



## STUDENT BEHAVIOUR TEAM MANAGEMENT PROCEDURES

### Procedures

#### a) School Sport Australia Events

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

However, where violations occur during School Sport Australia events which contravenes the School Sport Australia Codes of Behaviour and is considered serious enough to warrant immediate and/or further action, the following procedures will apply:

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

Where appropriate, the host state Executive Officer and the School Sport Australia Executive Officer may participate in this process.

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

#### b) International Tours

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



agree to abide by these codes and any other tour rules and accept the consequences of breaking them.

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

- Team management should investigate the incident/s thoroughly and obtain written documentation of the sequence of events from all parties. This investigation must include interviewing the student/s involved, advising them that a breach has occurred and providing them with the opportunity to respond to the alleged misbehaviour.
- To ensure natural justice during any interview process, team management must ensure that students have access to an individual advocate of their choice.
- All written records should be signed and dated by the contributor and countersigned by a member of the team management. Information should include precise facts and detail without any emotional connotation. All documentation must be forwarded to the School Sport Australia office.
- If in the opinion of team management any offences are proven, they should immediately inform the School Sport Australia Executive Officer, who shall inform the parents/guardians of the student/s, the Executive Officer of the respective state/territory school sport associations and the School Principal of each of the students.
- Team management, in consultation with the School Sport Australia Executive Officer shall decide on any action to be taken. Courses of action could include:
  - Suspending the student/s from further participation in tour activities
  - Sending the student/s home
- Should the decision be made to send the student/s home, team management should consult with the School Sport Australia Executive Officer to co-ordinate transport requirements and appropriate consultation with the student/s parents/guardians.
- At the conclusion of the event, team management should present a full written report which includes any documentation gathered as detailed above to the Executive Officer, School Sport Australia.



- At the conclusion of the tour, the School Sport Australia Board reserves the right to take or recommend to its member bodies any further disciplinary action it feels may be warranted.

### **Appeals**

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

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

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

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