

School Sport South Coast PERMISSION / DETAILS BOOKLET



Updated Feb 2019

► NB. (Make sure you have the latest version of **Adobe Reader** installed on your operating system).
This document has been designed as an electronic version for your convenience.

BOOKLET INCLUDES THE FOLLOWING FORMS

- Authority & Consent
- Availability / Non Availability for Selection
- Parental Consent
- Student Details
- Medical Details
- Mouthguard Consent
- Project Consent
- Code of Conduct – Team Members
- Code of Conduct – Parents & Spectators

DETAILS

Surname :	First Name :
Date of Birth :	Gender :
School :	District :
Phone (Home) :	Mobile (Parents):
	Mobile (Students) :
Parent's Email address :	
Sport :	Age Level :

► INSTRUCTIONS

- It is compulsory for all students / parents to complete **ALL** forms in this booklet.
- All fields with a **red** outline **MUST** be completed. Other boxes only need to be completed (where applicable).
- Open document, save blank document to computer, complete and save final copy of document.
- Sign and obtain signatures for appropriate sections. ie. Principal or (nominee), parents and students
- Deliver document to appropriate personnel at Regional Trials
- Pages 11- 15 do not need to be printed out and returned (These forms are for parents/ guardians and students information)

► FORMS

- This fully completed document must be submitted prior to trialling.
- SSSC Policy states that **NO Booklet** equals **NO Trial**
- To avoid duplication this document will be passed on by the appropriate officials from one level to the next level as students progress through the representative sport program.
- NB. Please complete the **Change of Details Form**, if any details change after this booklet has been submitted
- Information provided in this booklet is valid to 31 December of the current year.

DATE COMPLETED :



AUTHORITY & CONSENT FORM

(To share personal details and medical history)

Surname :	First Name :
Date of Birth :	Gender :
Sport :	Age Level :

1. CONSENT GIVEN

On behalf of the individual identified on this consent form, the individual, the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education. (the Department) and relevant medical professional in the event of accident or illness to use, record and disclose the individual's:

- Name and other identifying information (personal information); and
- Medical history.

▶ Note: If the individual is under 18yrs of age, the Signatory must be a parent or guardian of the Individual. The individual must also sign if he or she is under 18 and able to give and understand the consent. If the individual is 18 or older, the Signatory and the individual will be the same person.

2. PURPOSE

The Department of Education is collecting your child's personal details (Form B6) and medical history (Form B7) in accordance with the *Information Privacy Act 2009* and *section 426 Education (General Provisions) Act 2006*, in order to share your son/daughter's medical history with medical professionals in the event of accident or illness. The information will only be accessed by authorised employees within the Department of Education.. This information will not be given to any other person or agency unless either you have given permission or it is required by law.

3. DURATION

This authority and consent will continue until 31 December of the current year, except triathlon & aquathlon, where form will remain valid for 12 months from the signature date. This Consent Form revokes and replaces all previous consent forms in relation to the individual.

4. LIMITATIONS

The individual or Signatory wishes to limit the consent in the following way

AUTHORITY AND CONSENT

- I hereby authorise the obtaining on my behalf of such medical assistance as(name of Individual) may require in the event of accident or illness. I authorise the administering of anaesthetic if this is deemed necessary by the medical officer attending.
- I consent for authorised Department of Education employees to share:
 - My personal details, and
 - The individual's personal details and medical history with relevant medical professionals in the event of accident or illness or as required by law.

STUDENT

Student Signature:
(Student's signature only required if 18 or over)

Date:

SIGN HERE

h k-Vu 8y k @V

Parent / Guardian Signature:

Date:

SIGN HERE

School Sport South Coast, as an operational unit of the Department of Education., is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purpose of contacting you in regard to your child's participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.

AVAILABILITY / NON-AVAILABILITY FOR SELECTION FORM

Surname :	First Name :
Date of Birth :	Gender :
Sport :	Age Level :

This form **MUST** be completed and given to the District manager / Official prior to the District / Regional Trial.


Availability / Non Availability for selection in a regional team is conditional upon acceptance of the following conditions.

- Students must be available to participate for the full duration of the State Championships and understand that they will not be available for any other activities including school, club and community activities / sporting games during the championships.
- All team members are advised that leave will not be granted to participate in any other activity from the time of State Championship team assembly. Any students requesting to leave the championship, in emergent circumstances must seek the approval of the team management.
- If selected in a Regional Team, all Team members, except for those in T&F & Swimming, must be available to attend State Championship Opening and Closing ceremonies, team photos session and any other stated compulsory events.
- Students shall not make themselves available for selection in more than one summer and one winter sport (Excluding swimming, cross country and athletics), where the dates of regional or state championships may overlap for training or competition.
- Members of the regional team will be required to train outside of school hours prior to the State Championships. If not available for any session, they must notify the team officials prior to training.
- The student must genuinely want to be a member of the regional team and will only withdraw for exceptional circumstances. Withdrawal without notice or exceptional circumstances may result in exclusion from selection in any district / regional teams.
- On some occasions costs may be a factor of availability for selection. Payment in full will need to be made at least 2 weeks prior to the State Championships. Please take this into account before making yourself available for selection. A copy of these approximate costs can be obtained through the School Sport Coordinator or found on the South Coast School Sport website.
- Students and Parents who accept an invitation to be a member of the regional team must agree to abide by contents and conditions of the “Code of Conduct – Team Members and Code of Conduct – Parents & Spectators” and accept the parental responsibilities contained therein.

PARENT / GUARDIAN

I have read and agree to the conditions stated above. I give approval for my child to participate in the district / regional trials and Request / Do Not Request (circle one) that my child be considered for selection in the above-mentioned district / regional team.


Parent Signature:		Date:
-------------------	--	-------



STUDENTS

I wish to be considered for selection in the above named student in the district / regional team and agree to be bound by the above conditions.


Student Signature: (Student’s signature only required if 18 or over)		Date:
---	--	-------



PRINCIPAL

I Approve / Do Not Approve (Circle one) of the selection of the above named student in the district / regional team and verify that the date of birth is correct.

Principal Signature: (or Nominee)		Date:
--------------------------------------	--	-------



School Sport South Coast, as an operational unit of the Department of Education., is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purpose of contacting you in regard to your child’s participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.

PARENT CONSENT FORM

Surname :	First Name :
Date of Birth :	Gender :
Sport :	Age Level :

1. I accept the invitation for my child to be a South Coast Team Member and I hereby give my consent for my child to participate in any activity arranged by, or participated in by the South Coast School or any affiliated body.
2. I understand that participation in this team is also dependent on the receipt of a signed Principal's Approval Form verifying that your child is enrolled as a student at that school and that the school is confident that your child can abide by the Code of Conduct – Team Members and that the students record of attendance and conduct are such that I recommend the student as one who merits selection.
3. I hereby give my permission for him/her to use such known forms of transport, including air or coach transport, for such travelling as may be deemed necessary.
4. I agree that, during the periods of the aforesaid competition in which my child is participating, and during such travelling and other activities as may be deemed necessary, my child shall be under the sole direction of the person/s duly appointed in charge of the squad/s and/or team/s in which your child is included.
5. I agree to meet the costs associated with participation in this activity, and accept that I may forfeit levies paid and / or incur a cancellation fee for late notification in cancelling travel bookings. Parents may incur any penalties imposed by the airlines, if alterations are made to the flight arrangements provided for your child by School Sport South Coast. NB. Penalties of up to 100% may be imposed by airlines 30 days out from travel date.
6. I further agree to meet the costs for any illness, accident or unforeseen circumstances which may occur during the periods of the activities in which my child participates and during such travelling and other activities as may be deemed necessary.
7. I agree that if my child has a medical condition that my impact on their safety during participation in sporting activities that they must be cleared by a medical practitioner, to participate in the activity.
8. I further agree that my child must wear a mouthguard when participating in AFL, Rugby Union, Rugby League, Hockey and Water Polo. The Department of Education strongly recommends that students wear custom-fitted mouthguards. I understand that mouth protection is mandatory in these sports. I have read the information provided to me about mouth protection and accept responsibility for the type of mouth protection my child will wear whilst playing these sports.
9. I acknowledge that the Department of Education / School Sport South Coast do not have personal accident insurance cover for students during competition and associated activities. Sport, particularly contact sports, carries inherent risks of injury. It is a personal decision of the parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.
10. I also agree that my child is responsible for sun protection by providing their own hat and SPF 15+ broad spectrum sunscreen.
11. I have read the attached SSSC **Code of Conduct – Team Members** and **Code of Conduct – Parents & Spectators**. I understand and agree to abide and respect its contents and conditions and accept the parental responsibilities contained therein.
12. I understand if I fail to complete all documentation or fail to abide by stated conditions, that a range of consequences may be applied and my child may be excluded from future involvement in School Sport South Coast.

▶ AGREEMENT

I, _____ have read and understand the *Code of Conduct – Team members* and *Code of Conduct – Parents & Spectators* and agree to abide by its conditions.

Parent / Guardian Signature:

Date:

SIGN HERE

Student Signature:

Date:

SIGN HERE

(Student's signature only required if 18 or over)

School Sport South Coast, as an operational unit of the Department of Education, is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purpose of contacting you in regard to your child's participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.



STUDENT DETAILS FORM

It is School Sport South Coast policy that officials' first preference of contact is directly with parents. However, in certain situations South Coast Officials may need to contact team members directly.

I _____ (Parent / Caregiver) of _____ **give / do not give** permission for my child to be contacted directly via phone/text message by the appointed School Sport South Coast Officials in matters directly concerning the activities related to being a team member of School Sport South Coast _____ team. Pre-carnival contact may include matters relating to training prior to the championships, and for communication and risk management whilst the team is away.

Phone (Parent) :	Phone: (Student):
Parent Signature :	Date :

▶ PLAYER DETAILS

Surname :	First Name :
Date of Birth :	Gender :
Home Address :	Postcode :
Phone (Home) :	Mobile (Students) :
Parent's Email address :	
School :	

▶ PARENT/ GUARDIAN / CARER (1)

Surname :	First Name :
Home Address : (If different to player's)	Postcode :
Phone (Home) :	Mobile (Parents) :
Parent's Email address :	
Business Address :	Postcode :
Phone (Business):	

▶ PARENT/ GUARDIAN / CARER (2)

Surname :	First Name :
Home Address : (If different to player's)	Postcode :
Phone (Home) :	Mobile (Parent 2) :
Parent 2 Email address :	
Business Address :	Postcode :
Phone (Business):	

▶ CONTACT PERSON (When parent / guardian / carer cannot be contacted)

Surname :	First Name :
Home Address : (If different to player's)	Postcode :
Phone (Home) :	Mobile Phone:

▶ ANY RELEVANT FAMILY HISTORY

School Sport South Coast, as an operational unit of the Department of Education, is collecting the information on this form in accordance with the Information Privacy Act 2009 for the purpose of contacting you in regard to your child's participation in a Queensland School Sport Event. The information will only be accessed by persons authorised by Queensland School Sport, including appointed team officials. The information provided will not be used or disclosed to any other person or agency unless either you have given permission, it is required by law or in the interests of student health and welfare.

MEDICAL DETAILS FORM

Surname :	First Name :
Date of Birth :	Gender :
Sport :	Age Level :

IMMUNISATION DETAILS (Please complete. List others as appropriate)

Injection	Yes	No	Date of Injection
Tetanus			
Hepatitis B			

Do you suffer from asthma ?	Yes	No	
-----------------------------	-----	----	--

If "Yes", attach your Action Plan

Are you allergic to any medication/s or suffer anaphylactic reactions?	Yes	No	List of Medications
--	-----	----	---------------------

If "Yes", list medications:

If "Yes", attach your Action Plan

Are you currently being treated by a medical practitioner ?	Yes	No	List of Medications
---	-----	----	---------------------

If "Yes", list details and all current medication/s.

Are you suffering from an injury or medical condition(s) which is likely to be aggravated by competition?	Yes	No	
---	-----	----	--

If "Yes", list details:

NB. If "Yes", please attach a **medical clearance certificate** in order to participate in this activity:

Medicare Card No. :			
Cardholder Name (if not in name of student)			
Private Health Insurance Company Name (if covered)			
Private Health Insurance Membership Number			
Personal Accident & Injury Insurance Do you have cover against accident/injury for competitions and associated activities (training, travel, etc.)	Yes	No	
Personal Accident & Injury Insurance Company Name			

Please list any other relevant medical history

NB. Parents are advised that the Department of Education does not have Student Accident Insurance cover for students. Department of Education / School Sport South Coast will not accept financial liability for such expenses if they should arise.

- Therefore, if your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.
- Where supervision of the administering of medication is required while the student is away from home, parents will need to document details in separate correspondence to the Team Management.

MEDICAL AUTHORISATION

- I hereby authorise the obtaining on my behalf of such medical assistance as my child 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.
- I acknowledge that the Department of Education does not have Student Accident Insurance cover for students

PARENT / GUARDIAN

Signature	Date:
------------------	--------------

SIGN HERE



MOUTHGUARD CONSENT FORM

The Department of Education Curriculum Activity Risk Assessment (CARA) guidelines mandate that **mouthguards are compulsory** for students wishing to participate in a school sport representative event for the sports listed below.

- Australian Football (AFL)
- Hockey
- Rugby League
- Water Polo
- Rugby Union

The Department of Education strongly recommends that students wear custom-fitted mouthguards.

Parents / Carers are requested to refer to the Australian Dental Association website below in order to make an informed choice about the different types of available mouthguards.

<https://www.ada.org.au/Your-Dental-Health/Teens-12-17/Mouthguards>

If a student is unable to wear a mouthguard for medical reasons, then:

- a signed medical clearance certificate is required prior to participating in the representative event.

Please complete the **Parent / Carer Consent And Medical Declaration Section** below

- Return this form to the relevant team official, along with all other required paperwork, **prior** to the representative event.
- **Failure to comply** with this permission process will mean that the **student will be unable to participate** at the specific representative school sport event.

STUDENT DETAILS	
Surname :	First Name :
Date of Birth :	Gender :
Sport :	Age Level :

PARENT / CARER CONSENT AND MEDICAL DECLARATION
<p>I, _____ (name of parent) understand that mouth protection is mandatory in this sport. I have read the information provided to me about mouth protection and accept responsibility for the type of mouth protection I/my child will wear whilst playing this sport.</p> <p>I confirm that the above mentioned student:</p> <p>Please tick <u>one</u> of the boxes below (</p> <p><input type="checkbox"/> Has NO identified medical condition/s that may impact on their safety by wearing a mouthguard during participation in this sport.</p> <p>OR</p> <p><input type="checkbox"/> Has an identified medical condition/s that may impact on their safety during participation in this sport and therefore cannot wear a mouthguard. GO TO CLEARANCE SECTION below. NB. Will need to be completed by a medical practitioner.</p>

PARENT / GUARDIAN	
Signature	Date:

SIGN HERE

MEDICAL CLEARANCE – Re: Mouthguard

NB. ONLY NEEDS TO BE COMPLETED if ticked **“Cannot wear a mouthguard “** in the section above

The following to be completed by a **Registered Medical Practitioner**

Please stamp OR print your name, degrees / special qualifications, address of practice and provider number.			
I certify that I saw and examined	First Name:	Surname:	on

- I am of the opinion that this person has an identified medical condition/s that may impact on their safety during participation in this sport and therefore **cannot wear a mouthguard**.

Dates of QSS / Regional Competition :	/ / to / /
Signature	Date:

SIGN HERE

1

PROJECT DETAILS

Name and description of Project:

Queensland School Sport Representative Sporting Teams attending Regional, and State Events

Description of what is to be made, used, retained or reproduced:

Individual's copyright material Individual's name Individual's image Individual's recording

Image or recording includes photographs, videos, films or sound recordings of the Individual.

Description of copyright material, image, recording or other personal information:

Images, filming and recordings of students participating in Queensland School Sport activities.

Description of the purpose for which the personal information or Individual work is required (i.e. details of the nature and scope of the use of the personal information or Individual work), and the medium of reproduction (e.g. paper, electronic or other form). How will the personal information or Individual work be made, used, retained or reproduced, and will it be distributed, disclosed, published or communicated to any third parties or to the broader public (e.g. on the internet)?

Required for the promotion of Queensland School Sport – name and image may appear in various forms of media, for example: championship programs, team photographs, school sport websites, championship/annual reports and local media such as TV, radio and newspapers. Images of the participants may also be used on their regions social media accounts.

As a value add or service to parents, team photographs, action photography and DVD's may be taken by commercial photographers.

Team photographs, ordered by parents, will be distributed to team members by the team's manager.

Action photography of athletes, whose consent by parents has been received, may be published on the commercial photographer's website for retail sale.

DVD's may be available for sale at the event or through retail sales, usually to the parents of such students.

Description of the timeframe during which the Individual's name, image, recording or Individual work is required (e.g. Is it for one-time use? For what date or dates?):

Ongoing, unless revoked in accordance with Section 3.

Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual's personal information or Individual work:

The team manager of the respective school sport team. i.e. District team manager or Regional team manager.

Name that should be used in association with the Individual or the Individual's image or Individual work:

Full name First name only No name Other:

Will the Individual's personal information or Individual work be published on a Social Media Website or another website (i.e. permanently published to the public)?

Yes No



to use copyright material, image, recording, name or personal information

If yes, which of the websites below (as amended or replaced from time to time) will the Individual's personal information or Individual work be published on:

Facebook Page:

- www.facebook.com/MetEastSchoolSport
- www.facebook.com/pages/Metropolitan-North-School-Sport/293509460678602?ref=hl
- www.facebook.com/MetWestSchoolSport
- www.facebook.com/pages/Peninsula-School-Sport/232191433527971
- www.facebook.com/www.widebayschoolsport.eq.edu.au?ref=hl
- www.facebook.com/portcurtissport/
- www.facebook.com/Rockhampton-District-School-Sport-164638590555806/
- www.facebook.com/centralhighlandsschoolsport/
- www.facebook.com/southcoastschoolsport/

Facebook pages are publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through Facebook pages.

Twitter Profile:

https://twitter.com/mnsport

Twitter is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through Twitter.

Official Websites:

- www.capsport.eq.edu.au
- www.ddschoolsport.eq.edu.au
- www.meteastschoolsport.eq.edu.au
- www.metnorthsport.qld.edu.au/
- www.metwestschoolsport.eq.edu.au
- www.northwestschoolsport.eq.edu.au
- www.northernsport.eq.edu.au
- www.pensport.eq.edu.au/
- www.southcoastschoolsport.eq.edu.au
- www.sunshinesport.eq.edu.au
- www.southwestschoolsport.eq.edu.au
- www.widebayschoolsport.eq.edu.au
- www.queenslandsschoolsport.eq.edu.au

The Department's official websites are publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its official websites.

2 DETAILS

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect their position on the school sport team.

Name of Individual	Address of Individual
Name of school at which the Individual is enrolled:	

to use copyright material, image, recording, name or personal information

<p>Signature of the parent or guardian (required if the Individual is under 18 years of age)</p>	<p>Date / /</p> <p style="text-align: right;">SIGN HERE</p>
<p>Name of signing parent or guardian</p>	<p>Address of signing parent or guardian</p> <p style="text-align: right;">SIGN HERE</p>

3 NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact:

Manager, Queensland School Sport Unit, 282 Stafford Road, Stafford Qld 4053, Telephone: (07) 3634 1305

4 I GIVE CONSENT

On behalf of the individual identified in Section 2 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to and license the Department of Education, Training and Employment (the Department) and any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Project Details section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings (Individual work), created in connection with the Project identified in the Project Details section of this Consent Form.

The Signatory also irrevocably and unconditionally consents to the Individual being attributed or not attributed as the author of the Individual work in a form and manner acceptable to the Department or the State.

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

5 FOR THE PURPOSE OF

This consent only applies to the Department and the State using, including recording or disclosing, the Individual's personal information or Individual work, and permitting other persons to do so, for:

- the purposes identified in the Project Details section of this Consent Form;
- the purposes of public relations, promotion, advertising, media and commercial activities concerning the Project. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the Project in Section 1 of this Consent Form; and
- where the material is uploaded to a Social Media Website or other website,
 - any purposes, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.

6 FOR THE DURATION OF

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal



to use copyright material, image, recording, name or personal information

information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 3 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

7 I UNDERSTAND THAT

- 'Project' means the project described in the Project Details section of this Consent Form.
- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and via the internet and Social Media Websites,

in whole or in part, and to permit other persons to do so.

- The Signatory or the Individual will not be paid for giving this Consent or the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work in the Project (subject to any limitations on revocation in those consent forms).
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information or Individual work, copyright or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis. The definition includes (without limitation) the following websites currently managed by the Department:
 - www.facebook.com/MetEastSchoolSport
 - www.facebook.com/pages/Metropolitan-North-School-Sport/293509460678602?ref=hl
 - www.facebook.com/MetWestSchoolSport
 - www.facebook.com/pages/Peninsula-School-Sport/232191433527971
 - www.facebook.com/www.widebayschoolsport.eq.edu.au?ref=hl
 - www.facebook.com/portcurtissport/
 - www.facebook.com/Rockhampton-District-School-Sport-164638590555806/
 - www.facebook.com/centralhighlandsschoolsport/
 - www.facebook.com/southcoastschoolsport/
 - <https://twitter.com/mnsport>

as amended or replaced from time to time.

- This consent only extends to the Social Media Websites and other websites specified in the Project Details section of this Consent Form.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

8 INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for the purposes specified in the Project Details section of the Consent Form. This consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on websites, including Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a website for any purpose and without the consent or knowledge of the Department, the State or the Individual.

Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a website if the Individual or the Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a website, that material will be governed by the privacy policy and terms of use of the relevant website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a website which is not under the direct control of the Department, for example Social Media Websites.

What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the

to use copyright material, image, recording, name or personal information

Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 3 of this Consent Form.

What if I give my consent and later change my mind?

The consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 3 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with the consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the relevant organisation or school.

This code of conduct sets out what is expected of students, parents and spectators in terms of participating in School Sport South Coast (SSSC) events, and the range of consequences for breaching the code.

AS A TEAM MEMBER'S

- Take responsibility for your own conduct and performance
- Compete by the competition conditions and rules.
- Never argue with the Judge's, Referee's or Umpire's decision.
- Control your temper – no criticism by word or gesture.
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- Be a good sport. Encourage and support your team members.
- Show respect for yourself, your team mates, officials, your opponents and their skills.
- Behave in a manner that respects the rights of others.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as Twitter, Facebook, email and texts.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances is strictly forbidden.
- Entering or remaining upon restricted licensed premises unless under the supervision of team officials is strictly forbidden.
- Going to bed at a reasonable hour will assist your own and your team's performance.
- Wearing the official team uniform at all times, as directed by team management / officials
- Check - in and check - out with team management / officials each day.
- Stay in the designated team area and support other team members during times when I am not competing
- Follow all directions of team management / officials
- Ensure that you have telephone numbers of team managers with me at all times that I am not with the team.

AS A GUEST IN MOTELS, COLLEGES, CARAVAN PARKS & SURF CLUBS ETC.

- Check for any damage to premises on arrival and notify your team official.
- Keep your room tidy – make your own bed, help with chores.
- Do not leave the accommodation area without permission from the team manager.
- Be aware of which teacher is on supervision duty.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, it is advisable to attend in pairs.
- Mixed sharing of rooms is not permitted.

BREACH OF THE CODE

Team managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. School Sport South Coast Board (SSSCB) is responsible for imposing any longer term consequences.

Furthermore, SSSCB may provide a report to your school and you may be subject to discipline in accordance with the Education (General Provisions) Act 2006 (EGPA).

Students will be afforded natural justice in respect o

f breaches of this code and for any discipline under the EGPA

This code of conduct sets out what is expected of students, parents and spectators in terms of participating in School Sport South Coast (SSSC) events, and the range of consequences for breaching the code.

PARENT'S CODE OF CONDUCT

- Cooperate with the school to achieve the best outcomes for your child
- Support team and event officials in maintaining a safe and respectful learning environment for all students
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and conduct
- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions
- Do not interfere with the conduct of any events
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as Twitter, Facebook, email and texts.

SPECTATOR'S CODE OF CONDUCT

- 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
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as Twitter, Facebook, email and text .

BREACH OF THE CODE

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

Parents and spectators should note that it is an offence to insult (meaning "to treat insolently or with contemptuous rudeness, to abuse") an officer of a state educational institution - Section 333 Wilful Disturbance, of the Education (General Provisions) Act 2006 (EGPA).

Parents and spectators will be afforded natural justice in respect of breaches of this code and for any discipline under the EGPA