LYTTON DISTRICT 10 – 12 Yrs SCHOOL SPORT

STUDENT PAPERWORK COLLECTION PROCEDURES

Information relevant for the School Sports contact for Swimming, Track and Field and Cross Country

Updated February 2015

* Lytton District Web Site reference for access to all paperwork listed below:
https://bulimbass.eq.edu.au/Extracurricular/Sports/Pages/Lytton-District-Sport.aspx

* Part 1
Check the Principal notification indicating the master list of student who have qualified and have been selected to join the Lytton District Team to attend the Met East Trials. This is distributed by the LD Secretary / Team Manager to your sports contact usually via email soon after the LD Trials.

* Part 2
Collect ALL paper work from these students. Please check each page for signatures and completed details and follow up as necessary.

These will ALL be collected by the Team Managers at the Collection afternoon:

LD Form A    LD Form B    LD Form C    LD Form D    LD Form E    LD Form F

* Part 3
Collect and bank at your school the following payments:

a) Team levy as listed on the levy Form F
b) Uniform purchase cost as per order Form F

Your school will be invoiced by Bulimba State School to recover this financial collection.
* Part 4

a) Photocopy the Levy Form F before you hand these into the Managers

This will assist as a “receipt” of uniform ordered by the student on your return to school after the Collection afternoon

b) After the uniform /collection afternoon you will return this photocopy to the students with their selected apparel that you will collect on their behalf.

You will hand the original to the Team managers on the uniform collection day.

* Part 5

a) FULLY Complete Form G

b) Photocopy this form – you will need 3 copies

Collate all details for EVERY student from your school who has qualified – even if they do not order uniform.

Copy this completed Form G twice

- You keep the original for your records as you will hand back Form F to the students as a receipt
- One for the Managers to complete their paperwork compliance responsibilities
- One for the Uniform Store stock take and left at the LD Uniform stock room for compliance

* Part 6 – Very important due to QSS Compliance for Student Safety Policies

a) Collect the QPSS Project Consent form for EVERY student competing at LD trials and file at your school

This is signed once and used for the duration of a student’s time at your school. This may be registered on your schools student managements system for reference.
* Part 7 – Very important due to QSS Compliance for Student Safety Policies

a) Complete Form H for your school

This summary will be usually left BLANK indicating that your students ARE able to be listed in programs/results sheets/team lists.

This is a compliance point for all Managers to complete before ALL trials in QPSS.

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**Project Consent summary proforma  Form H**

Please complete details below regarding Project Consent Forms (PCF) for team members. Once completed please return the proforma to the Metropolitan East School Sport Office.

<table>
<thead>
<tr>
<th>REGIONAL TRIAL DETAILS</th>
<th>Event:</th>
<th>Venue:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>All Project Consent forms received and approval given.</td>
<td>Yes or No (if no, please provide details below)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full consent to publish student information has NOT been received for the following team members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student name</td>
<td>Playing number</td>
<td>Special requirements or instructions</td>
<td></td>
</tr>
</tbody>
</table>

* Part 8

All schools are to attend the Paperwork Collection and Uniform afternoon as advertised.

No other dates will be available. See the LD Uniform Collection Access Summary and Procedures for the location and specifics.

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**Lytton District Uniforms 2015**

Location: Sts Peter and Paul’s School  
33 Alexandra Street, Bulimba 4170

Contact: kconaghan@bne.catholic.edu.au or  
Sts Peter and Paul’s School Office - 3399 1281

Access:

Lytton District Uniforms are currently stored at Sts Peter and Paul’s School, Bulimba. These are located in an area that is not readily accessible by staff. Entry is via Alexandra Street off Riding Road.

Check the date and time of collection and send a school representative to each afternoon.

Uniforms are collected from Sts Peter and Paul’s School, Bulimba at specific times and dates as listed in notifications. These dates are at the discretion of the SPPS School and Team Managers.

All School contacts are to attend to hand over all paperwork and confirm entry to the next level of competition.

**Ensure you bring:**

* All student Forms – A, B, C, D, E, F

* 2 copies of Form G

* School copy of QPSS Summary - Form H

You will exchange all paperwork and collect the uniforms that have been ordered for each student from your school.

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Last updated February 2015