Lytton District 10-12yrs
School Sport

Procedural Handbook
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SELECTION POLICY
DISTRICT PERSONNEL

Rationale

It is the responsibility of the Lytton School Sport District, to identify and select students and team officials in order to facilitate the District involvement in the Representative Sport program. It is the aim of each District team to perform at its highest level of ability.

Policy

Selection Policy for Lytton Executive and District Personnel

1. Selection for the positions of the Lytton District Secretary, the Lytton District Treasurer, will take place prior to the end of the each school year. The elected officials will form part of the Lytton District Executive, along with the Lytton Chair.

2. Nomination forms will be distributed to all schools in Term 3 of each year. A closing date will be specified on the form, and NO nominations will be accepted after the Closing Date.

   2.1 Nomination forms will be returned to the Lytton District Secretary for collation.

   2.2 The Lytton District Positions will be: Lytton Chair, Secretary, Treasurer, Lytton Delegates to Met East management meetings.

   2.3.1 Lytton Chair to be a Principal or Deputy Principal from schools with the Lytton District.

   2.3.2 Lytton Secretary can be anyone from within a school, with Principal’s permission.

   2.3.3 Lytton Treasurer can be anyone from within a school, with Principal’s permission, whose school is willing to also handle the District money.

   2.3.4 Lytton Delegates will be appointed through the nomination process held each year. Three delegates are to be appointed. One of the delegates will be the Lytton Chair. The other two delegates will be nominated and elected (if necessary).

   2.4 The positions of Secretary and Treasurer are Lytton positions, and therefore a whole district vote will be necessary if more than one nomination is received.

3. For team events, two officials will be appointed – a coach and a manager. The manager may be asked to manage two teams for a sport. Proposals to Annual General Meetings will be discussed to vote on to increase the number of managers for a sport.

4. For individual event teams eg swimming, track & field and cross country, officials will be appointed according to the number of students who are a part of the team – according to EQ supervision policies.

5. One official accompanying each team must be a teacher.

6. Where officials of the team are of the opposite gender to the team, it is required to appoint a member of the gender (eg a parent) officially designated as an assistant manager to help as required.
7. All amendments to the Lytton Procedures shall occur at the Annual General Meeting.

7.1 All affiliated schools of Lytton District will have a vote on any changes to procedures.
7.2 Only those schools in attendance at the meeting will have a vote.

8. Selection of convenors, manager and coaches for District teams will be determined annually by a panel including the Lytton District Executive, plus 2 representatives from the floor. These representatives will be nominated from the floor at a Lytton meeting before the middle of Term 4.

9. The nomination forms for these positions will be distributed during Term 3, and the due date will take into account teacher transfer announcements.

10. The following criteria will be used to assist the District Officials Selection Panel when making appointments to District sport positions. These criteria may also be rank ordered and/or weighted at the discretion of the Selection Panel.

10.1 Level of Accreditation
10.2 Demonstrated Competence
10.3 Demonstrated Experience
10.4 District Involvement
10.5 Previous success at level
10.6 Met East appointment/s
10.7 Succession Planning/mentoring opportunities
10.8 Gender balance within team officials (see point 6)

11. Applicants must:

11.1 satisfy the required standards (eg. Current first aid certificate)
11.2 be prepared to abide by District policies and procedures
11.3 attend a briefing session.

12. All appointments will be appointed by the Lytton District Selection Panel by the end of the year.

13. All applicants will be notified through the Principal, of their success or otherwise, prior to the end of the year.

14. Grievances against the selection process should be directed to the Lytton Chair.

15. Teacher attendance at school sport activities will only be with the permission of the Principal of the school.

16. TRS coverage is available for teachers involved in the District representative sport program.

16.1 The number of days required for each sport will be determined in Term 4 each year in consultation with the coaches/managers or convenors of that sport.
ELIGIBILITY FOR PARTICIPATION IN DISTRICT PRIMARY SCHOOL REPRESENTATIVE TEAMS

1. To be eligible for nomination to represent the District, the student must be enrolled and attending a school in the District & the school must be affiliated with the District.

   **District Affiliation Fees—must be paid before the end of May each year.**

   Students of schools not affiliated by the due date are ineligible for selection in Representative Teams until Affiliations are paid.

   Affiliation Fees are determined at a District level using the cost per student received from Metropolitan East School Sport, plus the cost of Teacher Replacement for the staff involved in taking teams (coaches, managers, convenors).

2. A student must attain all qualifying standards and conditions as set down by the Met East Sports Board & Queensland School Sport and must accept all requirements outlined in the District guidelines.

3. Students who do not attend the District Trials may only be considered for selection by making a request for exemption in writing to the District Convenor PRIOR to the trials on the appropriate form. The request must be accompanied by a resume of achievements in the sport and both must be signed by a parent and the Principal.

   Legitimate reasons for exemption may include:
   
   (a) The student involved in a Metropolitan East Trial, State or National Championship at the time of the District Trial.
   
   (b) The student is unable to compete at the District Trials due to illness or injury, verifiable by appropriate supporting documentary evidence e.g. Medical Certificate, available to the District Convenor/Coach/Manager upon request, and has previously demonstrated a level of ability sufficient to warrant nomination for the District Team.

**PRINCIPAL’S NOTIFICATION**

Principals of students invited to join District Teams will be notified immediately the team is confirmed. If the Principal concerned considers any student unsuitable for District Representation, it is requested that the Manager of the team and Secretary of the Lytton District be advised immediately so that a replacement (shadow selection) may be announced & contacted.
TEAM SELECTION POLICY
STUDENTS FOR DISTRICT REPRESENTATION

1.0 Criteria for the Selection of District Teams.

1.1 The following sports will be considered Team Sports:
   1.1.1 Australian Rules Football, Basketball, Cricket (Boys), Football, Hockey (Girls), Netball, Rugby League, Rugby Union, Softball, Tennis, Touch football.

1.2 District Representative teams will be selected at District Trials convened primarily for that purpose.

1.3 Students are considered eligible for selection if:
   1.3.1 they participate in the district trial
   1.3.2 they commit to full participation at the Metropolitan East trial
   1.3.3 the student is involved in a Metropolitan East Trial, State or National Championship at the time of the District Trial.
   1.3.4 the student is unable to compete at the District Trials due to illness or injury, verifiable by appropriate supporting documentary evidence e.g. Medical Certificate, available to the District Convenor/Coach/Manager upon request, and has previously demonstrated a level of ability sufficient to warrant nomination for the District Team.

1.4 The major criteria for selection shall be the performance of the Student at the District Trials. Areas to be considered shall include:
   - The level of skills exhibited by the student;
   - The fitness level exhibited by the student;
   - The performance of the student as a member of the team;
   - The attitude and behaviour of the student on & off the field;
   - The age of the student.
   - Number of students to be chosen
   - Minimum time on playing field during selection
   - Procedures for dealing with students who are eligible for the trial, but did not participate.

2.0 Selection Panel

2.1 The selection Panel will consist of the District Team Officials and, if necessary depending on each sport, other teachers as decided by the Team Officials.

3.0 Procedures

3.1 ALL students attending a District Trial MUST be nominated via the trial form. This form in turn, MUST be signed by the Principal or Principal Delegate.

3.2 Students who are not nominated for a District Trial, will be UNABLE to participate.

3.3 All students attending District Trials, must have a Parent Permission forms (A & B) and Medical Consent form fill out and signed. These forms will be given to the District Officials running the trial.
3.4 A Risk Assessment of the venue where the trials are being held needs to be completed by the District Officials undertaking the trial.

3.5 The coach of the District Team will have the final say on selections.

3.6 Announce the selection procedures to all participants prior to the commencement of the trial.

3.7 Advise all participants if an absent student has been deemed acceptable by the selectors for consideration for selection in the District team.

3.8 All selectors are to keep appropriate notes of the selection trial in case needed following the trial.

3.9 If possible, all selectors will be free from other responsibilities.

3.10Selectors will observe all competing teams/individuals.

3.11 The Selectors shall meet on a regular basis throughout the trial.

3.12 At least one Selector shall be present at all times of the trial.

3.13 A Possibles V Probables match may be arranged if necessary.

3.14 A team will be named at the end of the trial.

3.15 Shadow players will not be announced, but will be recorded for further use if required.

3.16 Students selected shall be informed that participation time at the Metropolitan East Trial will depend on their form at the Trial. This will be at the discretion of the coach who should take into account equity issues in relation to performance.

3.17 Team managers are required to keep a register of game time for the District team participants at the Metropolitan East trial.

4.0 Guidelines for Selectors

4.1 As a selector, contribute equally to the Team selection and be unbiased in your selections.

4.2 Students aged 10 years and 11 years may be selected but preference should be given to the 12 year old students if both are of equal ability.

4.3 Ages are to be calculated according to year of birth.

4.4 Players should be given the opportunity to demonstrate their skills and ability in the area/position nominated by the player.

4.5 Players should be given sufficient time on the playing field in order for selectors to make judgments of relative skills.
5.0 District Teams

5.1 After the District Trials, a District team will be named. There are NO “train-on squads”.

5.2 Selectors should identify but not name shadow players.

5.3 In the case of a student withdrawing from a District Team, the replacement player must come from the shadows identified by the Selectors at the Trial. If no shadow players were chosen, or none are available, then the replacement player must have participated at the District Trial.

6 At Completion of District Trials

6.2 All Parent Consent and Medical Forms are to be collected and archived at the Convenors/Managers school. There is no time limit for how long the forms are to be kept.

6.3 All Risk Assessment forms are to be archived at the convenor/managers school.

6.4 All students who are selected in the District Team, need to be given relevant paperwork regarding the Metropolitan East Trials.

1.1 The following sports will be considered Individual Sports:
Swimming, Cross Country and Track & Field
Baseball, Boys Hockey, Golf – these sports only have individual students
attending the Met East Trials directly (no district trial).

1.2 District Representative teams will be selected at District Trials convened primarily for
that purpose.

1.3 Students are considered eligible for selection if:
   1.3.1 they participate in the district trial
   1.3.2 they commit to full participation at the Metropolitan East trial
   1.3.3 the student is involved in a Metropolitan East Trial, State or National
        Championship at the time of the District Trial.
   1.3.4 the student is unable to compete at the District Trials due to illness or
        injury, verifiable by appropriate supporting documentary evidence e.g.
        Medical Certificate, available to the District Convenor/Coach/Manager
        upon request, and has previously demonstrated a level of ability sufficient to
        warrant nomination for the District Team.

2. Procedures

2.1 ALL students attending a District Trial MUST be nominated via the school, through
the process outlined in the Convenors information bulletin.

2.2 All students attending District Trials, need to have school information forms,
detailing medical information for the team manager.

2.3 A Risk Assessment by the convenor will be completed before the event and will
be available to schools if needed.

2.4 Depending on Metropolitan East criteria, students will be selected to be part of
the Lytton team.