

Coach Roles & Deadlines



Before the Regional Trial

	Form required	Due date
Contact District Secretary to secure a role with a District team of your sport to be in attendance at the regional Trial		
Liaise with the SC Manager to determine training days that suits both officials.		<u>2 weeks prior</u> to Regional trials
Liaise with Lisa in the SC Office regarding any : <ul style="list-style-type: none"> • Specific apparel requirements for the team • Council bookings for training venues • Extra costs i.e. training halls/venues. 		<u>2 weeks prior</u> to Regional trials
Training schedule	To accompany the Risk Assessment	2 weeks prior to Regional trials
Risk Assessment to be completed and sent to the Assistant Regional School Sport Officer	Generic template for training	2 weeks prior to Regional trials
Complete the Officials Acknowledgement Form	Acknowledgement Form	Regional trial date

At the Regional Trial

	Form required	Due date
Record Selection notes to refer to if shadows required		
Complete Regional team Selection sheet and get the district officials involved in selection to sign the sheet and then forward the sheet to SSSC	Regional Team Selection	On the day
Outline the Code of Conduct to Players and Parents and first training date	Players Code of Conduct Parents Code of Conduct	

Lead up to State Championship

	Form required	Due date
Coordinate training sessions taking into account the composition of the team and constantly liaising with the team manager.		
Liaise and make appointment with Lisa to collect officials apparel and any equipment required from SSSC Sport Office		

At State Championships

	Form required	Due date
Attend all meetings, ceremonies and schedules and games		
NB. If a team member is injured or ill and must remain in hospital after your scheduled departure or cannot return travel with the team, one teacher MUST remain with the child until a parent or other guardian arrives (if required). The Regional Sports Office will cover all extra expenses pertaining to this teacher. In the event that this does occur, please notify the Regional Sports Office immediately on phone 5656 6760 or RSSO mobile 0407 960 571.		
Give constant feedback to Selectors regarding SC Players		

Returning from State Championships

	Form required	Due date
Assist Manager in preparation of Managers Report		
Complete officials allowances within Promaster	Email Lisa	

