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| Description: S:\7794-SSP\DIR_QA\SSWA\ADMINISTRATION\Logos\SSWA Logos\SSWA LOGO Transparent.gifSSWA Policy | **INTERSTATE OFFICIALS GUIDELINES AND PROTOCOLS** | Last Edited: Jan 2018 |

School Sport WA (SSWA) requires a consistent approach to policies, procedures and guidelines which enables a consistent implementation of operational protocols.

**Team Official Commitments**

Official’s roles are many and varied but a number of specific commitments are expected. Officials will:

* Attend a coach/manager meeting with SSWA prior to the commencement of trials or selection processes
* Attend the SSWA Annual General Meeting and the annual SSWA Presentation Evening
* Attend a Post Championship review meeting with SSWA administration within one month of the Championship

SSWA understands the commitment made by officials to provide quality interstate sport opportunities for students and expects that officials will;

* Conduct themselves according to Department of Education and SSWA Policies, Procedures and Guidelines
* Promote the ethos and intent of SSWA
* Will not consume alcohol whilst on duty
* Will not smoke in the company of team members
* Communicate and liaise with all involved in the program and respond promptly to requests by SSWA pertaining to team operation and information
* Inform SSWA of any issue or situation that may adversely impact on aspects of a tour
* Meet the required deadlines agreed to at the initial coach / managers meeting
* Wear SSWA official dress uniform to all formal functions both at home and interstate

**SSWA Financial Commitment**

The Education Department and SSWA provide funding to cover the majority of the team officials costs. Each official travelling interstate is allocated an allowance in the budget to cover the living allowance, accommodation, airfare, event official dinner, team photo, phone allowance, standard uniforms and badges. If these costs go over the allocated threshold they are then levied equally across the student participants.

**Airfares**

SSWA will book and pay for airfares for team officials. SSWA will only book return airfares to and from the destination. Any variation required by SSWA officials must be negotiated with the SSWA office and are the responsibility of the individual official. Team officials residing in remote country locations can apply to SSWA to have their home to Perth return airfare paid by SSWA. It is expected that Team officials will travel with the team both to and from the Event.

**Car Travel**

Team officials are expected to cover their own expenses in relation to attending team training/functions. SSWA will support claims made on personal taxation. Officials living more than 200km from Perth may apply and claim a small honorarium to offset costs associated with using their own vehicle to attend training and team functions. The maximum claim is $200.

**Accommodation**

SSWA bookings are based on an appropriate minimum requirement of rooms to professionally accommodate the team. This will mean shared accommodation for officials. It is not SSWA policy to accommodate male and female officials in the same room. Any variations required by SSWA officials must be negotiated with the SSWA office and are the responsibility of the individual official.

SSWA’s organisational commitment for interstate Championships is for teams, first and foremost. The option of an official’s partner attending the Championship and being included in the process will not be entertained as part of the standard organisational procedure. Should an official’s partner wish to attend it will be their responsibility to arrange transport, accommodation and involvement. If, at a later stage, an opportunity to stay with the team members arises an appropriate cost factor will be applied as determined by SSWA.

**Uniforms**

The establishment of a strong tradition for the promotion of SSWA in all forums is a key for the professional presentation for both officials and team members. The provision of uniform for officials has a number of levels:

First appointment;

* Supplied with a formal SSWA uniform (males – dress shirt, females – blouse)
* Supplied with the compulsory official’s walkout uniform
* Officials may order extra uniform items but will be invoiced for any difference from the allocated allowance

Future appointments;

* Officials are entitled to a maximum allowance of $150 per year for replacement clothing.
* Officials may order extra uniform items but will be invoiced at 10% discount for any difference from the allocated allowance.
* If SSWA changes an item previously issued a replacement item will be supplied by SSWA

**Teacher Relief**

SSWA will provide TR days to Public School teachers and employees to cover for the employment of relief teachers whilst team officials are on tour. Private School teachers will need to arrange for their own TR through their school system. SSWA is unable to provide any financial remuneration to non-school teachers.

**Officials Allowance**

SSWA allocates a standard Living Allowance to assist officials with out of pocket expenses. This Living Allowance is calculated at $60 per day for the term of the Interstate Championship. The Officials Allowance includes components for:

* Meals whilst on tour
* General phone calls associated with team operation whilst on tour
* Internet connection for activities related to a Championship (i.e. during a tour)
* Any transport costs to and from Perth Airport (eg taxi)
* Any general expenses associated with team operation whilst on tour

If there are costs associated with the preparation of the team including training camps, training sessions or extensive telephone contact (phone calls) they must the included in the team preparation levy.

If the official’s tour meals are included as part of the team tour package the meals component of the Living Allowance may be adjusted to reflect that arranged levy. The living allowance may also be adjusted for excess clothing orders.

Officials are encouraged to document out of pocket expenses incurred in the fulfilment of their duty as an interstate official, include them as part of their taxable expenses and make claims through the standard Australian Taxation Office process.

**Other Financial Matters**

SSWA has specific policies in place to accommodate the financial aspects of its operation. Clearly any involvement with the collection, distribution or involvement with money must be open, accountable and subject to full audit. Officials must be familiar with all aspects of finance policy.

On occasions there may be extenuating circumstances that arise during a tour. These may include illness, injury or perhaps an unforeseen occurrence that involves an extra financial expense. These circumstances may be reimbursed through SSWA following a written application and provision of receipts to satisfy SSWA financial policy. Any claims to be made within one month following return from the tour.

**General Understandings**

The SSWA office staff are a strong, vibrant group fully committed to making the experience of involvement in sport events, at all levels, positive and rewarding. The staff are highly professional and work extremely hard to satisfy all requests.

The SSWA office will communicate with School Sport Australia member body’s and conduct all travel and accommodation planning. Any enquiries regarding these areas must be communicated through the office.