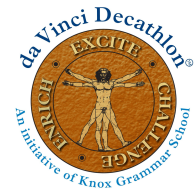




SUNSHINE COAST  
GRAMMAR SCHOOL



## **MANAGEMENT PLAN**

### **REGIONAL DA VINCI DECATHLON 2025**

### **SUNSHINE COAST GRAMMAR SCHOOL**

#### **Venue**

The Regional da Vinci Decathlon 2025 will be held in the Hall, Sunshine Coast Grammar School  
Address 372 Mons Road, Forest Glen QLD 4556.

The Hall is located next to the Main Reception.

**See Map on page 5.**

#### **School uniforms**

It is expected that school uniforms will be worn (including hats for morning tea and lunch breaks) \*please note: we have a bell-to-bell policy for mobile phones for students on campus.

#### **Arrival and departure time**

Please arrive no later than 8:00am. Teams are expected to stay until 3:30pm for the presentation.

#### **Parking off site**

Sunshine Coast is unique in that we have cars and buses on the school site.

Bus drop off is located at the tear drop area (see map)

Minibuses can drop students at tear drop area and park on the training oval (highlighted pink on the map).

Additional staff: If you are staying for the day, please park in the local area (parking near Grammar School Way), the school has a leased plot of land before you enter the main gates (Mons Road) and make your way to Grammar Hall via the path.

Signage and Grammar Prefects will meet you at the gate and guide you to Grammar Hall.

#### **Please note:**

We are operating on an extremely tight schedule, and the event must commence at 8:30am and to ensure the integrity of the marking operation, the day will not end earlier than 3:30pm.

#### **Transport to the school**

We encourage teams to travel by bus to reduce the traffic onsite at the usual drop and pick up times. We encourage teachers to park offsite. Parents can drop students off at the kiss and go to the area near the hall **prior to 8:00 am.**

#### **Map of School**

A map of Sunshine Coast Grammar School campus is attached to the email and located on page 5.



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### **Emergency procedures and accountability**

Sunshine Coast Grammar School has a current set of emergency procedures and action plans. These are enacted in accordance with the policies and procedures for specific emergencies. All participants will be briefed during the welcome by School Prefects and Grammar staff. Procedures include but are not limited to incident and accident procedures.

Should an incident occur during the Decathlon, in the first instance the individual school's representatives will be directly responsible for the welfare of the students from that school. Sunshine Coast Grammar School will provide all assistance as necessary to ensure adequate care for the individual contestants and staff.

All visiting school representatives will need to carry with them contact details for communication with the parents of students should an incident occur.

### **First-aid coordination**

In the event of a student or staff member requiring first aid assistance, we have trained staff on site. The school clinic is indicated on the map of the school. If it is necessary to speak with the nurses in the school clinic, please contact the event coordinator if there is an injury or a child is ill.

### **Contact phone numbers**

In the first instance, please contact your school representative on her or his mobile phone. If Sunshine Coast Grammar School can be of further assistance, please do not hesitate to contact our Switchboard on (07) 5445 4444. They will be able to put you in touch with the relevant staff members.

### **Discipline**

All disciplinary matters will be handled in the first instance by the representative of the individual school with the assistance of members of the Decathlon management team.

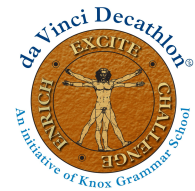
### **Catering**

Our catering contractors will be coordinating food and beverages throughout the day for staff only. Should staff have special dietary requirements, this should have been noted during registration and emailed to [davinci@scgs.qld.edu.au](mailto:davinci@scgs.qld.edu.au)

Students need to bring their own morning tea and lunch.



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### Structure of the day

- The day is divided into three sessions.  
(Program attached or located on [Grammar webpage](#))
- Within each session there will be a number of tasks running concurrently.
- Teams receive all the tasks for a session at the beginning of that session.
- They must decide how the tasks will be allocated.
- Each team only submits one response to each task.

For example, in the first session if there are four tasks, a natural distribution of tasks may be to have two people working on each task. At various times throughout each session, it is a good idea for the entire team to discuss issues associated with each task.

### Students' requirements

Teams should bring in a clear box containing team resources for the day.

- Pens, pencils, rulers
- Scissors
- Protractors
- Glue stick
- Art supplies—crayons, black fine liners, pastels, coloured pencils, textas (no paints)
- Roll of sticky tape (one per team)
- Calculators can be used (no graphics calculators allowed)
- **1 roll of masking tape per team for engineering task (requirement)**
  - Please bring a stapler to staple papers back together at the end of each round.

All other items will be provided. Students cannot bring stickers, paints or coloured paper for the tasks.

Please ensure that students do not bring any study aids or cipher tools.

### Mobile phones, iWatches and iPads

Students **cannot have any electronic devices** during the competition that enable them to access the internet. Teachers need to collect any devices prior to the start of the competition.

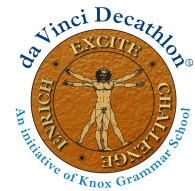
### Team seating

Each team will have a table allocated. As teams work on tasks concurrently, it is suggested that students move around their table to partner with the team members with whom they are working on a particular task.

With the exception of toilet breaks, competitors should be at their table during session times. Competitors are asked where it is possible to limit toilet visits to session breaks.



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### **Role of accompanying teacher**

**All schools must provide an accompanying teacher for the day for each team.**

**All teachers are expected to be involved in marking throughout the day.**

### **Integrity**

Teachers are not permitted to assist the team in any way during session times or enter the SCGS Hall during the competition.

Teachers are not allowed to be at their school's allocated tables after 8:20 am

- Please ensure that no team numbers, including the teacher's own team numbers, are recorded. This ensures the integrity of the marking and the competition.
- All teachers assist in marking General Knowledge and Code Breaking and are asked to nominate an additional **two disciplines** in which they are prepared to assist with marking on the day.

### **Prizes**

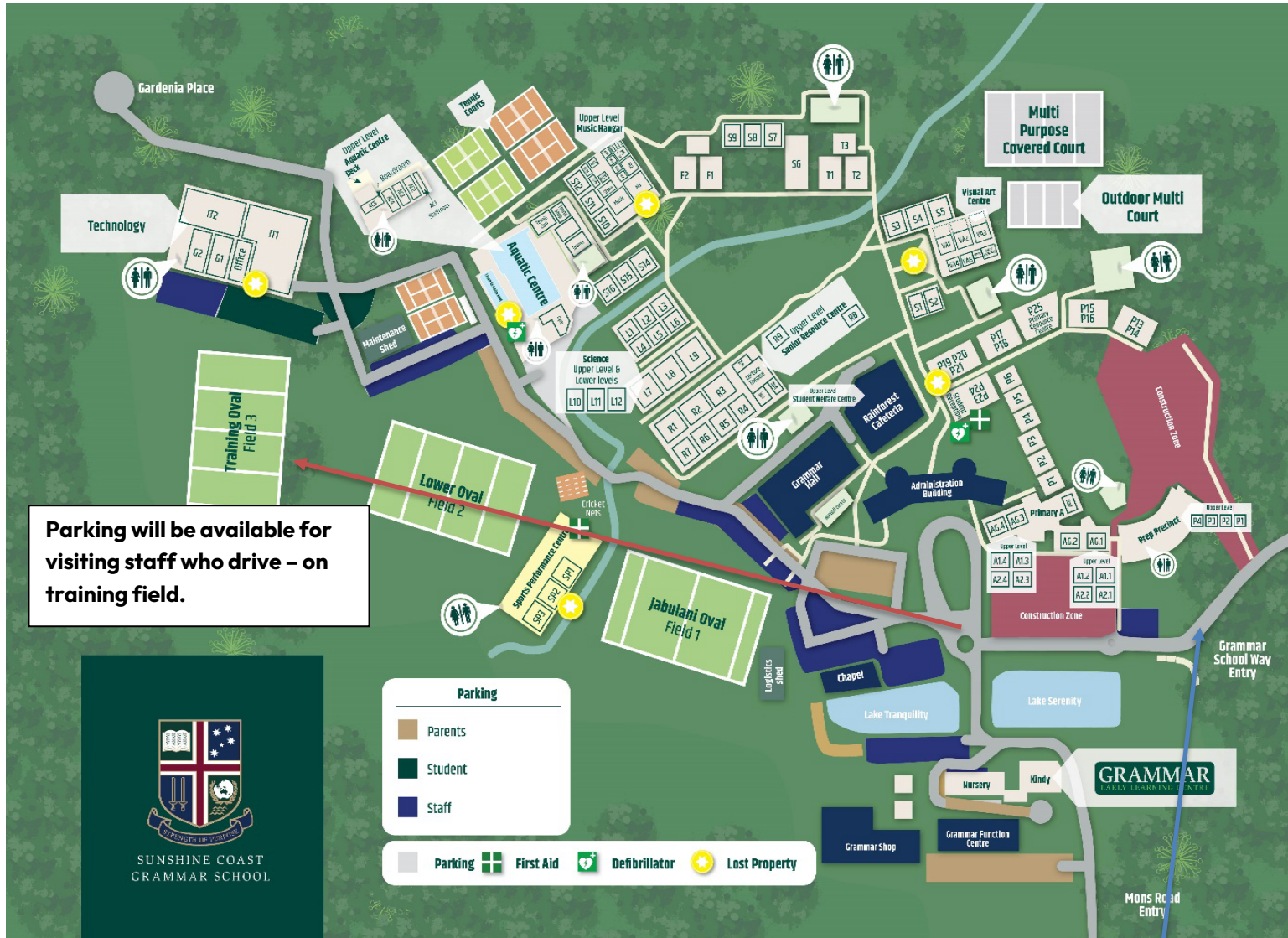
- The team finishing in first place in each division will receive a trophy,
- Medallions will be awarded to all team members finishing in first, second and third places in each division.
- Overall, first placed teams for each grade will have automatic entry to the State competition.
- Certificates are awarded for each of the ten disciplines.
- An electronic template for certificates of participation will be made available to all competing schools.

### **Tournament Organiser**

The tournament organiser is Mrs. Brenda Gahan – Sunshine Coast Grammar School  
[davinci@scgs.qld.edu.au](mailto:davinci@scgs.qld.edu.au)



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**Bus** and car entrance 372 Mons Road, Forest Glen

Buses can then park at the top of the school after dropping off students.  
Staff will direct buses to parking.

Grammar School Way entrance for cars only.

Parking will be available for visiting staff who drive – training field.  
**See red arrow.**