadlines (including a deposit to be paid upon selection)
  2. A date for a “try on” session (a try on kit has been supplied by Fytex and is available from the Executive Officer - this kit is the responsibility of the Manager and all items must be returned promptly)
  3. A subsequent date for uniform and equipment collection
  4. Consent forms and age eligibility forms
- 

#### **Stage 2- Initial Team Meeting**

Meet with team members to:

1. Distribute team information booklets to all team members and
2. Ensure all members try on uniforms and are given individual order forms

Ensure all team members are aware that most clothing items are available in adult and children’s sizes and that they will need to clearly specify which sizing is required when placing their order.

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**Stage 3 -  
Order  
Uniforms**

Collect all individual order forms

Record your team's order on the team order form and complete the costing sheets to enable easy collection of funds.

Take a copy of your order form for your reference.

**MANAGERS ARE RESPONSIBLE FOR THE ACCURACY OF THEIR EQUIPMENT ORDER. ITEMS ORDERED INCORRECTLY WILL HAVE TO BE PAID FOR BY THE MANAGER AND TEAM, NOT BY SCHOOL SPORT ACT.**

Forward the order via e-mail to the Executive Officer as soon as possible but not later than four weeks prior to departure for lodgement of orders with individual suppliers.

**AS SCHOOL SPORT ACT DOES NOT KEEP RESERVES OF EQUIPMENT, ORDERS MUST BE PLACED EARLY ENOUGH TO ENABLE SUPPLY BY THE MANUFACTURERS.**

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**Stage 4 -**

Organise team photo shoot.

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**Stage 5 -  
Submit Budget**

Submit team's proposed budget to SSACT for approval.

Please note all payments will be based on the information included in the budget.

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**Stage 6 -  
Collect Moneys  
From Team  
Members**

Collect money from your team members. Your order form and costing sheets will be your guide to charging.

Write a receipt for all funds received (including payments for goods purchased for yourself). Ensure that the player's name is written onto the receipt. Include if the payment was cash, cheque or credit card.

If the payment is by business cheque write both the name on the cheque (eg Top Class Cranes) and the name of the team member (eg Terry Fleetfoot).

Fill in Team Reconciliation Form with all payments made (this will automatically calculate how much money is still owing). The Form is attached as an Excel document on the Officials Handbook CD.

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**Stage 7 - Deposit Collected Monies** Write cheque details in the deposit book. Include both name of payer and team member's name if the cheques are lodged by a business.

Tally up cash and enter the total value of cash and cheques in the appropriate columns in the deposit book.

Put name and deposit number of the sport on deposit slip. (At any one time a number of teams are depositing funds. It is essential that your team deposit number is clearly marked)

**Team Reconciliation, Deposit and Receipt books MUST BE RETURNED to School Sport ACT 10 DAYS PRIOR to DEPARTURE, BEFORE the CHAMPIONSHIP BEGINS.**

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**Stage 8 - Collect Equipment** Collect uniforms and equipment, and distribute to team members. Please ensure that all goods ordered are received and are in good condition.

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**Stage 9 - Collect Documents** Collect travel allowance and other necessary documents or cheques from the Executive Officer. The checking sheet needs to be signed by the Executive Officer.  
(where appropriate)

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**Stage 10 - Compete** **Compete and have fun.**

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**Stage 11 - Report** Following competition - provide a report of the event to the Executive Officer. The report should cover such aspects as team administration, event organisation, and any problems and/or recommendations for future teams. The Team Summary Results Form, Handbook Evaluation Form, Officials Evaluation Questionnaire and a team photograph should also be submitted at this stage.

At this time all financial paperwork, team information, athlete consent and medical forms should also be returned.

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## DUTIES OF TEAM COACHES

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**Introduction** The team coach is primarily concerned with the selection of the team, the training program, and the ultimate performance of the team.

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**Set Dates For Selection** \* You must ensure that these are fully publicised with-in ALL ACT SCHOOLS, both government and non government, well in advance.  
\* You must hold at least two selection trials over two separate days. It is strongly advised that a squad is selected prior to naming the ACT team.  
\* Please ensure the selection process/criteria is clearly articulated to all those interested in being considered for selection

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**Carry Out Selection Trials** Trials should be carried out in a manner that is fair to all individuals, and obviously in a way which ensures that the best possible team is selected. Ensure you use a selection panel of suitably qualified selectors.

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**Notification of the Team** The coach or manager sends a copy of the team list to the Executive Officer, School Sport ACT for approval before students are notified of team selection.

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**Set Out the Training Schedule for the Team** Establish training times and venues. Remember to include any proposed warm-up tournaments, trips, photo shoot, uniform try on etc. Any associated costs such as hiring a training venue, pool entry, equipment purchase should be included here and **in the team budget**.

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**Coach's Report** Two weeks after the championships you should submit a report to the SSACT Executive Officer.

This report should include:

- selection procedure
- training program
- results
- comments on performance
- recommendations and
- acknowledgments

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# SCHOOL SPORT ACT

## POLICY DOCUMENT

### Policy for participation of all teams in School Sport Australia Championships

1. Financial accountability will be through the ACT Schools Sports Council financial system.
  - (i) procedures for payment of team monies into the Council account is the same for all teams: all monies to be paid directly into Council's bank account no later than ten days prior to departure, and that the Executive Officer's timeline for submissions of budgets and payments by managers be adhered to.
  - (ii) if a body such as a community organisation requires a payment, the ACT Schools Sports Council Executive Officer will be provided with a tax invoice.
2. All teams will wear the uniform officially approved by the ACT Schools Sports Council and this and other equipment will be supplied through the ACT Schools Sports Council by the approved uniform and equipment supplier contractors. Where items required are not available through official contractors, the Sports Committee of the Council must approve supply from other sources, with such variations reported to Council.
3. All travel will be arranged through the ACT Schools Sports Council's Executive Officer on Council's official carrier. Where other travel arrangements are required the Sports Committee of the Council must approve these, with such variations reported to Council.
4. Appointment of all team officials must be advertised through the ACT Department of Education and Training, through the Catholic Education Office and directly to the Independent Schools. Selection of officials will be conducted by PSSA and SSSA and ratified by Schools Sport ACT.
5. Management of all teams must comply with School Sport ACT Policies. These include:
  - ❖ Coaches and Managers guidelines
  - ❖ Codes of behaviour
  - ❖ Any other Australian Schools Sports Council policies

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## TEAM BUDGET

*(TO BE SUBMITTED TO THE SCHOOL SPORT ACT OFFICE PRIOR TO INFORMING  
TEAM MEMBERS OF COSTS)*

**SPORT** \_\_\_\_\_

**TEAM MANAGER/S** \_\_\_\_\_

**DESTINATION** \_\_\_\_\_ **DATES** \_\_\_\_\_

**NUMBER OF STUDENTS TRAVELLING** \_\_\_\_\_

<b>Expense Item</b>	<b>Per Student</b>	<b>Total Budgeted Amount</b>
Travel: Student		
Host State Levy		
Excursion		
ACTSSC Levy:(rate includes insurance)		
Sport Specific Uniform		
Tracksuit Top *	<b>\$65.00</b>	
Tracksuit Pants *	<b>\$45.00</b>	
Dress Polo Shirt *	<b>\$22.00</b>	
Dress Shorts *	<b>\$18.00</b>	
Bucket Hat *	<b>\$9.00</b>	
Backpack	<b>\$20.00</b>	
Gear Bag	<b>\$25.00</b>	
Polar Fleece Jumper	<b>\$27.50</b>	
2 in 1 Jacket	<b>\$100.00</b>	
Wet Weather Jacket	<b>\$35.00</b>	
Long Sleeve Tee Shirt	<b>\$20.00</b>	
Ankle Socks	<b>\$6.50</b>	
Standard Socks	<b>\$7.00</b>	
Officials Polo Shirt	<b>\$22.00</b>	
Officials Dress Shirt Ladies – short sleeve	<b>\$22.00</b>	
Officials Dress Shirt Ladies – 3/4 sleeve	<b>\$22.00</b>	
Officials Dress Shirt Mens – short sleeve	<b>\$22.00</b>	
Officials Dress Shirt Mens – long sleeve	<b>\$22.00</b>	
Pins	<b>\$2 each</b>	
Photo		
Souvenir Shirt		
Host Gifts		
Incidentals		
Training Costs		
Other		
<b>Total Anticipated Expenditure</b>		

\* represents compulsory uniform items

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## 2010 TEAM RECONCILIATION FORM

**SPORT:** \_\_\_\_\_

**MANAGER:** \_\_\_\_\_

**CONTACTS:** \_\_\_\_\_

PLEASE USE THE EXCEL SPREADSHEET FOUND AS A SEPARATE FILE ON THE OFFICIALS HANDBOOK CD.

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**SCHOOL SPORT ACT**  
**UNIFORM PRICE LIST**

All orders to be placed with Fytex Pty Ltd through the ACTSSC Executive Officer not later than **four weeks before** the championship.

**Compulsory Items**

Tracksuit Top	\$65.00
Tracksuit Pants	\$45.00
Dress Polo Shirt	\$22.00
Dress Shorts	\$18.00
Bucket Hat	\$9.00
Sport Specific Uniforms	
<b>Optional Items</b>	
Polar Fleece Jumper	\$27.50
Wet Weather Jacket	\$35.00
Back Pack	\$20.00
Gear Bag	\$25.00
2 in 1 jacket	\$100.00
Long Sleeve Tee Shirt	\$20.00
Ankle Socks	\$6.50
Standard Socks	\$7.00
<b>Optional Official's Items</b>	
Dress Shirt Ladies – short sleeve	\$22.00
Dress Shirt Ladies – 3/4 sleeve	\$22.00
Dress Shirt Mens – short sleeve	\$22.00
Dress Shirt Mens – long sleeve	\$22.00
<b>Available from the SSACT Office</b>	
Pins	\$2.00 each

*NOTE: These prices are GST inclusive*

**All other required items are to be ordered via the School Sport ACT Office.**

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# **SCHOOL SPORT ACT – INDIVIDUAL DRESS UNIFORM ORDER FORM**

PLEASE USE THE EXCEL DOCUMENT FOUND AS A SEPARATE FILE ON THE  
OFFICIALS HANDBOOK CD.

## **SCHOOL SPORT ACT – TEAM DRESS UNIFORM ORDER FORM**

PLEASE USE THE EXCEL DOCUMENT FOUND AS A SEPARATE FILE ON THE  
OFFICIALS HANDBOOK CD.

# SCHOOL SPORT AUSTRALIA



## 0000 CALENDAR

### 00 YEARS UNDER CHAMPIONSHIPS

Dates		Sport	Venue	State
August	8 – 13	Hockey	Gold Coast	QLD
August	7 – 14	Rugby League	Adelaide	SA
August	29 – 3 Sept	Football (Soccer)	Newcastle (tbc)	NSW
October	9 – 15	Netball	Canberra	ACT
October	9 – 16	Tennis	Bendigo	VIC
November	7 - 11	Golf	Toowoomba	QLD
November	14 – 19	Softball	Adelaide	SA
November	28 – 2 Dec	Track & Field	Bendigo	VIC
January (2010)	7 – 15 (2011)	Cricket	Canberra	ACT

### 00000 YEARS UNDER CHAMPIONSHIPS

Dates		Sport	Venue	State
February	20 – 26	Cricket	Campbelltown	NSW
March	16 – 19	Triathlon	Adelaide	SA
May	1 – 8	Softball	Melbourne	VIC
May	9 – 15	Baseball	Perth	WA
May	16 – 21	Water Polo	Woy Woy	NSW
May	29 – 5 June	Tennis	Wollongong	NSW
July	24 – 30	Netball	Toowoomba	QLD
July	31 – 6 Aug	Football (Soccer)	Melbourne	VIC
August	14 – 21	Hockey (Boys)	Bunbury	WA
August	14 - 21	Hockey (Girls)	Bunbury	WA
August	14 – 20	Volleyball	Canberra	ACT
August	21 – 27	Golf	Port Macquarie	NSW
September	24 – 3 Oct	Orienteering	Williamstown	SA

### COMBINED CHAMPIONSHIPS

Dates		Sport	Venue	State
June	5 – 11	Diving	Brisbane	QLD
June	5 - 11	Swimming	Brisbane	QLD
July	24 – 31	Australian Football	Perth	WA
August	7 – 13	Basketball	Darwin	NT
August	20 – 23	Cross Country	Brisbane	QLD
October	24 – 29	Touch	Canberra	ACT

### AFFILIATED ORGANISATION CHAMPIONSHIPS

Dates		Sport	Venue	State
June	26 – 2 July	Rugby League (15 & Under)	Canberra	ACT
July	10 – 16	Rugby League (18 & Under)	Burleigh Heads	QLD
November	27 – 4 Dec	Surfing	Phillip Island	VIC



## SCHOOL SPORT AUSTRALIA CHECKING SHEET

(MUST BE SIGNED AND TABLED AT PRE-EVENT MEETING)

<b>STATE</b>	
<b>SPORT</b>	
<b>VENUE</b>	
<b>YEAR</b>	

[Please use Lower Case / Font: Arial 11 and list by Playing Number where appropriate]

No	PLAYER		(Please Tick)	CERTIFICATION	(Please Tick)	
	Given Name	Surname	Bona fide Student	Date of Birth	Birth Verification	Media Release Form
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

*I declare that the bona fide documents and birth certificates relative to the Team(s) listed above, have been sighted and copies are available from the Team Officials for inspection.*

<b>Executive Officer's Signature</b>	
<b>Date</b>	

# SCHOOL SPORT ACT ATHLETE CONSENT FORM

## PARENT / GUARDIAN

I give permission for (insert full student name) \_\_\_\_\_

as a student of (insert school) \_\_\_\_\_

to attend and participate in the following School Sport Australia Event:

Sport: \_\_\_\_\_ Primary / Secondary

Location of event: \_\_\_\_\_ Dates of event: \_\_\_\_\_ to \_\_\_\_\_

- I agree to pay all fees and levies as informed by the Team Officials for my son/daughter to attend and participate in the School Sport Australia event.
- I agree that my son/daughter will be under the authority of the appointed School Sport ACT Team Officials for the duration of the event, and that the official in charge is authorised to return my son/daughter home at my expense if the Team Officials consider that circumstances warrant such action.
- I agree to provide all necessary medical information/requirements for my son/daughter as outlined on the attached Student Medical form
- I give authorisation for the Team Officials to make arrangements for the welfare of my son/daughter (including medical or surgical treatment) in an emergency.
- I agree to my son/daughter participating in swimming/water activities associated with the event. (This may include training/recovery sessions, excursions, and billet/accommodation facilities).

**Please provide details of any special requirements necessary for the student to participate in swimming/water activities:** \_\_\_\_\_

- I agree that my son/daughter will travel to and from the event by the method of transport as approved by the Team Officials.
- I agree that my son/daughter will wear the correct School Sport ACT uniforms as informed by the Team Officials during, and including travel to and from, the event.
- I acknowledge that I have been provided with a copy of the School Sport ACT Code of Behaviour policy for Parents & Spectators and agree to abide by it at all times whilst at all School Sport ACT trainings, competitions, functions and events.
- I agree to my child's photo being used in associated media coverage of this event. YES / NO (Circle One)

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

## STUDENT

I acknowledge that I have been provided with a copy of the School Sport ACT Code of Behaviour policy for Athletes and agree to abide by it at all times while I am a member of a School Sport ACT Representative Team.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOOL PRINCIPAL

I certify that the student listed on this form is enrolled at this school and has the school's permission to attend and participate in the School Sport Australia event on this occasion.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**This form requests information about students that will be held in confidence by the Team Officials. This information may be disclosed to medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Schools Sports Council.**

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# SCHOOL SPORT ACT ATHLETE MEDICAL INFORMATION FORM

## STUDENT DETAILS

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Date of birth: \_\_\_\_\_ School: \_\_\_\_\_

## STUDENT MEDICAL DETAILS

Medicare No.: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Ambulance Fund: \_\_\_\_\_

Private Health Fund: \_\_\_\_\_ Fund number: \_\_\_\_\_

**NOTE: School Sport ACT Representative Athletes are covered by a limited insurance policy during officially organised training, games and functions. A summary of the policy coverage is available from Team Officials.**

Family doctor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Please tick if your child suffers any of the following:

- |                                      |   |  |  |  |
|--------------------------------------|---|--|--|--|
| <input type="checkbox"/> Allergies   | <input type="checkbox"/> Blood pressure | <input type="checkbox"/> Epilepsy          | <input type="checkbox"/> Hay fever       | <input type="checkbox"/> Nose bleeds       |
| <input type="checkbox"/> Asthma      | <input type="checkbox"/> Diabetes       | <input type="checkbox"/> Fainting          | <input type="checkbox"/> Headaches       | <input type="checkbox"/> Reaction to drugs |
| <input type="checkbox"/> Bed wetting | <input type="checkbox"/> Eczema         | <input type="checkbox"/> Fits or blackouts | <input type="checkbox"/> Heart condition | <input type="checkbox"/> Other             |

If you ticked any boxes above please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of last Tetanus injection: \_\_\_\_\_ Is the student presently taking any medication?: Yes  No

If Yes, please state name of medication, dosage, etc: \_\_\_\_\_

**NOTE: School Sport ACT Officials must be informed about the management of any medication prior to leaving for an event. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labeled with the students name, dosage and frequency of administration.**

Do you consent to the student receiving paracetamol (eg Panadol, Dymadon) for temporary pain relief, high temperature or fever?  
Yes  No

Emergency contact name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

**Consent to medical attention:** In the case of an emergency, I authorise the Team Officials to arrange for the student to receive such medical or surgical treatment as may be deemed necessary.

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

**This form requests information about students that will be held in confidence by the Team Officials. This information may be disclosed to medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Schools Sports Council.**

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## SAMPLE ATHLETE SPONSORSHIP LETTER

The letter outlined below is an example of what should be produced by the Team Manager for all athletes upon their selection into a School Sport ACT Team. This letter may help in securing sponsorship money or donations for the athlete. Other relevant information as determined by the Team Manager may also be included. The letter should be produced on School Sport ACT letterhead, a copy of which is included as an attachment on this disk.

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*Date*

To Whom It May Concern:

This letter is to confirm that *Insert Athlete Full Name* has been selected as a member of the School Sport ACT *Insert Team (ie Primary Boys Basketball Team)*.

This Team will participate at the School Sport Australia *Insert Event Name* to be held in *Insert Venue* from the *Insert Dates*. It is anticipated that the overall costs to attend this event will be approx. *Insert amount*.

Any financial assistance provided to *Insert Athlete First Name* to assist them in participating at the *Insert Championship* would be greatly appreciated.

If you require any additional information or clarification please do not hesitate to contact me on *Insert contact number* or the School Sport ACT Office on 6205 9174.

Yours Sincerely

*Insert Name*  
Team Manager

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## SCHOOL SPORT ACT TEAM CHECKLIST

ITEM	CONFIRMED / RECEIVED	RESPONSIBILITY
1	<input type="checkbox"/>	Manager & Exec Officer
2	<input type="checkbox"/>	Manager
3	<input type="checkbox"/>	Manager
4	<input type="checkbox"/>	Manager & Exec Officer
5	<input type="checkbox"/>	Manager
6	<input type="checkbox"/>	Manager
7	<input type="checkbox"/>	Manager & Exec Officer
8	<input type="checkbox"/>	Manager
9	<input type="checkbox"/>	Exec Officer & Manager
10	<input type="checkbox"/>	Manager
11	<input type="checkbox"/>	Manager
12	<input type="checkbox"/>	Host State
13	<input type="checkbox"/>	Host State
14	<input type="checkbox"/>	Manager
15	<input type="checkbox"/>	Exec Officer & Manager
16	<input type="checkbox"/>	Manager
17	<input type="checkbox"/>	Manager
18	<input type="checkbox"/>	Manager
19	<input type="checkbox"/>	Manager
20	<input type="checkbox"/>	Manager
21	<input type="checkbox"/>	Manager
22	<input type="checkbox"/>	Coach
23	<input type="checkbox"/>	Manager

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# SCHOOL SPORT ACT CRITICAL INCIDENT PLAN

## Priorities in the Management of an Injured Athlete

<b>Prevent the Incident</b>	Attempt to prevent the incident in the first place.
<b>Prevent Complications Arising</b>	Attempt to prevent complications arising from the incident. That is control the dangers and ensure the area is safe for everyone.
<b>Ensure No Life Threat</b>	Ensure there are no life-threatening problems to the athlete. If there is a life-threatening problem, such as an airway obstruction or severe external bleeding, these must be identified and managed before proceeding.
<b>Prevent Athlete From Getting Worse</b>	Having made sure that there are no life-threatening problems, now attempt to prevent the athlete from becoming worse. Prevent delay in their recovery and if the athlete has more than one injury, prioritise them.
<b>Ensure Athlete is Handled Carefully</b>	Having managed the injuries, ensure the athlete is handled carefully. Consider the athletes reaction to the injury, emotional reaction, attitude with respect to the incident, and prevent infection.
<b>Arrange Further Care</b>	Arrange for further care of the injured athlete. This may include: <ul style="list-style-type: none"><li>- on field assistance</li><li>- assistance from the ground, either by lifting or stretcher</li><li>- calling an ambulance if necessary</li><li>- arranging transport for referral to a doctor or hospital if required</li><li>- notification of parents and/or relatives</li></ul>
<b>Maintain Adequate Records</b>	<p>It is important to maintain adequate records for School Sport ACT, as well as for the athlete. Such records should include:</p> <ul style="list-style-type: none"><li>- time of accident</li><li>- how the accident occurred</li><li>- a copy of your observations at the time</li><li>- what management was conducted</li></ul> <p>This information should be submitted on the “Accident Report” form to the Executive Officer ASAP.</p> <p><i>* NOTE: These records should remain on your file for approx. 7 years for medical and legal purposes</i></p>

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## SCHOOL SPORT ACT ACCIDENT REPORT FORM

*This form is to be completed for any accident that occurs during trials, training or match conditions.  
Forms are to be returned to the School Sport ACT Executive Officer within 7 days.*

Name in Full:

School:

Event:

Place of Accident:

Date/Time of Accident:

Team Official in Charge:

Description of Events  
Leading to Accident:

Immediate Steps Taken:

Any Injuries Incurred:

Witnesses Account of the  
Accident:

Witness Signature:   
Team Official Signature:

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## SCHOOL SPORT ACT INCIDENTALS CLAIM FORM

*Claim forms should be forwarded onto School Sport ACT as soon as possible after your team has returned.*

Sport: \_\_\_\_\_ Venue: \_\_\_\_\_

Official's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Ph: \_\_\_\_\_ (w) \_\_\_\_\_ (h)

For payment directly into a bank account please provide the following:

Account name: \_\_\_\_\_ BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

**NOTE: All sections (ie 1, 2 3, & 4) must be completed.**

<b>1. Amount budgeted for:-</b>	\$
<b>2. Incidentals amount advanced:-</b>	\$
<b>3. Costs incurred:-</b>	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Expenditure:-</b>	\$
<b>4. Total amount claimed or returned:-</b>	\$

Have you included receipts for all items?    Yes         No         If not why? \_\_\_\_\_

I certify that the above incidentals reimbursement claim is correct and that all expenses were directly associated with the sport stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Checked for double payment

I authorise payment of this amount. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cheque number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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**SCHOOL SPORT ACT  
TEAM SUMMARY SHEET**

*This form must be submitted via email within 2 weeks of completion of the event.*

SCHOOL SPORT AUSTRALIA EVENT: \_\_\_\_\_

VENUE: \_\_\_\_\_ DATES: \_\_\_\_\_

TEAM MANAGER: \_\_\_\_\_

**RESULTS OF GAMES**

<b>ACT</b>	<b>vs</b>	<b>STATE</b>	<b>RND</b>	<b>RESULT</b>
ACT	vs	_____	_____	_____
ACT	vs	_____	_____	_____
ACT	vs	_____	_____	_____
ACT	vs	_____	_____	_____
ACT	vs	_____	_____	_____
ACT	vs	_____	_____	_____
ACT	vs	_____	_____	_____

**FINAL PLACINGS**

Please list the final placings of all States/Territories

1 <sup>st</sup> _____	2 <sup>nd</sup> _____
3 <sup>rd</sup> _____	4 <sup>th</sup> _____
5 <sup>th</sup> _____	6 <sup>th</sup> _____
7 <sup>th</sup> _____	8 <sup>th</sup> _____

**AUSTRALIAN REPRESENTATIVES**

Please list the names of all ACT students selected in Australian touring/merit teams.

Name: _____	School: _____
Name: _____	School: _____
Name: _____	School: _____
Name: _____	School: _____
Name: _____	School: _____

**GENERAL COMMENTS**

Please note any other information you feel should be highlighted.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SCHOOL SPORT ACT  
OFFICIALS EVALUATION QUESTIONNAIRE**

**SCHOOL SPORT ACT EVALUATION**

1. Were you happy with the access & communication you had with the SSACT office during your appointment? YES / NO
  
2. Were you happy with the support provided by the SSACT office? YES / NO
  
3. If no, what would you suggest to improve the support provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Do you believe the travel arrangements were satisfactory? YES / NO
  
5. What were the positive aspects of your appointment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. What were the negative aspects of your appointment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. What suggestions do you have for improving the support & assistance provided to a SSACT Official?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHAMPIONSHIP EVALUATION**

1. Were you happy with the Pre-Championship communication you received as a team official?  
YES / NO
  
2. Did the Pre-Championship information you received contain everything you required?  
YES / NO
  
3. Do you believe the costs incurred by participants for a Championship are too high?  
YES / NO  
If yes, do you have any suggestions on how to make it cheaper? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Were the following items satisfactory? YES / NO  

Facilities		YES / NO
Officials (refs/umps)		YES / NO
Transport		YES / NO
Educational Excursion		YES / NO
  
5. Were there any students in your team that should be considered for an ACT Excellence in School Sport Award this year? \_\_\_\_\_
  
6. Any other comments you wish to make about the Championship? \_\_\_\_\_

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**School Sport ACT**  
**Athlete / Parent Evaluation Questionnaire**

1. Were you happy with the access & communication you had with the SSACT Team Officials?  
YES / NO
  2. Were you happy with the support provided by the SSACT Team Officials? YES / NO
  3. If no to either of the above points, what suggestions do you have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Do you believe the travel arrangements were satisfactory? YES / NO
  5. What were the positive aspects of the Championships? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  6. What were the negative aspects of the Championships? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  7. What suggestions do you have for improving a students experience during a Championship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  8. Do you believe the costs incurred by participants for a Championship are too high?  
YES / NO  
If yes, do you have any suggestions on how to make it cheaper? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  9. Any other comments you wish to make about the Championship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  10. Sport: \_\_\_\_\_
  11. Name (optional): \_\_\_\_\_
- 

Thank you for your time in helping us to improve the services and experiences we offer ACT School Students.

This questionnaire should be returned to the Team Manager or sent to School Sport ACT (PO Box 4743 Higgins ACT 2615 or fax 6205 7799)

**School Sport ACT**  
**Officials Handbook Feedback Sheet**

1. Did you find the Team Officials Handbook helpful in the organising and prioritising of your duties as an Official? (Please explain why or why not.)

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2. Are there any other items you feel the handbook should include?

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3. Would you like to suggest any changes and improvements to the handbook which will make your job as an official easier?

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4. Any other comments:

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Thank you for your assistance, please send this form to the School Sport ACT office.

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*Archdiocese of Canberra and Goulburn*  
**CATHOLIC EDUCATION OFFICE**  
PO Box 3317, MANUKA ACT 2603

**REQUEST FOR RELIEF APPROVAL**

(For those activities NOT listed on the CEO Professional Learning Calendar.)

**Applicants Section:**

Name of Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Activity: \_\_\_\_\_

CEO Authorising Officer: \_\_\_\_\_

Date/s: \_\_\_\_\_

Venue: \_\_\_\_\_

**Principal's Section:**

Casual Relief: \_\_\_\_\_

Period of relief required: \_\_\_\_\_

Number of days: \_\_\_\_\_

Relief person to be employed (if known): \_\_\_\_\_

I support this application: \_\_\_\_\_  
Principal's Signature Date

**CEO Section only:**

Casual Relief approved: Yes  No  Days \_\_\_\_\_ Date/s: \_\_\_\_\_

Cost Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO Authorising Officer

Please fax this form to the CEO on 62345496 and the signed form will be faxed back to the school. For further information please contact Louise Stokes on 62345456.

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## CODE OF CONDUCT FOR TEAM MEMBERS

The following Code of Conduct shall apply to all team members participating in an endorsed School Sport ACT team, an endorsed Management Committee team, or in approved activities connected with such teams, including activities other than sports related activities that are part of the team's activities.

This includes the duration of trips interstate from the time of departure in Canberra to the time of arrival back in Canberra, and covers the behaviour of team members while being billeted.

1. Be a good sport on and off the field. Unsporting behavior is like cheating. It reduces the enjoyment of playing and can lead to you being excluded by other players.
2. Play for enjoyment and team pride. It is more important to play your best than to always win.
3. Work hard at what you do. Both you and the team will benefit if you concentrate on the tasks set, such as attending training, being at the ground early.
4. Treat others as you want to be treated. This means behave in a responsible and polite way to other team members and officials.
5. Play by the rules. You may not agree with them, or with the way they are imposed, but they apply equally to everyone.
6. Co-operate with officials. Their lives are hard enough looking after you and your team members, don't make it harder.
7. Conduct that is unacceptable includes:
  - Having or consuming alcohol, or smoking
  - Sexual activities
  - Having or using drugs
  - Vandalism or other criminal offences
  - Swearing or abusing others
  - Failing to inform officials or billets of your whereabouts
  - Harassment and discrimination

Penalties for breach of the code of conduct include:

1. Being dropped from the team OR
2. Being sent home OR
3. Being fined OR
4. Being barred from selection for a period of time OR
5. Facing formal charges by police.

### Disciplinary process

If a breach of the code of conduct occurs, the following process will be followed:

1. An official will inform you that a breach has occurred.
2. You will be given the opportunity to respond to the alleged breach.
3. In the case of a minor infringement a warning will normally be issued.
4. If the offence is more serious, or for repeat infringements, the official will indicate the penalty to apply.
5. You have the right to request that the breach and resultant penalty be put in writing (for a breach under 4 above).
6. Team officials have the right to restrict your involvement in team activities for breaches of the code of conduct.
7. Where a major breach occurs, the team manager may send you home, or for a criminal offence, refer the matter to the police. In these cases a full written explanation of the reasons for this action will be provided to you within 24 hours of the action being taken. At all times your safety and welfare will be guaranteed.
8. Where a major breach of the code of conduct has occurred, the matter will be referred to the School Sport ACT Executive for review. The Executive shall have the right to vary the action taken.
9. The Executive shall have the right to impose any of the penalties above.

## Appeals Process

Appeal against penalty imposed by official.

1. Where an official has imposed a penalty, you have the right to appeal to the School Sport ACT Executive.
2. Where an appeal is lodged, the Executive shall arrange a time to meet with you to discuss the matter.
3. At that meeting, you will be given an opportunity to indicate why you disagree with the penalty.
4. At the conclusion of the meeting you will be informed of when a decision will be made.
5. That decision shall be communicated to you in writing, explaining what change (if any) has been made to the penalty.
6. All documentation relating to the appeal will remain strictly confidential, and will only be made available to the Appeals Board in the event of a further appeal.

Appeal against penalty imposed by School Sport ACT.

1. Where a penalty has been imposed or confirmed by the School Sport ACT Executive you have the right to appeal to the Appeal Board.
2. Where an appeal is lodged, the Board shall arrange a time to meet with you to discuss the matter.
3. At that meeting, you will be given an opportunity to indicate why you disagree with the penalty.
4. At the conclusion of the meeting you will be informed of when a decision will be made.
5. That decision shall be communicated to you in writing, explaining what change (if any) has been made to the penalty.
6. All documentation relating to the appeal will remain strictly confidential.
7. You have the right to have a parent or guardian present at the meeting.
8. You will be given an opportunity to call witnesses.
9. The decision of the Appeal Board is final.

Full details of the procedures involved in an appeal to the Board will be provided to you on request.

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# CODE OF CONDUCT FOR COACHES AND MANAGERS

The following Code of Conduct shall apply to all coaches and managers participating in an endorsed Council team, an endorsed Management Committee team, or in approved activities connected with such teams, including activities other than sports related activities that are part of the team's activities.

This includes the duration of trips interstate from the time of departure in Canberra to the time of arrival back in Canberra, and covers the behaviour of coaches and managers while in accommodation.

1. Set a good example. If you want your team to behave, you have to behave.
2. Encourage and create opportunities for individual development. Just because someone isn't good in one area, look to see if they fit in some way else.
3. Teach a wide range of team skills. Teamwork is more than just playing, it involves communicating, supporting others, etc.
4. Teach your players to respect officials and other teams. Respect is important as it instills self-discipline in players.
5. Treat all team members equally and fairly. If they misbehave, deal with them in an appropriate way. Remember, all people have rights. Hear their side of the story and don't take sides.
6. Keep up to date in your knowledge of the rules and coaching methods. It is up to you to ensure the team have the best chance possible.
7. Know the code of conduct for team members, and apply it where necessary. Know what you can and can't do, and who to turn to if you need help.
8. Conduct that is unacceptable includes:
  - Having or consuming alcohol at a team event (other than at a dinner)
  - Sexual activities with team members
  - Having or using drugs
  - Vandalism or other criminal offences
  - Swearing or abusing others
  - Harassment and discrimination

Penalties for breach of the code of conduct include:

1. Being barred from involvement with the team OR
2. Being fined OR
3. Being barred from selection for a period of time OR
4. Facing formal charges by police

## Disciplinary process

If a breach of the code of conduct occurs, the following process will be followed:

1. An official of the Association will inform you that a breach has occurred.
2. You will be given the opportunity to respond to the alleged breach.
3. In the case of a minor infringement a warning will normally be issued.
4. If the offence is more serious, or for repeat infringements, the official will indicate the penalty to be applied.
5. You have the right to request that the breach and resultant penalty be put in writing (for a breach under 4 above).
6. Association officials have the right to restrict your involvement in team activities for breaches of the code of conduct.
7. Where a major breach occurs, the Association may send you home, or for a criminal offence, refer the matter to the police. In these cases a full written explanation of the reasons for this action will be provided to you within 24 hours of the action being taken. At all times your safety and welfare will be guaranteed.
8. Where a major breach of the code of conduct has occurred, the matter will be referred to the Association Executive for review. The Executive shall have the right to vary the action taken.
9. The Executive shall have the right to impose any of the penalties above.

## Appeals Process

Appeal against penalty imposed by official.

1. Where an official has imposed a penalty, you have the right to appeal to the Association Executive.
2. Where an appeal is lodged, the Executive shall arrange a time to meet with you to discuss the matter.
3. At that meeting, you will be given an opportunity to indicate why you disagree with the penalty.
4. At the conclusion of the meeting you will be informed of when a decision will be made.
5. That decision shall be communicated to you in writing, explaining what change (if any) has been made to the penalty.
6. All documentation relating to the appeal will remain strictly confidential, and will only be made available to the Appeals Board in the event of a further appeal.

Appeal against penalty imposed by Association.

1. Where a penalty has been imposed or confirmed by the Association Executive you have the right to appeal to the Appeals Board.
2. Where an appeal is lodged, the Board shall arrange a time to meet with you to discuss the matter.
3. At that meeting, you will be given an opportunity to indicate why you disagree with the penalty.
4. At the conclusion of the meeting you will be informed of when a decision will be made.
5. That decision shall be communicated to you in writing, explaining what change (if any) has been made to the penalty.
6. All documentation relating to the appeal will remain strictly confidential.
7. You will be given an opportunity to call witnesses.
8. The decision of the Appeal Board is final.

Full details of the procedures involved in an appeal to the Appeals Board will be provided to you on request.

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## Code of Conduct for Parents / Spectators

The following Code of Conduct shall apply to all non-officials accompanying teams participating in an endorsed School Sport ACT Representative Team, or in approved activities connected with such teams, including activities other than sports related activities that are part of the team activities.

This includes all pre-event trainings, meetings and functions, as well as for the full duration of trips interstate from the time of departure in Canberra to the time of arrival back in Canberra.

1. Demonstrate appropriate behaviour. While you may not be part of the team, you are representing the ACT and setting an example for the team members.
2. Remember children play for enjoyment. Don't let your behaviour detract from their satisfaction. Yelling abuse at them is not appropriate.
3. Let officials conduct events without interference. They are appointed to run the event and have the experience and knowledge to do so. If you strongly disagree with their actions, talk to them and discuss the issue calmly. Remember, they can make life difficult for your child if you get them angry. If you have a problem that can't be fixed, refer the matter to another official or to School Sport ACT.
4. Support skilled performance and team play with applause. This will make the team or team member feel good. It also shows that good play is noticed.
5. Demonstrate respect for opposing players and their supporters. Harassment or abusive behaviour is not appropriate, after all, would you like them doing these things to your team. Above all, don't rise to the bait if they harass or abuse - show them you are above their taunts.
6. Conduct that is unacceptable includes:
  - Having or consuming alcohol at a team event (other than at a dinner)
  - Sexual activities with team members
  - Having or using drugs
  - Vandalism or other criminal offences
  - Swearing or abusing others
  - Failing to inform officials or billets of your child's whereabouts if you take them out
  - Harassment and discrimination

Penalties for breach of the code of conduct include:

1. Being barred from the event OR
2. Being barred from attending events for a period of time OR
3. Facing formal charges by police

### Disciplinary process

If a breach of the code of conduct occurs, the following process will be followed:

1. An official will inform you that a breach has occurred.
2. You will be given the opportunity to respond to the alleged breach.
3. In the case of a minor infringement a warning would normally be issued.
4. If the offence is more serious, or for repeat infringements, the official will indicate the penalty to apply.
5. You have the right to request that the breach and resultant penalty be put in writing (for a breach under 4 above).
6. Team officials have the right to restrict your involvement in team activities for breaches of the code of conduct.
7. Where a major breach occurs, the team manager may bar you from involvement with the team, or for a criminal offence, refer the matter to the police. In these cases a full written explanation of the reasons for this action will be provided to you within 24 hours of the action being taken. At all times your safety and welfare will be guaranteed.
8. Where a major breach of the code of conduct has occurred, the matter will be referred to the School Sport ACT Disciplinary Committee for review. The Committee shall have the right to recommend variation of the action taken.
9. School Sport ACT shall have the right to impose any of the penalties above.

## Appeals Process

Appeal against penalty imposed by official.

1. Where a penalty has been imposed by an official, you have the right to appeal to the School Sport ACT Disciplinary Appeals Board.
2. Where an appeal is lodged, the Appeals Board shall arrange a time to meet with you to discuss the matter.
3. At that meeting, you will be given an opportunity to indicate why you disagree with the penalty.
4. At the conclusion of the meeting you will be informed of when a decision will be made.
5. That decision shall be communicated to you in writing, explaining what change (if any) has been made to the penalty.
6. All documentation relating to the appeal will remain strictly confidential.
7. You will be given an opportunity to call witnesses.
8. The decision of the Appeal Board is final.

Full details of the procedures involved in an appeal to the Appeals Board will be provided to you on request.

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## Variations to team travel

A parent or guardian not wishing to utilise the team travel arrangements organised by School Sport ACT for their child, can request a variation to team travel. This request needs to be provided in writing to the team manager, at least 6 weeks prior to team departure, outlining the alternate travel arrangements. Any student travelling separately from the team needs to be supervised by an adult at all times. This adult cannot be a team official or a school student. The student would need to meet all attendance commitments at the event as outlined by the team officials.



## SCHOOL SPORT ACT

School Sport Centre, Higgins Primary School, Fullagar Cres;  
PO Box 4743 Higgins ACT 2615  
PHONE: (02) 6205 9174 FAX: (02) 6205 7799  
EMAIL: [ssact@bigpond.com](mailto:ssact@bigpond.com)  
WEB: [www.schoolsportact.asn.au](http://www.schoolsportact.asn.au)  
ABN: 95 825 767 889

### Variation to Team Travel Request

My son/daughter \_\_\_\_\_ would like to seek permission to travel separately from the rest of the team. My child will be supervised by an adult at all times whilst travelling.

Details are set out below:

Name of Athlete: \_\_\_\_\_

Team: \_\_\_\_\_

Name of adult travelling with Athlete: \_\_\_\_\_

Signature of above Adult: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Method of transport and details: \_\_\_\_\_

All team meetings and official functions must be attended therefore travel arrangements must be made with this in mind. Your child needs to meet all attendance commitments at the event as outlined by the team officials.

**Parent/Guardian's Signature:**

**Date:**

**Please give this to your team manager or fax to:  
Team Manager**

**Team Manager – Please fax a copy of this form to School Sport ACT (Fax: 62057799).**

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# ***SCHOOL SPORT AUSTRALIA AWARDS***

School Sport Australia recognises that members of the school sport family should be duly recognised for their work, service and commitment to school sport.

School Sport Australia recognises this contribution through the following awards:

- **School Sport Australia Service Award**
- **School Sport Australia National Honour Award**
- **Associate of School Sport Australia**
- **Life Membership of School Sport Australia**

School Sport Australia may from time to time confer any of the above awards based on the criteria listed below. These awards can only be conferred at a School Sport Australia General Meeting.

## **1. School Sport Australia Service Award**

This award recognises a person's continued commitment to the School Sport Australia national program.

Service Awards will be awarded to representatives from member bodies that have completed ten (10) years of attendance and/or participation in School Sport Australia Committees or the national program.

Notification of qualification for School Sport Australia Service Awards should be submitted by any School Sport Australia member body or National Sports Secretary and must be advised at least one month prior to that events annual Championship or, in the case of non sport specific awards, prior to the School Sport Australia Annual General Meeting.

## **2. School Sport Australia National Honour Award**

This award recognises a person's contribution to a specific area of focus.

National Honour Awards may be awarded to persons who are not necessarily associated with School Sport Australia member bodies but who make a significant contribution to one or more areas of focus of School Sport Australia.

Nominations for School Sport Australia National Honour Awards may be submitted on the appropriate Nomination form by any School Sport Australia member body or National Sports Secretary.

Upon receipt of nominations, the President of the Council at his/her discretion shall invoke a five (5) member sub-committee to assess the nomination and make a recommendation to the Executive Committee.

## **3. Associate of School Sport Australia (General and Sport Specific)**

The award of Associate of School Sport Australia may be awarded to members of School Sport Australia member bodies who have made a significant contribution to the aims and objectives of the Council.

The award may be for a contribution of either a general or sport specific nature and does not necessarily require an extended period of involvement but may acknowledge a specific but significant short-term contribution to School Sport Australia.

The award aims to acknowledge outstanding involvement of members who have contributed to new initiatives or enhanced the efficiency and effectiveness of the Council. These may be awarded in any area of focus of School Sport Australia.

Nominations for the award of Associate of School Sport Australia may be submitted on the appropriate Nomination form by any School Sport Australia member body.

Upon receipt of any nominations, the President of the Council, at his/her discretion shall invoke a five (5) member sub-committee to assess the nomination and make a recommendation to the Executive Committee.

#### **4. Life Membership of School Sport Australia**

Life Membership may be conferred upon any person whose services to the organisation of School Sport Australia at a national level have been sufficiently meritorious. Nominations for Life Membership, together with an appropriate support statement specifically detailing the nominee's involvement within the organisation of School Sport Australia must be submitted in writing to the School Sport Australia Executive Committee at least six (6) weeks prior to the Annual General Meeting.

Nominations for Life Membership may be submitted on the appropriate Nomination form by any School Sport Australia member body.

No other form of nomination shall be acceptable.

Upon receipt of any nominations, the President of the Council, at his/her discretion shall invoke a five (5) member sub-committee to assess the nomination and make a recommendation to the Executive Committee.

#### ***Criteria for awarding of Life membership***

Life Membership may be conferred on any person provided the following criteria is met:

- i) The nominee has made a significant contribution to the development of the organisation of School Sport Australia
- ii) The nominee has provided a minimum of 10 years service to the organisation of School Sport Australia
- iii) The nominee has also made a significant contribution to his/her state member body/sport

***For more information on any of the above mentioned service awards, or to receive a nomination form, please contact the School Sport ACT office.***

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# SCHOOL SPORT ACT

## EXCELLENCE IN SCHOOL SPORT AWARDS 2010

### THE AWARD

- The Excellence in School Sport Awards are presented in recognition of sporting excellence by ACT school students who have competed at a local, national or international level over the past 12 months. This award is the highest schools sporting honour presented to ACT school students, with the recipients invited to attend a presentation ceremony hosted by the Minister for Education in November.
- Award recipients are presented with a stylish plaque and photograph as a memento of the occasion.
- All students nominated for an Excellence in School Sport Award will receive a letter congratulating them on their nomination.

### NOMINATION GUIDELINES

- Principals, sports coordinators, School Sport ACT, PSSA, SSSA or team officials may make nominations.
- Sporting achievements are to be restricted to achievements in school sport teams and/or events. Community based teams / events will not be taken into consideration.
- Students sporting conduct needs to meet the principles outlined in the School Sport Australia Fair Play in School Sport Policy, specifically in relation to displaying appropriate qualities of sportsmanship.
- Sporting achievements in most instances would need to be at national, state or regional levels.
- Students must be enrolled at an ACT school. All nominations must carry the endorsement of the principal of the school attended.
- A maximum number of two females and two males in the primary, and two females and two males in the secondary sector will be awarded in any one year.
- A maximum of two awards may be presented to acknowledge the achievements of disabled athletes in any one year.
- Nominations should be made based on achievements performed in the period from day 1 term 4, 2009 to day 1 term 4, 2010 (covering a one year period).

**Nomination Forms are to be received in the School Sport ACT office by Wednesday 20 October 2010.**

**Contact details: PO Box 4743 Higgins ACT 2615**

**Email: [ssact@bigpond.com](mailto:ssact@bigpond.com), Ph: 6205 9174 Fax: 6205 7799**

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**SCHOOL SPORT ACT EXCELLENCE IN SPORT AWARDS**

**NOMINATION FORM**

Please return forms by mail, fax or email to School Sport ACT by Wednesday 20 October 2010

PO Box 4743 Higgins ACT 2615 Fax 6205 7799

To receive a nomination form by email please contact [ssact@bigpond.com](mailto:ssact@bigpond.com)

Nominee Name: \_\_\_\_\_

Nominee School: \_\_\_\_\_

Nominee Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Nominee Home Phone: \_\_\_\_\_

**SCHOOL SPORTING ACHIEVEMENTS**

SCHOOL TEAMS/EVENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISTRICT / ZONE TEAMS/EVENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SSACT / AUSTRALIAN TEAMS: (if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOMINATED BY**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Position: \_\_\_\_\_

Supporting statement / comment: \_\_\_\_\_

\_\_\_\_\_

**ENDORSEMENT (nominations must be signed by the students school principal)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting statement / comment: \_\_\_\_\_

\_\_\_\_\_

If there is insufficient space, please attach further information limited to a maximum of three pages.

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