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# International Tour Official Procedural Manual

ISF ADDENDUM

School Sport Australia

The School Sport Australia International Program Policy should be read first. This document is an Addendum to the International Tour Procedural Manual that details and details procedures relevant to ISF International Tours only. For information on the process of applying for tours, selection of tour officials and any other details on representative tours please refer to the International Tour Procedural Manual. This Addendum will have information that is duplicated in the International Tour Procedural Manual when it is important for the Head of Delegation to be aware of the information.

School Sport Australia (SSA) expects all to read and use this Manual and follow its prescribed processes

- Head of Delegation for necessary documentation and procedural timelines as well as all duty of care responsibilities.
- International Programs Committee (IPC) members for approval considerations

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## **Glossary of Terms**

**HOD** – Head of Delegation – Representative of School Sport Australia for ISF Events

**IPC** – International Programs Committee

**ISF** – International School Sport Federation. Host International All School Sport Events.

**NRSSC** – National Representative School Sport Committee. Established in 2012, this Committee, comprised of representatives from each State and Territory Education Department, undertakes governance responsibilities of School Sport Australia

**NSO** – National Sport Organisation

**School Sport Units** - The SSA State / Territory bodies are School Sport ACT, New South Wales Combined High Schools Sports Association, New South Wales Primary Schools Sports Association, School Sport NT, Queensland School Sport, School Sport SA, School Sport Tasmania, School Sport Victoria, School Sport WA

**SMA** – Sport Medicine Australia

## 1 To Apply for an International Tour

Refer to International Tour Procedural Manual for details on:

- Part A: Intention to Tour 12 months prior to Tour
- Part B: Detailed Tour Outline 6 months prior to Tour
- Part C: Final Actual Tour Program immediately prior to Tour

The HOD is required to follow the procedures for Part B and Part C in consultation with SSA.

## 2 Team Official Applications

For ISF international tours the HOD and Assistant HOD (if required) are the only roles appointed by SSA. Team Managers, Coaches and other staff required to manage the teams are selected by the representative school. Refer to See **Attachment E** for details of roles and responsibilities.

## 3 Team Selection

SSA ISF School Teams will be selected at an NSO All School Sport Event with the winner of the event offered the opportunity to represent SSA at an ISF School Sport Even via a letter from the SSA Office detailing the cost and tour details.

### 3.1 Confirmation of Attendance

Schools confirm their commitment to attend the ISF Event by sending a letter of confirmation and the payment of a deposit to SSA. The amount decided by the SSA Office.

## 4 Communication Strategies

Refer to International Tour Procedural Manual for detailed information on communication whilst on tour.

### 4.1 Pre-Tour Communication for ISF Tours

- i. Head of Delegation, in consultation with SSA office will set up the team method of communication with the schools and advise school team managers and the SSA office.
- ii. Strategies must be mindful of privacy restrictions and child welfare sensitivities.
- iii. Frequency of regular contact should be identified and advised to all.
- iv. Type of content will be determined by the Head of Delegation, School Team Managers and the needs of the sport and the team itself.

### 4.2 Communication whilst Overseas

- i. The ISF most often organizes the Head of Delegation to be accommodated in a different area to the rest of the team. Therefore, it is important that once arriving at your destination that the Head of Delegation and School Team Managers check that their contact details are still work.
- ii. The ISF will provide to the Head of Delegation promotion information of the event on arrival at the destination. Any information on live streaming or images that can be promoted by SSA is to be forwarded to the SSA office.

## **5 Uniforms**

SSA Uniform supplier works directly with the school sending a try-on kit for student and teachers. Uniforms are ordered and paid for by the touring schools. All uniform components are also available on line for supporters to purchase.

The SSA Uniform supplier will send out a try-on kit to the HOD after the schools have viewed and ordered their uniforms. The HOD is to organize with SSA Uniform supplier to purchase blood uniforms for the teams in-line with the rules of the sport.

## **6 Financial Protocols**

### **6.1 Tour Approval**

When an International tour is approved by SSA, it shall be the responsibility of the Head of Delegation (in consultation with the SSA EO) to make all the team financial arrangements for the tour, i.e., flights, accommodation and etc.

All income and expenditure items for the International Tour must be recorded and acquitted at the end of the International Tour in conjunction with SSA Office.

### **6.2 School Participants Payments**

- i. SSA Office will raise and send invoices to the touring schools the ISF International Tour.
- ii. The SSA Office and the Head of Delegation are to set a payment schedule for the schools and the schedule is to be outlined on the first invoice sent to the schools.

### **6.3 Disbursements**

- i. SSA Office is responsible for the payment of all tour expenses for the ISF International Tour before departure.
- ii. The Head of Delegation will organize a Travel Card for use whilst on tour and SSA will deposit instalments onto the Head of Delegation Travel Card as negotiated with the Head of Delegation.
- iii. The Head of Delegation is responsible for payment of expenses for SSA tour members whilst on the International Tour as stated in the budget. The school teams are responsible for their own meal costs.
- iv. During the ISF International Tour, the Head of Delegation will purchase all items to meet the needs of the participants as required. Receipts must be kept for all purchases with a written description for each purchase.

### **6.4 Acquittal**

Refer to International Tour Procedural Manual for detailed information on the acquittal process of funds at the conclusion of the tour.

## **7 Tour Changes**

Refer to International Tour Procedural Manual for detailed information on the process for tour changes.

## 8 Reporting

Reporting on the Tour is the Head of Delegation's responsibility. Reports are not required from the schools but a debrief with the team managers is advised to obtain their feedback on the tour. This information can contribute to the report.

## 9 Team Conduct

All team members have a joint responsibility and an invested one to work together on the **Codes of Conduct** to plan a safe, secure, inclusive and fun filled tour. Codes are in place and specifics within these codes will need to be amplified by all team officials to all team members what they might look like, sound like and feel like in a particular cultural/geographical/climatic/religious environment. These understandings will be enhanced through team discussions on goals, values and expectations for the tour.

Once an understanding is established then there is a process and ramifications spelt out for any misdemeanors or serious breaches/violations of the code.

SSA has a **Code of Conduct** and **Student Behaviour Team Management Procedures** that are to be adhered to during the International Tour.

For ISF school teams, whilst duty of care and codes of conduct are the responsibility of the school appointed officials, the overall responsibility lies with the Head of Delegation.

## 10 Risk Management

SSA is committed to the safety and well-being of all children and young people who participate in our programs. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

We acknowledge the valuable contribution made by our staff and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

In order to facilitate this commitment the following items need to be addressed for the tour and its participants.

- i. Risk Analysis
- ii. Student welfare
- iii. Personal security protocols
- iv. Critical Incident Management
- v. Reporting of incidents / injuries
- vi. Insurance

### 10.1 Emergency Details

In case of an emergency SSA requires contact details of a person in case of an emergency and the school principal contact details in case of any emergencies. Closer to the time the EO's contact details in case of an emergency will be supplied.

## **11 Medical**

Our Duty of Care requires us to ensure all medical needs are covered for both the student team members and the team officials travelling with them.

A Risk Assessment prior to the Tour will gauge the level of medical support required.

All students will be required to complete and return a Student Medical History and Authorisation Form and sent to the Head of Delegation.

Team officials will also be required to complete a Team Official Medical History plus Authorization Form and share with the Head of Delegation and the appointed Medical Officer.

Tour officials are advised to refer to the Sports Medicine Australia website for information on areas such as hydration, infectious diseases, injury management and concussion.

Medical treatment information from a tour is kept by SSA for seven years.

## **12 Team Documentation**

It is the responsibility of the Head of Delegation to ensure that all Tour Officials and students return all School Sport Australia forms correctly filled in. All documentation is to be collated ensuring at all-time their confidentiality.

The team manager and students' forms are as follows:

- SSA Student Consent Form
- SSA Parent Consent Form
- SSA Student Medical History and Authorisation
- Team Official Medical and Emergency Form
- SSA Code of Consent Form
- SSA ISF Independent Return Travel Request Form

## **13 ISF Procedures**

ISF run school sport events bi-yearly for nearly 60 sports and growing. The date and location of these events are detail on the ISF website <http://www.isfsports.org/sports> as soon as details are available. The ISF Events are hosted by School Sport Units around the world.

### **13.1 ISF Event Bulletins**

The first bulletin for an event is sent to ISF members approximately 6 months before the event is to be held. This bulletin will provide basic details of the event:

- Organizational Details
  - contact details of the event management team
  - Travelling & Visa details
  - Accommodation details
- Technical Details



- Participation details
- Composition of the delegation
- Technical Rules
- Anti- Doping details
- Administration
  - Registration details
  - Fees
  - Deposit details
  - Insurance information

The second bulletin will arrive depending on the efficiency of the hosting school sport unit, however it should arrive up to 3 months before the event. This bulletin will provide the details mentioned in the first bulletin with further information if required, as well as information relevant to the event, such as rules process, competition details, venue details, media and communication and general information.

## 13.2 ISF – ERAS System

All team and participant details are to be entered into the ISF ERAS system. It is the responsibility of the SSA Office and the HOD to enter details into ERAS. The login screen is **accessed from <http://www.isfsports.org/> and click on the ERAS link located in the top right** hand corner. The login details for this is provided to the HOD by the SSA Office. This is not an easy system to follow.

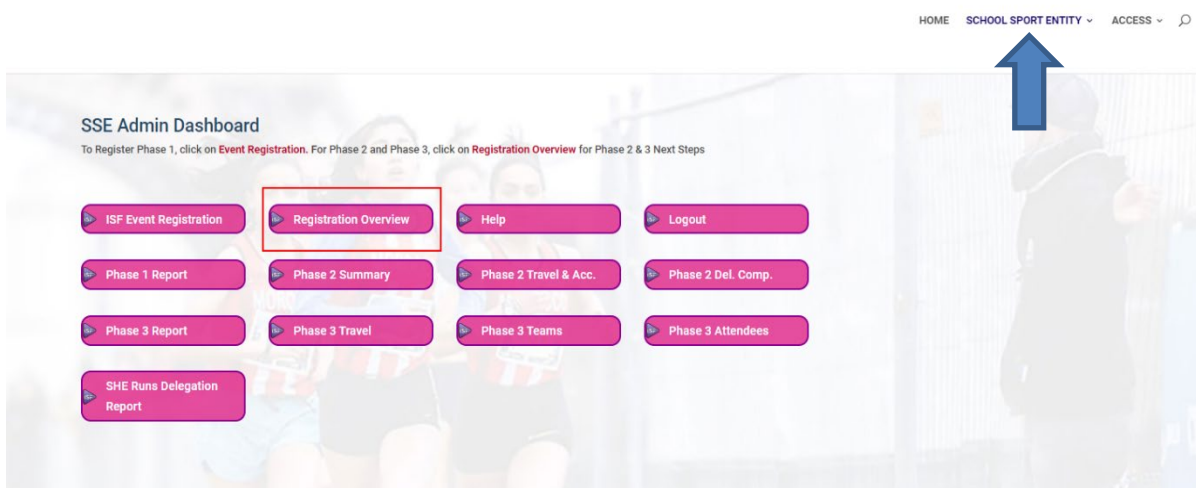
The system is broken down into five sections with different parts of the section opened based on due dates and deposits paid. The sections are: Event Registration, Registration Overview; Phase 1; Phase 2 and Phase 3.

The SSA office is responsible for registering SSA interest in participating in an event. The registration Review displays the events SSA are participating in and deposit received.

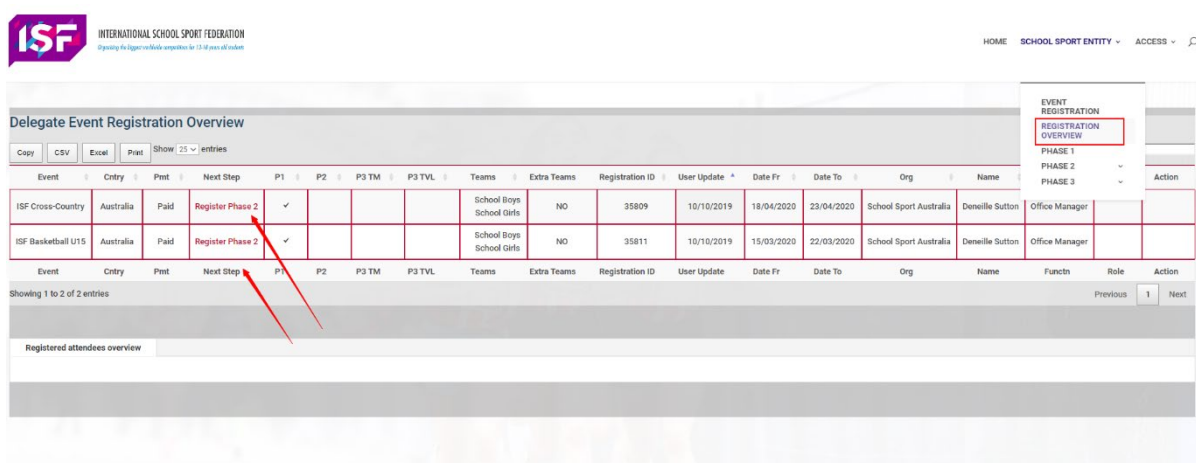
The Head of Delegation is responsible for registering the participants and their details in Phase 2 & Phase 3 of the ERAS system. This area will not display any information until the portal is opened by the ISF and due dates for when details should be entered will be detailed in the bulletin.

### 13.2.1 Register for Phase 2

All registrations start from Registration Overview screen. You access this screen by clicking on the 'School Sport Entity' Dashboard or the top menu → Registration Overview.



When the Phase 2 portal is open you will see the 'Register Phase 2' in red under 'Next Step'. Click on this link to enter the Registration Screen.



The Registration screen will open ready for your information to be entered.

The following details are required to be entered for Phase 2:

- Date of arrival and departure
- Number of officials attending (additional persons)
- Number of students in each team
- Number of coaches in each team
- ISF Accommodation and Travel details
- Overview of the team and any important notes to the organizer

### **13.2.2 Register for Phase 3**

*This has not yet been detailed as did not get the opportunity due to detail the process due to cancelled programs.*